

## ***Electronic Submission of Cargo Manifests***

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The Government has since 11 April 2003 introduced a system for carriers to submit cargo manifests electronically (except road mode transport) to the Customs and Excise Department, Census and Statistics Department, and the Trade and Industry Department.

Effective from 16 June 2006, except those provided on demand by Customs and Excise Department for cargo clearance purpose, all cargo manifests must be submitted electronically using the services provided by one of the service providers.

Similar to the other trade documents like import/export declarations which have to be submitted electronically, carriers can opt to use the paper-to-electronic conversion service provided by service providers.

### **Advantages**

**Saving in time and resources:** electronic submission saves not only time and efforts on lodgment of cargo manifests in person to the three government departments, but also space for storage.

**Re-use of data:** relevant items can be extracted from the system and amended on the screen.

**Round the clock service:** cargo manifests can be lodged round the clock (including Saturdays, Sundays and public holidays).

**Convenience:** demands and outstanding advice for manifests; government queries; detention notice and release vouchers are received via the electronic connection with the service providers. The messages are well-structured and clearly displayed.

### **Requirements for electronic submission**

- A computer with Internet connection.
- Registration with one of the service providers.

### **User Guidebook**

A user guidebook providing general guidelines for lodging electronic cargo manifests can be downloaded from :

[https://www.cedb.gov.hk/assets/document/citb/03\\_CITB\\_2.0\\_Policies/CITB\\_2.0\\_Policies\\_Eng/GETS/EMAN\\_Guidebook\\_\(Eng\).pdf](https://www.cedb.gov.hk/assets/document/citb/03_CITB_2.0_Policies/CITB_2.0_Policies_Eng/GETS/EMAN_Guidebook_(Eng).pdf)

### **Enquiries**

For registration details and further information on the electronic service, please contact Brio Electronic Commerce Limited at 2111 1288 or Global e-Trading Service Limited at 8107 8686 or Tradelink Electronic Commerce Limited at 2599 1700.