

How to Complete and Lodge Import/Export Declarations



Requirement of Law on Import/Export Declaration

Under the Import and Export (Registration) Regulations, Chapter 60E, of the Laws of Hong Kong, every person who imports or exports/re-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 or exportation of the article. Prosecution may be initiated against any person who fails or neglects to lodge the required declaration within the specified period, or knowingly or recklessly lodges any declaration that is inaccurate in any material particular.

The Census and Statistics Department is authorised by the Commissioner of Customs and Excise to perform duties in relation to import/export declaration in accordance with Section 4 of the Import and Export Ordinance.

Submission Method

Import/export declarations should be lodged electronically through the (i) three service providers appointed by the Government; or (ii) paper-to-electronic declaration conversion service provided by the service providers.

Please refer to the website of the Census and Statistics Department for more information regarding the three service providers.

(www.censtatd.gov.hk/en/page_1366.html)



Exempted Articles

Please refer to the website of the Census and Statistics Department for the list of exempted articles.

(www.censtatd.gov.hk/en/page_1363.html)



Late Lodgement Penalty

A penalty charge is required to be paid in respect of each declaration not lodged within 14 days after the importation/exportation of the article.

Declaration Charge and Clothing Industry Training Levy

Except for articles exempted from declaration charge, a charge from \$0.2 to \$200 (plus Clothing Industry Training Levy for exports of Hong Kong manufactured clothing items) is required when lodging each declaration. It is paid via the three service providers or using paper-to-electronic declaration conversion service provided by the service providers during the first submission of each import/export declaration.

Please refer to the website of the Customs and Excise Department for more information regarding the above charges. (www.customs.gov.hk/en/cargo_clearance/declaration/charges/index.html)



Enquiries

Hotline

- 2877 1818 (Import/Export Declaration and Cargo Manifest Enquiry)
- 3178 8933 (Commodity Code Enquiry)
- 3178 8988 (Declaration Notice Enquiry)

Email

- trade-declaration@censtatd.gov.hk

In-person

- Trade Statistics Processing Section, Census and Statistics Department, 18/F, Wanchai Tower, 12 Harbour Road, Wanchai, Hong Kong

Monday – Friday (except public holidays)
8:45a.m. to 12:30p.m., 1:30p.m. to 6:00p.m.

For further information, you can visit the website of the Census and Statistics Department.

(www.censtatd.gov.hk/en/page_94.html)



香港特別行政區 政府統計處
Census and Statistics Department
Hong Kong Special Administrative Region



香港海關
Customs & Excise Department
Hong Kong

