



# Census and Statistics Department

## Hong Kong Special Administrative Region

### Import and Export Ordinance, Cap. 60

#### Application for Certified Copy of Import / Export Declaration / Cargo Manifest

#### 1. Particulars of applicant

Name of organization: \* Tel no.: \*  
 Address: \* Fax no.:

#### 2. Reason(s) for application

Reason(s) for this application : \*

#### 3. Details of the ( declaration / cargo manifest) of the ( import / export) consignment (as the case may be)

Arrival / Departure Date (DD/MM/YYYY) \*  
 Port of Loading / Discharge \*  
 Vessel Name and Voyage No. / Flight / Wagon / Vehicle No. \*  
 BL / AWB / Rail Cargo Receipt / Customs Ref. / P.O. No.  
 (For consolidated shipment) House BL / House AWB No. \*  
 Description of Goods and Quantity  
 \*

UDR in Electronic Service Provider Transaction Bill / Payment Receipt No. and Date for users of the paper-to-electronic conversion service (for certifying copy of Import/Export declaration)

Manifest Lodgement Date (DD/MM/YYYY) (for certifying copy of manifest)

#### 4. Supporting documents\*

In support of this application, I submit a copy each of the following documents relating to the above consignment :

Apply for a certified copy of import / export declaration	Apply for a certified copy of cargo manifest
(i) Import / export declaration;	(i) Copies of cargo manifest - 3 sets;
(ii) Bill of Lading;	(ii) Bill of Lading ; and
(iii) Invoice; and	(iii) Others (please specify)
(iv) Others (please specify)	

I declare that the information given above is true.

\*

Name and position of signatory (in block letters)

Date (DD/MM/YYYY)

\*

OFFICIAL USE ONLY	Application file ref. no. and date of receipt	Date of issue
	_____	_____
Verified in order :	(Responsible officer)	(Date)

#### Notes

- \*Mandatory field
- The completed form with copy of the supporting documents can be emailed to [trade-declaration@censtatd.gov.hk](mailto:trade-declaration@censtatd.gov.hk), faxed to (852) 2877 5399 or posted to the Trade Statistics Processing General Unit, Census and Statistics Department, 18/F, Wanchai Tower, 12 Harbour Road, Wan Chai, Hong Kong.
- The information provided herein will only be used for processing your request for information and will not be disclosed to parties which are not involved in the job.
- You may seek access to or correction of the information by addressing your request to the Data Controlling Officer, Census and Statistics Department, 21/F, Wanchai Tower, 12 Harbour Road, Wan Chai, Hong Kong.