

Customs and Excise Department
Office of Dutiable Commodities Administration
Motor Vehicles Valuation Group

**Notes to Motor Vehicle
Importer/Distributor**

- A. Registration as a Motor Vehicle Importer and/or Distributor
- B. Filing of Import Return by Motor Vehicle Importer
- C. Submission of Retail Price List Intended for Publication by Registered Motor Vehicle Distributor
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A. Registration as a Motor Vehicle Importer and/or Distributor

When to Apply

1. Under the Motor Vehicles (First Registration Tax) Ordinance, Cap. 330 (the Ordinance), a person who carries on business of importing motor vehicles for use in Hong Kong either on his own behalf or for a distributor for sale shall within 30 days of commencing that business register as an importer. In addition, a person who carries on business of distributing or retailing motor vehicles for use in Hong Kong either on his own behalf or to another distributor shall within 30 days of commencing that business register as a distributor.
2. The definition of "motor vehicle" in the Ordinance includes vehicle chassis. Hence, an importer or a distributor of vehicle chassis for use in Hong Kong is subject to the same registration requirement.
3. Registration is not applicable to the situations below:
 - A motor vehicle or chassis is not imported for use in Hong Kong (e.g. re-export, scrapping, etc.); or
 - A motor vehicle or chassis is imported for personal use, rather than for sale or distribution.

Application Procedures and Criteria

4. The applicant shall submit the "Application Form for Registration as Motor Vehicle Importer/Distributor" (CED 335) to the Motor Vehicles Valuation Group (MVVG) of the Customs and Excise Department (C&ED) together with the following supporting documents:
 - A written authorisation from the director or board of directors of the company if the applicant does not hold the position of the director;

- A copy of the Certificate of Incorporation and documents regarding the registration of directors under the Companies Ordinance, Cap. 622 for a limited company;
 - Documents regarding the registration of company for an unlimited company;
 - Copies of the Business Registration Certificate; and
 - Hong Kong Identity Card or passport of the applicant (showing the photo and personal particulars).
5. For the purpose of verification, the applicant is required to present the original copies of supporting documents to Customs officers when submitting the application. For application submitted via the Motor Vehicles First Registration Tax System (FRT System), Customs officers will make appointment with the applicant for checking the original copies of supporting documents at the Customer Service Centre (CSC).
 6. For clarifying and verifying details of the submitted application, the applicant may be invited to attend an interview with Customs officers at Customs office. Customs officers may also pay a visit to the applicant's company.
 7. For the convenience of accessing the FRT System for future applications of “Import Return” and Retail Price List Intended for Publication, etc., the submission of e-Certificate (Organisational) details of the applicant is required.

Change of Registration Particulars

8. For any changes on registered information (including registered person, company name, business address, address(es) for location(s) of keeping business records and/or vehicles or chassis, usual brands and e-Certificate details etc.) or ceasing of carrying business, the registered importers and/or distributors shall give notice to C&ED within 14 days of the change or cessation of business. The same form CED335 should be used for application of changes on registration particulars.

Registration Fee

9. After processing an application, C&ED will issue a Demand Note to the applicant for payment of registration fee. After the payment, the applicant should show the payment receipt to the MVVG of C&ED for the issue of a Record of Registration. The date of registration will be the date on which registration fee is paid. The registration is not transferable and the registration fee is not refundable. The scale of fee is set out as below:

- Registration as a registered importer - \$720
- Registration as a registered distributor - \$720
- Registration as a registered importer and distributor - \$720

B. Filing of Import Return by Motor Vehicle Importer

Submission Deadline

1. Under the Ordinance, an importer of a motor vehicle for use in Hong Kong shall file an “Import Return” within 30 days of the importation of the motor vehicle, and not less than 5 working days before delivering that motor vehicle. This requirement does not apply to the import of motor vehicles which are not for use in Hong Kong (e.g. re-export, scrapping etc.).

Documents Required

2. An importer of a motor vehicle shall file an “Import Return” (CED336) with the supporting documents as below:
 - Manufacturers’ and dealers’ invoice/payment receipt;
 - Insurance certificate/receipt/invoice (if available);
 - Shipping documents:
 - (i) Bill of Lading/Air Waybill/Hong Kong Import Manifest;
 - (ii) Arrival Notice/Shipment Release form;
 - (iii) Packing List (if available); and
 - (iv) Freight Invoice (if available).
 - Registration documents before importation into Hong Kong/exporting documents/de-registration documents (if available); and
 - Other related documents (Certificate of Conformity, Completion Inspection Certificate, etc.) (if available).

Accurate Information

3. An importer must ensure the accuracy of the details declared in the “Import Return”, including the vehicle model and landed value etc., and is obliged to verify the relevant details after the arrival of the motor vehicle.
4. Landed value means the total cost of the motor vehicle, including the cost of purchase, freight, insurance and other cost incidental to the purchase and importation of the motor vehicle. The cost element shall be the highest of the following values:
 - The cost of purchase by the importer;
 - The cost of purchase by an associated person within the 6 months prior to the importation of the motor vehicle; or
 - The cost, calculated as the motor vehicle leaves the factory, to the importer who is the manufacturer of the motor vehicle or an associated person.

C. Submission of Retail Price List Intended for Publication by Registered Motor Vehicle Distributor

Submission of Retail Price List Intended for Publication

1. All motor vehicles which are for use in Hong Kong and have not been first registered in Hong Kong are subject to the First Registration Tax (FRT). The FRT of a motor vehicle is calculated on the basis of the taxable value of the motor vehicle and in accordance with the percentage for that vehicle class as specified in the schedule of the Ordinance. The taxable value of a motor vehicle is calculated on the basis of the “Published Retail Price” (PRP) approved by C&ED.
2. In accordance with the Ordinance, a registered distributor is required to deliver the Retail Price List Intended for Publication of a motor vehicle to C&ED not less than 7 days before offering /distributing the motor vehicle for sale for use in Hong Kong, which consists of 4 sections:
 - A1 - The proposed retail price of the model of the motor vehicle including the manufacturer's warranty and any other warranty that is mandatory (but excluding the FRT payable) with a description of what is included in the proposed retail price, i.e. a standard motor vehicle;
 - A2 - The proposed retail price of optional treatments that are offered in addition to a standard motor vehicle (e.g. optional painting);
 - B - The proposed retail price of optional accessories that are offered in addition to a standard motor vehicle (e.g. optional audio equipment); and
 - C - The proposed retail price of optional warranties in addition to a standard vehicle (e.g. optional warranty for 24 months).

(Section A2, B and C are optional items)

A registered distributor should provide information regarding the above sections to C&ED for assessment.

Whenever possible, a registered distributor shall submit the optional items and prices in section A2, B and C, in order to save the additional time for applying change of PRP list particulars.

3. The calculation of the FRT is based on the total amount of the A1 section plus section A2, B and C as purchased by purchaser (if any). Please check the latest tax rate at the Transport Department's website (<http://www.td.gov.hk>).
4. If C&ED is of the opinion that the proposed retail price of a motor vehicle does not reflect its market value in Hong Kong, C&ED may reject the proposed retail price and may assess a retail price that can reflect the market value of the motor vehicle in accordance with the Ordinance.
5. If the assessed price is not accepted by the registered distributor, upon receipt of the Approved PRP List/Notification of Motor Vehicle Provisional Taxable Value, the registered distributor may request for re-assessment with a written representation to C&ED with justifications. There is no limit to the number of applications for re-assessment. After considering the representation, C&ED will conduct re-assessment within 14 days. Apart from that, according to section 11 of the Ordinance, any person who is aggrieved by any decision of the Commissioner for Transport (or the authorised officers of the Customs and Excise Department) made in respect of him under this Ordinance may, within 28 days from the date when he was informed of the decision, appeal to the Administrative Appeals Board.
6. As stipulated in the Ordinance, the PRP of a motor vehicle is assessed according to its market value. Market value means the price that the motor vehicle, its accessory or taxable warranty would fetch in the open market between a buyer and a seller independent of each other, dealing at arm's length. The open market is referring to the open market in Hong Kong. The market values of motor vehicles of same model may vary, and are subject to the accessories fitted and condition of a particular motor vehicle.

7. Before submitting Retail Price List Intended for Publication, a registered distributor has to check and ensure all particulars of the motor vehicle are accurate and complete, with both cost and profit be reflected in the proposed retail price. With C&ED's approval, the proposed retail price will become approved PRP showing on PRP list.

Change of Published Retail Price

8. Considering that the market value of a motor vehicle may be adjusted in response to the changing market environment, the Ordinance allows registered distributor to notify C&ED not less than 5 working days before the intention to change the PRP of the motor vehicle. In case of a price reduction notification, reason for the reduction should be given for consideration.

Publication of Retail Price

9. In accordance with the Ordinance, a registered distributor shall, before offering/distributing a motor vehicle for sale for use in Hong Kong, publish in writing, as the C&ED requires, the approved PRP list of the motor vehicle.

D. Channels for Applications and Enquiries

Channels for Applications

1. For Motor Vehicle Importer/Distributor registration, submission of “Import Returns” or Retail Price List Intended for Publication submission, the applicant can:
 - Make via the FRT System:
<https://eservices.customs.gov.hk/FRT/>;
 - Download the Application Form from C&ED’s website:
http://www.customs.gov.hk/filemanager/common/pdf/pdf_forms/ced335.pdf or
http://www.customs.gov.hk/filemanager/common/pdf/pdf_forms/ced336.pdf;
 - Collect relevant forms at the CSC of MVVG of C&ED;
 - The completed form should be returned to C&ED in person or by mail to: Motor Vehicles Valuation Group, Customs and Excise Department, 3/F., Customs Headquarters Building, 222 Java Road, North Point, Hong Kong.

Enquiries

2. For enquiries, please contact the MVVG of C&ED during office hours. Contact details are as below:

Enquiry Hotline:	3759 2556
Fax:	2598 4975

Post:	Motor Vehicles Valuation Group, Customs and Excise Department, 3/F., Customs Headquarters Building, 222 Java Road, North Point, Hong Kong.
Email:	mvgv_enquiry@customs.gov.hk

Report suspected contravention of the Ordinance

3. Any information on activity of FRT evasion can be reported, as below:

Report Hotline (24-hour):	2545 6182
Fax:	2543 4942
Post:	Hong Kong General Post Box 1166
Email:	crimereport@customs.gov.hk

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