



**Census & Statistics Department
Trade Statistics Branch (2)**



Notice Reference No.: 3178 8988

Tel No.: 3178 8988 (press "1" and "1" after selection of language)

Date:

Dear Sir/Madam,

Notice on Lodgement of Import/Export Declaration

As shown on the relevant manifest, you have imported the following article(s):

Goods Description:
Carrier Name:
Forwarder Name:
Date of Arrival:
Flight No.:

Master Air Waybill No.:
House Air Waybill No.:
Name of Port of Loading:
Total Number of Packages:
Gross Weight (Weight Unit):

In accordance with the Import and Export (Registration) Regulations, Chapter 60E and/or the Industrial Training (Clothing Industry) Ordinance, Chapter 318, Laws of Hong Kong, every person who imports or exports any article other than an exempted article* is required to lodge with the Commissioner of Customs and Excise an accurate and complete import/export declaration within 14 days after the importation/exportation of the article and pay the required declaration charges. Any late lodgement of declaration will result in penalty* being imposed on the importer/exporter. It is therefore in your own interest to lodge the declaration as soon as possible.

If you have not yet lodged the required declaration, you have to lodge* the declaration without further delay. Please quote the 8-digit Notice Ref. No. (which appears at the top right corner of this notice) on the declaration. It is an offence for any person failing to lodge the required declaration within the specified period, or knowingly or recklessly lodging a declaration that is inaccurate in any material particular.

For other cases, you are requested to complete this notice by putting a 'X' in the appropriate box and filling in the required information below, and return* it to this department together with the necessary supporting document, if applicable.

- a. **The declaration for the article(s) in question has been already lodged.** Details are as follows:

Unique Declaration Reference:
Lodgement Date:
Day Month Year

- b. **The article(s) in question is/are exempted under regulation 3 of the Import and Export (Registration) Regulations.**

Reason for exemption : _____
Documentary proof attached (Please specify) : _____

- c. **Your company is not the actual importer/exporter and act as a forwarding agent in respect of the above article(s) only.**

(Please arrange to submit the name(s) and address(es) of the actual consignor(s) / consignee(s) and the shipment details to the government. Your company is strongly advised to provide these details to the carrier in future for one go submission.)

- d. **The importation/exportation of the article(s) in question has (have) been cancelled.**

Documentary proof attached (Please specify) : _____

- e. **Your company has not imported/exported the article(s) in question.**

- f. **Others** (Please specify) : _____

*For enquiry and details, please refer to the Explanatory Notes.

The powers and duties exercised by the undersigned under the Import and Export (Registration) Regulations and the Industrial Training (Clothing Industry) Ordinance (Cap. 318) are authorised by the Commissioner of Customs and Excise in accordance with Section 4 of the Import and Export Ordinance (Cap. 60) and Section 43(1) of the Interpretation and General Clauses Ordinance (Cap. 1).

此乃報關通知書。本通知書基本內容的中文版本可從政府統計處的網站(網址: http://www.censtatd.gov.hk/trader/index_tc.jsp)或報關通知書查詢熱線(電話號碼: 3178 8988 選擇語言後按按鈕「1」及「2」)索取。如對處理這封通知書仍有困難,請致電 3178 8988 或傳真至 2877 5399 查詢。

Yours faithfully,

Statistics Supervisor, Census and Statistics Department,
on behalf of Commissioner of Customs and Excise

EXPLANATORY NOTES

A. Common Categories of Exempted Articles

The following classes of goods are commonly classified as exempted articles. For full details, please refer to Regulation 3 of the Import and Export (Registration) Regulations, Chapter 60E, Laws of Hong Kong.

- (1) Any article valued at less than \$1,000, which is a sample of any product OR any article which is marked clearly as a sample of any product and is to be distributed free of charge;
- (2) Transshipment cargo consigned on a through bill of lading or a through air waybill;
- (3) Any article which is marked clearly as advertising material and is supplied free of charge;
- (4) Personal baggage including any article imported or exported otherwise than for trade or business;
- (5) Any article which is imported or exported solely for the purpose of exhibition and which is to be exported or imported after exhibition;
- (6) Gifts of a personal nature where no payment is or is to be made by the consignee thereof;
- (7) Any article which is imported or exported solely for the purpose of being used in a sports competition and which is to be exported or imported after the competition.

B. Method for Lodging Declarations

Import/export declarations are to be lodged electronically through the services provided by the service providers appointed by Government. Paper-to-electronic conversion service for declaration is also provided by the service providers through a network of service agents in Hong Kong. The service agents will send the converted electronic messages to the respective service provider for onward transmission to the Government. Further information can be obtained from the service providers through their websites, e-mail addresses and enquiry hotlines listed in Section E below.

C. Forms, Imports and Exports Declaration Charge, Clothing Industry Training Levy and Penalty Charge

At the time of lodging declaration, importer and exporter who imports/exports articles on or after 1 August 2012 is required to use the prescribed form, pay Imports and Exports Declaration Charge and/or Clothing Industry Training Levy to the Government as shown in the following table:

	Prescribed form type	Charges
Importation of non-food items	Import Declaration Form 1	20 cents in respect of the first \$46,000 of the value of the goods and 12.5 cents in respect of each additional \$1,000 or part thereof and rounded up to the nearest 10 cents.
Importation of food items ⁽¹⁾	Import Declaration Form 1A	20 cents per declaration irrespective of the value.
Importation of articles exempted from declaration charge ⁽³⁾	Import Declaration Form 1B	Exempted from declaration charge irrespective of the value.
Exportation of Hong Kong made non-clothing items and Re-exportation	Export/Re-export Declaration Form 2	20 cents in respect of the first \$46,000 of the value of the goods and 12.5 cents in respect of each additional \$1,000 or part thereof and rounded up to the nearest 10 cents.
Exportation of Hong Kong made clothing items ⁽²⁾	Export Declaration Form 2A	Clothing Industry Training Levy of 30 cents in respect of each \$1,000 value or part thereof in addition to the Imports and Exports Declaration Charge.
Exportation of articles exempted from declaration charge ⁽³⁾	Export/Re-export Declaration Form 2B	Exempted from declaration charge irrespective of the value.

- Notes:
- (1) Details specified in Appendix I of the current Hong Kong Imports and Exports Classification List (Harmonized System)
 - (2) Details specified in Appendix II of the current Hong Kong Imports and Exports Classification List (Harmonized System)
 - (3) Details specified in Regulations 8(3) & 8(4) of the Import and Export (Registration) Regulation, Chapter 60E, Laws of Hong Kong

A penalty charge calculated according to the following table is required to be paid in respect of each declaration not lodged within 14 days after the importation/exportation:

Total value of articles specified in a declaration	Penalty payable where a declaration is lodged		
	after 14 days but within 1 month and 14 days after the importation/exportation	after 1 month and 14 days but within 2 months and 14 days after the importation/exportation	after 2 months and 14 days after the importation/exportation
Not exceeding \$20,000	\$20	\$40	\$100
Exceeding \$20,000	\$40	\$80	\$200

D. Making Reply to Declaration Notice

- ♦ calling the Declaration Notice Reply Hotline at 2828 3476 (A fax of the instruction on using the system can be obtained from the system by pressing “2” after selection of language.);
- ♦ sending a completed electronic form “TSP101” (which is available in the website of the Census and Statistics Department (C&SD) at “<http://www.censtatd.gov.hk>”) to the e-mail address “trade-declaration@censtatd.gov.hk”;
- ♦ fax to 2877 5399; or
- ♦ mailing the reply to “Trade Statistics Processing Section, 18/F, Wanchai Tower, Hong Kong”. Please ensure your mail items bear sufficient postage before posting. Any mail items bearing insufficient postage will be returned or disposed of by the Hongkong Post.

E. Reference and Enquiry

A booklet entitled "How to Complete and Lodge Import/Export Declarations", which outlines the main points to note in completing import/export declarations, is available free of charge at C&SD and the Customs and Excise Department. Besides, this booklet can be viewed or downloaded from C&SD's website at “<http://www.censtatd.gov.hk>”. If you have further question or difficulty in completing your import/export declarations, you may telephone the Census and Statistics Department Import/Export Declaration and Cargo Manifest Enquiry Hotline at 2877 1818 (for specific enquiry on Declaration Notice matters, you can press “2” and “1” after selection of language), send an e-mail to “trade-declaration@censtatd.gov.hk” or fax it to 2877 5399.

Websites, enquiry e-mail addresses and telephone hotlines of some services relevant to lodgement of import/export declarations are listed below for reference:

Organisation	Service	Websites / E-mail Address	Enquiry Hotline
Customs and Excise Department	Verification and assessment on import/export declarations, permits for dutiable commodities, licences for dutiable commodities	http://www.customs.gov.hk customsenquiry@customs.gov.hk	2815 7711
Trade and Industry Department	Import/export licences for textiles and non-textiles goods, certificates of origin, information on tariff and import regulations of other countries	http://www.tid.gov.hk enquiry@tid.gov.hk	2392 2922
Brio Electronic Commerce Limited	Electronic Declaration Service	http://www.brio.com.hk helpdesk@brio.com.hk	2111 1611
Global e-Trading Services Limited	Electronic Declaration Service	http://vip.ge-ts.com.hk enquiry@ge-ts.com.hk	8201 0082
Tradelink Electronic Commerce Limited	Electronic Declaration Service	http://www.tradelink.com.hk mktsales@tradelink.com.hk	2917 8888