

香港特別行政區政府
工商及科技局
工商科



香港金鐘道八十八號
太古廣場第一期二十九樓

COMMERCE AND INDUSTRY BRANCH
COMMERCE, INDUSTRY AND
TECHNOLOGY BUREAU
GOVERNMENT OF THE HONG KONG
SPECIAL ADMINISTRATIVE REGION

LEVEL 29, ONE PACIFIC PLACE
88 QUEENSWAY
HONG KONG

Our Ref.: CIB 89/10/10

11 April 2006

(Letter to ALL Ocean / River Cargo Carriers)

Dear Sir/Madam,

**Full Migration to Electronic Submission of Cargo Manifests (EMAN)
in respect of Ocean and River Cargoes**

Further to our letter of 22 February 2006, we would like to inform you that the legislative procedure to end the transitional period for the submission of ocean and river cargo manifests was completed on 29 March 2006. Hence, the Government will only accept electronic manifests from ocean and river carriers from **0000 hour of 16 June 2006** onwards.

In line with the Government's policy to promote competition in the Government Electronic Trading Services market, we are also pleased to inform you that we have signed a contract with Global e-Trading Services Limited (hotline number: 8109 1820) to provide EMAN services in addition to that provided by Tradelink Electronic Commerce Limited (hotline number: 2917 8866).

We have recently taken stock of the latest position of the industry's preparation for full migration to the use of EMAN services. Bearing in mind the end date in mid June, we note a number of carriers have yet to register for using the EMAN services. You are urged to approach the service providers as soon as possible if you have not yet registered, unless it is your intention to use the service centres set up by service providers (which does not require pre-registration) to convert paper manifests into electronic submissions. Please contact the service providers should you require further details on the service centres.

For those who have registered and will be submitting electronic manifests by inputting cargo data directly into the EMAN end-user software, you are encouraged to switch to electronic submission earlier, or at least get yourselves familiarized with the electronic operation by submitting some electronic manifests to the Government before mid June.

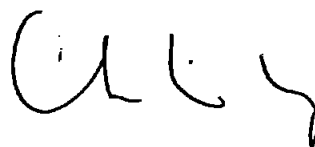
For those who have registered and opted to submit electronic manifests with cargo data kept in their own computer systems, we note with concern that –

- (a) some have not yet signed up for the upcoming end-to-end tests with the service providers; and
- (b) the cargo data submitted by some carriers, especially the ocean ones, do not meet the requirements set out in our EMAN submission guidelines, an extract of which is reproduced at the Annex for your reference.

If you are among the companies in (a), we would strongly advise you to act early so that you can have your computer system fully tested for readiness of EMAN submission before mid June. On (b), our user departments have recently raised an important implementation issue concerning the quality and completeness of cargo data submitted through the service provider to the Government's system under the "truncated approach", one of the three inputting methods for EMAN submission. Indeed, it has come to our attention that, instead of reporting the truncated cargo data on a per cargo item basis, there were cases that some carriers provided only 350 characters in the relevant data field for an entire consignment or container with a large number of different cargo items or they simply entered into the relevant data field the wording "See papers attached". You would appreciate that as explained in the Annex, the reporting of cargo data in this manner would at least result in a number of enquiries from the government departments concerned as essential cargo data, including licence/permit numbers, information on dutiable commodities, etc. are often missing. It is therefore important for you to adhere to the inputting methods set out in the Annex. If you encounter similar problem, you should approach your service provider for assistance now.

If you need any further information about the arrangements regarding full migration to the EMAN services, please contact Mr Roger Ng of this Bureau at 2918 7472.

Yours faithfully,



(Albert Chow)

for Secretary for Commerce, Industry and Technology

**c.c. Commissioner of Customs and Excise
(Attn : Mr Daniel Cheung)**

**Commissioner for Census and Statistics
(Attn : Ms Josephine Tse)**

**Director-General of Trade and Industry
(Attn : Mr Dick Mak)**

**Government Chief Information Officer
(Attn : Ms Joyce Mok)**

**Global e-Trading Services Limited
(Attn : Ms Mimi Ho)**

**Tradelink Electronic Commerce Limited
(Attn : Ms Emily Chung)**

Inputting Methods of Cargo Data for EMAN Submission¹

Ocean carriers may report goods description using one of the following approaches -

- **Basic approach:** carriers to report what shippers/forwarders have reported/ will report in a government licence/notification/permit or import/export declaration in respect of the cargoes shipped; and for cargoes not covered by such documents, carriers to provide the goods descriptions by making reference to the examples quoted in the guidelines;
- **Mapping approach:** carriers to provide HS-6 or HS-4 equivalent descriptions if Harmonized System (HS) codes have been captured for the cargoes shipped. If only HS codes are provided, the service providers are prepared to provide technical support/advice for the mapping when needed; or
- **Truncated approach:** carriers to provide the first 350 characters kept in their systems for the cargoes shipped as a way of passing on the information provided by shippers/forwarders.

Carriers who choose to report goods description using the truncated approach would stand a higher chance of receiving government queries, as compared to the other two approaches, especially if the cargo details so provided under the truncated approach do not contain adequate information for the government departments concerned to carry out their statutory functions of cargo clearance, compilation of cargo statistics and trade control. For the avoidance of doubt, it should be noted that carriers should use the truncated approach only when a carrier's system uses more than 350 characters to describe a cargo and that carriers should provide the first 350 characters for their cargoes shipped on a per cargo item basis. The Government cannot accept the reporting of the first 350 characters for an entire consignment or multiple consignments covering a large number of different cargoes, as this way of submitting cargo details does not meet the requirements set out in the Import and Export Manifests Notice (Cap 60C).

If several containers are used for carrying the same cargo item under a particular bill of lading, carriers should enter the information of the containers under the same cargo item instead of reporting the container information under several cargo items.

¹ extracted from the EMAN guidebook, please refer to the following web addresses for more details -

[http://www.gov.hk/cib/ehhtml/pdf/gets/EMAN_Cargo_Description_\(Eng\).pdf](http://www.gov.hk/cib/ehhtml/pdf/gets/EMAN_Cargo_Description_(Eng).pdf)
[http://www.gov.hk/cib/ehhtml/pdf/gets/EMAN_Guidebook_\(Eng\).pdf](http://www.gov.hk/cib/ehhtml/pdf/gets/EMAN_Guidebook_(Eng).pdf)