

# 如何辦理進/出口報關手續

## How to Complete and Lodge Import/Export Declarations



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Census and Statistics Department  
Hong Kong Special Administrative Region



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Hong Kong

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# 如何辦理進／出口報關手續

## HOW TO COMPLETE AND LODGE IMPORT/EXPORT DECLARATIONS

### 1. 引言

本冊子為將物品進出口的人士提供辦理進／出口報關手續的一般指引。有關進／出口報關的法例要求，請參閱香港法例第 60E 章《進出口（登記）規例》及第 318 章《工業訓練（製衣業）條例》。

### 2. 法律責任

根據《進出口（登記）規例》的規定，凡將物品輸入或輸出／轉口的人士，必須在物品進口或出口後 14 天內向海關關長呈交一份準確而完整的進／出口報關單，豁免物品除外。進口或出口私人物品（包括透過互聯網或其他方式從海外直接購買或向海外出售的物品）亦須遵照以上的進／出口報關規定，除非該等物品屬於《進出口（登記）規例》下指明的豁免物品。任何人士如未有或忽略在指明的期限內呈交所需報關單，或明知或罔顧後果呈交任何在要項上並不準確的報關單，均有可能被檢控。海關關長亦已授權政府統計處某些人員核實進／出口報關單內的資料是否清晰齊備，足以應用於編製貿易統計數字。

中華人民共和國香港特別行政區基本法內說明，香港特別行政區為單獨的關稅地區。因此，除豁免物品外，由中國內地進口或出口往中國內地的物品，仍須遞交進／出口報關單。

即使無須就豁免物品遞交進／出口報關單，將物品進出口的人士仍須囑咐承運商／貨運代理商在貨物艙單上清楚註明豁免物品所屬的類別，以方便處理及核實貿易文件。然而，海關關長仍有權要求將物品進出口的人士就所聲稱的豁免物品提供證明或證據，或在有需要時按照《進出口（登記）規例》的規定，採取適當的行動。

以下列出《進出口（登記）規例》下列明的豁免物品類別，以供參考：

- a. 以全程提單或全程空運提單從某個香港以外地方托運往另一個香港以外地方的轉運貨物；

### 1. Introduction

This booklet provides importers and exporters with general guidelines for completing and lodging import/export declarations. For legal requirements related to import/export declarations, please refer to the Import and Export (Registration) Regulations, Chapter 60E, and the Industrial Training (Clothing Industry) Ordinance, Chapter 318, of the Laws of Hong Kong.

### 2. Legal Responsibility

Under the Import and Export (Registration) Regulations, 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 (the Commissioner) an accurate and complete import/export declaration within 14 days after the importation or exportation of the article. Importation or exportation of personal articles (including articles directly purchased from or sold to overseas through the Internet or other means) is also subject to the above declaration requirements, unless such articles are exempted articles within the meaning of the Import and Export (Registration) Regulations. **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 Commissioner has also authorised certain officers of the Census and Statistics Department to verify whether particulars provided in the import/export declarations are sufficiently clear and complete for compiling trade statistics.

As stated in the Basic Law of the Hong Kong Special Administrative Region of the People's Republic of China, the Hong Kong Special Administrative Region is a separate customs territory. Therefore, lodgement of import/export declaration for any article, other than an exempted article, imported from or exported to the Mainland of China is required.

While it is not required to lodge an import/export declaration in respect of an exempted article, importers/exporters are requested to advise their carriers/forwarders to indicate clearly on the cargo manifest the relevant category of their exempted article in order to facilitate processing and verification of trade documents. It should however be noted that this arrangement does not prejudice the Commissioner's right to require importer/exporter to provide proof or evidence to support the claim of exempted article, or to take any action provided under the Import and Export (Registration) Regulations when necessary.

The categories of exempted articles as stipulated in the Import and Export (Registration) Regulations are given below for reference:

- a. transshipment cargo consigned on a through bill of lading or a through air waybill from a place outside Hong Kong to another place outside Hong Kong;

- b. 以香港以外地方為目的地並由同一船舶或飛機運載途經香港而無須轉運的過境貨物；
  - c. 由政府或中國人民解放軍進口或出口的物品；
  - d. 運載船隻自用或船上耗用的船舶補給品（包括燃料艙燃料）；
  - e. 運載航機自用或機上耗用的飛機補給品（包括飛行燃料）；
  - f. 私人行李，包括任何證明使海關關長信納為非為生意或業務而進出口的物品，但不包括汽車；
  - g. 所載物件價值為\$4,000 以下的郵包；
  - h. 任何物品 –
    - i) 純粹為廣告材料，並經清楚註明和屬免費供應的；
    - ii) 純粹為任何產品的樣本，並經清楚註明，且令海關關長信納是為宣傳有關產品而擬免費分發的；
    - iii) 價值\$1,000 以下的任何產品樣本，並令海關關長信納是擬為宣傳有關產品而使用的；
    - iv) 只為展覽用的進口物品，並令海關關長信納該物品將於展覽完畢後再出口，且不會在本港出售或以任何其他方式處置；
    - v) 只為展覽用的出口物品，並令海關關長信納該物品將於展覽完畢後再進口；
    - vi) 按照上述第(v)節出口供展覽後再進口的物品；
    - vii) 根據並按照暫准進口證進口或出口的物品；
    - viii) 只為體育比賽用的進口物品，並令海關關長信納該物品將於賽事結束後再出口，且不會在本港出售或以任何其他方式處置；
    - ix) 只為體育比賽用的出口物品，並令海關關長信納該物品將於賽事結束後再進口；或
    - x) 按照上述第(ix)節出口供體育比賽用後再進口的物品；
  - i. 由在香港註冊或領牌的漁船直接從漁場運到本港的海魚，包括可供食用的甲殼類動物、軟體動物及其他可供食用的同類海產；
- b. transit cargo destined for a place outside Hong Kong and is passing through Hong Kong on the same ship or aircraft without transshipment;
  - c. articles imported or exported by the Government or the Chinese People's Liberation Army;
  - d. ships' stores, including bunker fuel, for use by or consumption on board the vessel on which the stores are carried;
  - e. aircraft stores, including aviation fuel, for use by or consumption on board the aircraft on which the stores are carried;
  - f. personal baggage including any article which is shown to the satisfaction of the Commissioner to be imported or exported otherwise than for trade or business, but not including motor vehicles;
  - g. any postal packet the contents of which are valued at less than \$4,000;
  - h. any article –
    - i) which consists solely of, and is marked clearly as, advertising material and which is supplied free of charge;
    - ii) which consists solely of, and is marked clearly as, a sample of any product and which is intended, to the satisfaction of the Commissioner, to be distributed free of charge for the purpose of advertising the article of which it is a sample;
    - iii) valued at less than \$1,000, which consists solely of a sample of any product and is intended, to the satisfaction of the Commissioner, to be used for the purpose of advertising the article of which it is a sample;
    - iv) which is imported solely for the purpose of exhibition and which is intended, to the satisfaction of the Commissioner, to be exported after it has been exhibited and is neither sold nor disposed of in any other way in Hong Kong;
    - v) which is exported solely for the purpose of exhibition and which is intended, to the satisfaction of the Commissioner, to be imported after exhibition;
    - vi) which is imported after having been exported for exhibition in accordance with sub-paragraph (v);
    - vii) which is imported or exported under and in accordance with an A.T.A. Carnet;
    - viii) which is imported solely for the purpose of being used in a sports competition and which is intended, to the satisfaction of the Commissioner, to be exported after the competition and is neither sold nor disposed of in any other way in Hong Kong;
    - ix) which is exported solely for the purpose of being used in a sports competition and which is intended, to the satisfaction of the Commissioner, to be imported after the competition; or
    - x) which is imported after having been exported for use in a sports competition in accordance with sub-paragraph (ix);
  - i. marine fish, including edible crustaceans, molluscs and other similar edible products derived from the sea, arriving in Hong Kong direct from fishing grounds on fishing craft registered or licensed in Hong Kong;

- j. 屬私人性質的禮物，而該禮物收受人沒有付款或不會付款；
- k. 使用過及空的貨運貨櫃箱，並屬—
  - i) 經常進口及出口的；及
  - ii) 純粹為運載物品進口或出口用的；
- l. 由提供國際或區域性航空服務，而主要經營地點設於香港以外地方的空運企業所進口或出口的任何飛機部件或配件。惟該等部件或配件，必須用於以下用途—
  - i) 修理或維修該企業自置或租用的飛機，並用以服務於其任何國際或區域航線上；或
  - ii) 為同樣用途與其他同類性質空運企業以非牟利方式交換其他飛機部件或配件；
- m. 由提供國際或區域性海空貨運服務，而主要經營地點設於香港以外地方的運輸企業所進口的任何物品。惟該等物品必須用於修理及維修由該企業管理的貨運貨櫃箱，而這類貨櫃箱是用於其國際或區域性海空貨運服務的；
- n. 任何國家的法定流通銀行紙幣及硬幣；
- o. 任何電台製作、電視製作及廣播設備，以及經特別改裝的電台或電視客貨車及其設備，而—
  - i) 該等製作、客貨車及設備是由在香港以外地方建業或居住的人士所擁有及進口的；及
  - ii) 令海關關長信納該等製作、客貨車及設備準備於香港使用後再出口；
- p. 當進口或出口時，任何用來運載物品的運輸工具；但當作貨物或貨物一部分進口或出口的則除外。

### 3. 進／出口報關單用途

進／出口報關單內所載資料，由政府統計處用作編製貿易統計數字。貿易統計數字除提供有關商品的詳細貿易資料外，亦顯示本港的貿易狀況，在本港及海外均獲廣泛採用，並為一些主要經濟決策提供基礎。因此，務請合作準時遞交準確而完整的報關單，以便按時編製和發布香港對外貿易的統計數字。

- j. gifts of a personal nature where no payment is or is to be made by the receiver thereof;
- k. used empty freight containers which are –
  - i) regularly imported and exported; and
  - ii) used solely for the carriage of articles which are imported or exported;
- l. any aircraft part or accessory imported or exported by an air transport undertaking operating air services on international or regional routes, the principal place of business of which is situated outside Hong Kong. Such part or accessory must be used in the following ways –
  - i) used in the repair or maintenance of aircraft owned or chartered by such undertaking and operated by it on any international or regional air route; or
  - ii) given in non-profitable exchange for any other aircraft part or accessory to any other similar air transport undertaking for a similar use;
- m. any article imported by a transport undertaking operating sea or air freight transport services on international or regional routes, the principal place of business of which is situated outside Hong Kong, for the purpose of being used in the repair and maintenance of freight containers operated by that undertaking in the transport of goods by sea or air on its international or regional routes and which is used for such purpose;
- n. banknotes and coins after issue into circulation, being legal tender in any country;
- o. any radio and television production and broadcasting equipment and specially adapted radio or television vans and their equipment –
  - i) which is owned and imported by a person established or resident outside Hong Kong; and
  - ii) which is intended, to the satisfaction of the Commissioner, to be exported after having been used in Hong Kong;
- p. any means of transport for the purpose of being used as a means of conveyance at the time when it is being imported or exported, other than those which are imported or exported as cargo or part thereof.

### 3. Use of Import/Export Declarations

The information contained in the import/export declarations is used for compiling trade statistics by the Census and Statistics Department. Apart from providing detailed information on commodity trade, trade statistics are widely used in Hong Kong and abroad as an indicator of our trade position, and as the basis of some major decisions on economic policy. Co-operation is sought in the timely lodgement of accurate and complete declarations so that the external trade statistics of Hong Kong can be compiled and released on time.

#### 4. 進／出口報關單種類

#### 4. Types of Import/Export Declarations

a)	進口報關表格一 Import Declaration Form 1	適用於非食品項目及非獲豁免繳付報關費的進口物品 <sup>*1</sup> for imports of non-food items and articles not exempted from declaration charge <sup>*1</sup>
b)	進口報關表格一 A Import Declaration Form 1A	適用於食品項目進口 — 詳情列於現行的香港進出口貨物分類表（協調制度）附錄一 <sup>*2</sup> for imports of food items only – details are specified in Appendix I of the current Hong Kong Imports and Exports Classification List (Harmonized System) <sup>*2</sup>
c)	進口報關表格一 B Import Declaration Form 1B	適用於獲豁免繳付報關費的進口物品 <sup>*1</sup> for imports of articles exempted from declaration charge <sup>*1</sup>
d)	出口／轉口報關表格二 Export/Re-export Declaration Form 2	適用於香港製造的非成衣製品及非獲豁免繳付報關費的出口物品 <sup>*3</sup> ，以及非獲豁免繳付報關費的轉口物品 <sup>*3</sup> for exports of Hong Kong made non-clothing items and articles not exempted from declaration charge <sup>*3</sup> , and re-exports of articles not exempted from declaration charge <sup>*3</sup>
e)	出口報關表格二 A Export Declaration Form 2A	適用於出口在《工業訓練（製衣業）條例》附表 1 所列的香港製造的成衣製品 — 詳情列於現行的香港進出口貨物分類表（協調制度）附錄二 <sup>*2</sup> for exports of Hong Kong made clothing items specified in Schedule 1 to the Industrial Training (Clothing Industry) Ordinance – details specified in Appendix II of the current Hong Kong Imports and Exports Classification List (Harmonized System) <sup>*2</sup>
f)	出口／轉口報關表格二 B Export/Re-export Declaration Form 2B	適用於獲豁免繳付報關費的出口／轉口物品 <sup>*3</sup> for exports/re-exports of articles exempted from declaration charge <sup>*3</sup>

警告：所有呈交給海關關長的報關表格必須遵照《進出口（登記）規例》的規定而填報，內容必須準確及完整。呈交不適當的報關表格將不被當作已為有關物品報關。錯用報關表格報關，貿易商必須以正確進／出口報關表格重新呈交一份報關單，並且需要繳付有關的逾期報關罰款及／或相關報關費。

WARNING: All declarations forms lodged to the Commissioner must be accurate and complete according to the Import and Export (Registration) Regulations. Lodging declaration in an inappropriate form shall be deemed **NOT** to have lodged the declaration of the articles. For misuse of form type, traders are required to re-lodge a declaration using a correct type of import/export declaration form and shall be liable for payment of late lodgement penalty and/or relevant declaration charge.

<sup>\*1</sup> 獲豁免繳付報關費的物品包括：

- ◆ 純度達 995.0 或以上的黃金條，於現行香港進出口貨物分類表（協調制度）中貨物分類編號為 7108 1210 及 7108 2010；
- ◆ 用於修理或維修本地航空公司擁有或租用的飛機的飛機部件或配件（進口報關單必須由有關的本地航空公司遞交）；及
- ◆ 用於修理和維修本地經營海運或空運服務的運輸企業使用的貨運貨櫃箱的物品（進口報關單必須由有關的本地經營海運或空運服務的運輸企業遞交）。

<sup>\*2</sup> 有關索取香港貨物協調制度（港貨協制）刊物的詳情，請參閱第 6 節。

<sup>\*3</sup> 獲豁免繳付報關費的物品包括：

- ◆ 純度達 995.0 或以上的黃金條，於現行香港進出口貨物分類表（協調制度）中貨物分類編號為 7108 1210 及 7108 2010；及
- ◆ 用於修理或維修本地航空公司擁有或租用的飛機的飛機部件或配件（出口報關單必須由有關的本地航空公司遞交）。

<sup>\*1</sup> Articles exempted from declaration charge include:

- ◆ gold bars of fineness 995.0 or above, for which the commodity codes in the current Hong Kong Imports and Exports Classification List (Harmonized System) are 7108 1210 and 7108 2010;
- ◆ aircraft parts or accessories used in the repair or maintenance of aircraft owned or chartered by local-based airlines (the import declarations must be lodged by the local-based airlines concerned); and
- ◆ the articles used in the repair and maintenance of freight containers operated by local-based sea or air freight transport undertaking (the import declarations must be lodged by the local-based sea or air freight transport undertaking concerned).

<sup>\*2</sup> Details on how to obtain publications of the Hong Kong Harmonized System (HKHS) are provided in Section 6.

<sup>\*3</sup> Articles exempted from declaration charge include:

- ◆ gold bars of fineness 995.0 or above, for which the commodity codes in the current Hong Kong Imports and Exports Classification List (Harmonized System) are 7108 1210 and 7108 2010; and
- ◆ aircraft parts or accessories used in the repair or maintenance of aircraft owned or chartered by local-based airlines (the export declarations must be lodged by the local-based airlines concerned).

## 5. 填報進／出口報關單及所需資料

呈交予海關關長的報關資料必須準確及完整。進／出口報關單內必須按照載列於商務及經濟發展局網站內的「政府電子貿易服務系統執行指引」（簡稱「GETS II」）的有效版本所列明的資料項目申報。請到 [www.cedb.gov.hk/citb/tc/policies/government-electronic-trading-services/reference-materials.html](http://www.cedb.gov.hk/citb/tc/policies/government-electronic-trading-services/reference-materials.html) 瀏覽該指引的有關資料。

前往或來自同一國家／地區，並由同一船隻、車輛、火車或航機裝載的貨物，如貨物分類首四位數字相同或列於同一張提單、空運提單或陸路載貨清單，則可使用同一份報關表格填報。

有關進／出口報關單所需的主要資料及每個項目的詳細說明列於第 6 至 13 頁。

## 5. Completion of Import/Export Declarations and Data Requirement

Declarations lodged with the Commissioner must be accurate and complete in every respect. Data items required to be declared in an import/export declaration should be in accordance with those set out in the current version of the “Implementation Instructions of Government Electronic Trading Services System”, or “GETS II” for short, available on the website of the Commerce and Economic Development Bureau. Please visit [www.cedb.gov.hk/citb/en/policies/government-electronic-trading-services/reference-materials.html](http://www.cedb.gov.hk/citb/en/policies/government-electronic-trading-services/reference-materials.html) for more details of the GETS II.

Commodities shipped on the same ship, vehicle, train or aircraft to or from the same country/territory having commodity code numbers with identical first 4 digits or under one bill of lading, air waybill or road cargo manifest can be covered by one declaration form.

The major data items to be declared in an import/export declaration, with detailed descriptions on each item, are set out in pages 6 to 13.



**報關所需的主要資料**  
**Major Data Items in Declarations**

<p><b>將物品進出口人士的資料</b> <b>Importer/Exporter Details</b></p> <p>名稱<sup>(A1)</sup> 地址、電話及傳真號碼<sup>(A2)</sup> 商業登記號碼／香港身份證號碼<sup>(A3)</sup> Name<sup>(A1)</sup> Address, Telephone and Fax Numbers<sup>(A2)</sup> Business Registration Number/Hong Kong Identity Card Number<sup>(A3)</sup></p>	<p><b>裝運資料</b> <b>Shipment Details</b></p> <p><u>適用於進口貨物</u> 抵港日期<sup>(B1)</sup> 裝貨港口／地方<sup>(B2)</sup> 輸出國家<sup>(B3)</sup> <u>For imports</u> Arrival Date<sup>(B1)</sup> Port/Place of Loading<sup>(B2)</sup> Exporting Country<sup>(B3)</sup></p> <p><u>適用於出口／轉口貨物</u> 收貨人名稱及地址<sup>(B4)</sup> 離港日期<sup>(B5)</sup> 卸貨港口／地方<sup>(B6)</sup> 最後目的地（若繼續運輸）<sup>(B7)</sup> 目的地國家<sup>(B8)</sup> <u>For exports/re-exports</u> Consignee's Name and Address<sup>(B4)</sup> Departure Date<sup>(B5)</sup> Port/Place of Discharge<sup>(B6)</sup> Place of Final Destination if on Carriage<sup>(B7)</sup> Destination Country<sup>(B8)</sup></p>						
<p><b>運輸資料</b> <b>Transportation Details</b></p> <p>運輸方式<sup>(C1)</sup> Transport Mode<sup>(C1)</sup> (請按運輸方式選擇以下適用資料) (Please choose the appropriate details stipulated below according to the transport mode)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; vertical-align: top;"> <p><u>空運</u> 飛機班次<sup>(C3)</sup> 空運提單編號<sup>(C4)</sup> 副空運提單編號<sup>(C5)</sup> <u>For air mode</u> Flight Number<sup>(C3)</sup> Air Waybill Number - Master<sup>(C4)</sup> Air Waybill Number - House<sup>(C5)</sup></p> </td> <td style="width: 33%; vertical-align: top;"> <p><u>海運及河運</u> 船名<sup>(C6)</sup> 航次<sup>(C7)</sup> 提單編號<sup>(C8)</sup> 副提單編號<sup>(C9)</sup> <u>For ocean/river mode</u> Vessel Name<sup>(C6)</sup> Voyage Number<sup>(C7)</sup> Bill of Lading Number<sup>(C8)</sup> Bill of Lading Number - House<sup>(C9)</sup></p> </td> <td style="width: 33%; vertical-align: top;"> <p><u>道路</u> 車輛登記號碼<sup>(C10)</sup> 海關貨物編號<sup>(C11)</sup> <u>For road mode</u> Vehicle Registration Number<sup>(C10)</sup> Customs Cargo Reference Number<sup>(C11)</sup></p> </td> </tr> <tr> <td style="width: 33%; vertical-align: top;"> <p><u>鐵路</u> 火車車卡號碼<sup>(C12)</sup> 鐵路收據編號<sup>(C13)</sup> <u>For rail mode</u> Wagon Number<sup>(C12)</sup> Rail Cargo Receipt Number<sup>(C13)</sup></p> </td> <td style="width: 33%; vertical-align: top;"> <p><u>郵寄</u> 郵寄包裹單編號<sup>(C14)</sup> <u>For mail</u> Post Office Receipt Number<sup>(C14)</sup></p> </td> <td style="width: 33%; vertical-align: top;"> <p><u>其他</u> 海關管制站<sup>(C15)</sup> 旅客報關通知書檔號<sup>(C16)</sup> 運單編號<sup>(C17)</sup> <u>For others</u> Customs Control Point<sup>(C15)</sup> Customs Declaration Reference<sup>(C16)</sup> Consignment Note Number<sup>(C17)</sup></p> </td> </tr> </table>		<p><u>空運</u> 飛機班次<sup>(C3)</sup> 空運提單編號<sup>(C4)</sup> 副空運提單編號<sup>(C5)</sup> <u>For air mode</u> Flight Number<sup>(C3)</sup> Air Waybill Number - Master<sup>(C4)</sup> Air Waybill Number - House<sup>(C5)</sup></p>	<p><u>海運及河運</u> 船名<sup>(C6)</sup> 航次<sup>(C7)</sup> 提單編號<sup>(C8)</sup> 副提單編號<sup>(C9)</sup> <u>For ocean/river mode</u> Vessel Name<sup>(C6)</sup> Voyage Number<sup>(C7)</sup> Bill of Lading Number<sup>(C8)</sup> Bill of Lading Number - House<sup>(C9)</sup></p>	<p><u>道路</u> 車輛登記號碼<sup>(C10)</sup> 海關貨物編號<sup>(C11)</sup> <u>For road mode</u> Vehicle Registration Number<sup>(C10)</sup> Customs Cargo Reference Number<sup>(C11)</sup></p>	<p><u>鐵路</u> 火車車卡號碼<sup>(C12)</sup> 鐵路收據編號<sup>(C13)</sup> <u>For rail mode</u> Wagon Number<sup>(C12)</sup> Rail Cargo Receipt Number<sup>(C13)</sup></p>	<p><u>郵寄</u> 郵寄包裹單編號<sup>(C14)</sup> <u>For mail</u> Post Office Receipt Number<sup>(C14)</sup></p>	<p><u>其他</u> 海關管制站<sup>(C15)</sup> 旅客報關通知書檔號<sup>(C16)</sup> 運單編號<sup>(C17)</sup> <u>For others</u> Customs Control Point<sup>(C15)</sup> Customs Declaration Reference<sup>(C16)</sup> Consignment Note Number<sup>(C17)</sup></p>
<p><u>空運</u> 飛機班次<sup>(C3)</sup> 空運提單編號<sup>(C4)</sup> 副空運提單編號<sup>(C5)</sup> <u>For air mode</u> Flight Number<sup>(C3)</sup> Air Waybill Number - Master<sup>(C4)</sup> Air Waybill Number - House<sup>(C5)</sup></p>	<p><u>海運及河運</u> 船名<sup>(C6)</sup> 航次<sup>(C7)</sup> 提單編號<sup>(C8)</sup> 副提單編號<sup>(C9)</sup> <u>For ocean/river mode</u> Vessel Name<sup>(C6)</sup> Voyage Number<sup>(C7)</sup> Bill of Lading Number<sup>(C8)</sup> Bill of Lading Number - House<sup>(C9)</sup></p>	<p><u>道路</u> 車輛登記號碼<sup>(C10)</sup> 海關貨物編號<sup>(C11)</sup> <u>For road mode</u> Vehicle Registration Number<sup>(C10)</sup> Customs Cargo Reference Number<sup>(C11)</sup></p>					
<p><u>鐵路</u> 火車車卡號碼<sup>(C12)</sup> 鐵路收據編號<sup>(C13)</sup> <u>For rail mode</u> Wagon Number<sup>(C12)</sup> Rail Cargo Receipt Number<sup>(C13)</sup></p>	<p><u>郵寄</u> 郵寄包裹單編號<sup>(C14)</sup> <u>For mail</u> Post Office Receipt Number<sup>(C14)</sup></p>	<p><u>其他</u> 海關管制站<sup>(C15)</sup> 旅客報關通知書檔號<sup>(C16)</sup> 運單編號<sup>(C17)</sup> <u>For others</u> Customs Control Point<sup>(C15)</sup> Customs Declaration Reference<sup>(C16)</sup> Consignment Note Number<sup>(C17)</sup></p>					
<p><b>貨物資料</b> <b>Commodity Details</b></p> <p>來源國家<sup>(D1)</sup> 貨物說明<sup>(D2)</sup> 貨物編號<sup>(D3)</sup> 數量和數量單位<sup>(D4&amp;5)</sup> 香港到岸價值 — 適用於進口貨物<sup>(D6)</sup> 香港離岸價值 — 適用於出口／轉口貨物<sup>(D7)</sup> Origin Country<sup>(D1)</sup> Goods Description<sup>(D2)</sup> Commodity Code<sup>(D3)</sup> Quantity and Unit of Quantity<sup>(D4&amp;5)</sup> CIF Value HK - for imports<sup>(D6)</sup> FOB Value HK - for exports/re-exports<sup>(D7)</sup></p>	<p><b>包裝資料</b> <b>Packaging Details</b></p> <p>標記及箱號<sup>(E1)</sup> 貨櫃編號<sup>(E2)</sup> 包裝件數和種類<sup>(E3&amp;4)</sup> 總包裝件數<sup>(E5)</sup> Marks and Numbers<sup>(E1)</sup> Container Number<sup>(E2)</sup> Number and Type of Packages<sup>(E3&amp;4)</sup> Total Number of Packages<sup>(E5)</sup></p>	<p><b>遞交資料</b> <b>Submission Details</b></p> <p>報關編號<sup>(F1)</sup> 報關通知書檔號<sup>(F2)</sup> 單一貨物代碼<sup>(F3)</sup> Unique Declaration Reference<sup>(F1)</sup> Notice Reference Number<sup>(F2)</sup> Unique Consignment Reference<sup>(F3)</sup></p>					

**報關資料的說明**  
**Descriptions of Data Items in Declarations**

資料項目 Data item		備註 Remarks
<b>將物品進出口人士的資料</b> <b>Importer/Exporter Details</b>		
A1	名稱 Name	<ul style="list-style-type: none"> <li>◆ 請填報完整的名稱。</li> <li>◆ 如為「電子報關服務<sup>*4</sup>」登記用戶，報關時必須用登記的名稱。</li> <li>◆ Please give name in full.</li> <li>◆ For subscribers of “Electronic Declaration Service <sup>*4</sup>”, the name for registration must be used.</li> </ul>
A2	地址、電話及傳真號碼 Address, Telephone and Fax Numbers	<ul style="list-style-type: none"> <li>◆ 請填報完整的香港地址。</li> <li>◆ 郵箱編號不可作為地址。</li> <li>◆ Please give the Hong Kong address in full.</li> <li>◆ Post Office Box Number is not acceptable.</li> </ul>
A3	商業登記號碼／香港身份證號碼 Business Registration Number/Hong Kong Identity Card Number	<ul style="list-style-type: none"> <li>◆ 請填報商業登記號碼或香港身份證號碼。如未能提供這項資料，請與「電子報關服務供應商<sup>*4</sup>」聯絡，以作特別安排。</li> <li>◆ Please give the Business Registration Number or the Hong Kong Identity Card Number. For importers/exporters without Business Registration Number/Hong Kong Identity Card Number, please contact the “Electronic Declaration Service Provider <sup>*4</sup>” for special arrangement.</li> </ul>
<b>裝運資料 — 適用於進口貨物</b> <b>Shipment Details – for imports</b>		
B1	抵港日期 Arrival Date	<ul style="list-style-type: none"> <li>◆ 運輸工具的抵港日期。</li> <li>◆ 請向承運商／貨運代理商查詢確實日期。</li> <li>◆ The date of arrival of the means of transport.</li> <li>◆ The exact date is obtainable from the carrier/forwarder.</li> </ul>
B2	裝貨港口／地方 Port/Place of Loading	<ul style="list-style-type: none"> <li>◆ 載貨運輸工具裝上貨物的港口／地方，而非裝貨國家／地區的名稱。</li> <li>◆ The port/place, not the country/territory, at which the goods were loaded onto the means of transport used for the carriage of the goods.</li> </ul>
B3	輸出國家 Exporting Country	<ul style="list-style-type: none"> <li>◆ 原本付運貨物來港的國家／地區；不論貨物有否被分拆運送，而貨物不在任何途經國家／地區涉及任何商業交易。</li> <li>◆ 不是貨物運往的目的地。</li> <li>◆ 有關的分類詳列於附錄 4 內。</li> <li>◆ The country/territory from which the goods are originally dispatched to Hong Kong with or without breaking bulk in the course of transportation, but without any commercial transaction in any intermediate country/territory.</li> <li>◆ It is not the country/territory to which the cargo is intended to deliver.</li> <li>◆ The classification is given in Appendix 4.</li> </ul>
<b>裝運資料 — 適用於出口／轉口貨物</b> <b>Shipment Details – for exports/re-exports</b>		
B4	收貨人名稱及地址 Consignee’s Name and Address	<ul style="list-style-type: none"> <li>◆ 在本港以外收貨一方名稱及地址。</li> <li>◆ The name and address of the party outside Hong Kong to which the goods are consigned.</li> </ul>
B5	離港日期 Departure Date	<ul style="list-style-type: none"> <li>◆ 運輸工具離港的日期。</li> <li>◆ 請向承運商／貨運代理商查詢確實日期。</li> <li>◆ The date of departure of the means of transport.</li> <li>◆ The exact date is obtainable from the carrier/forwarder.</li> </ul>
B6	卸貨港口／地方 Port/Place of Discharge	<ul style="list-style-type: none"> <li>◆ 載貨運輸工具卸下貨物的港口／地方，而非卸貨國家／地區的名稱。</li> <li>◆ The port/place, not the country/territory, at which the goods were unloaded from the means of transport used for the carriage of the goods.</li> </ul>

<sup>\*4</sup> 有關「電子報關服務」及服務供應商的詳情，請參閱第 8 節。

<sup>\*4</sup> Please refer to Section 8 for details of the “Electronic Declaration Service” and service providers.

資料項目 Data item		備註 Remarks
B7	最後目的地 (若繼續運輸) Place of Final Destination (if on Carriage)	<ul style="list-style-type: none"> <li>◆ 如在卸貨港口卸貨後繼續運輸，請填報最後目的地名稱，否則應填上「不適用」或「NA」。</li> <li>◆ If on carriage after discharging, please give the port/place of the final destination. Else, "NA" should be filled.</li> </ul>
B8	目的地國家 Destination Country	<ul style="list-style-type: none"> <li>◆ 貨物離開香港後運往的最終國家／地區；不論貨物有否被分拆運送，而貨物不在任何途經國家／地區涉及任何商業交易。</li> <li>◆ The last country/territory to which the goods are consigned from Hong Kong with or without breaking bulk in the course of transportation, but without any commercial transaction in any intermediate country/territory.</li> </ul>
<b>運輸資料</b> <b>Transportation Details</b>		
C1	運輸方式 Transport Mode	<ul style="list-style-type: none"> <li>◆ 貨物進入／離開香港所使用的運輸方式。</li> <li>◆ 有關運輸方式的分類可參閱附錄 1。</li> <li>◆ 「空運」方式亦包括由專人隨飛機攜帶 (即 on-board courier (OBC)) 及經由速遞公司以飛機運送的貨物。</li> <li>◆ The mode of transport by which the goods are carried into/out of Hong Kong.</li> <li>◆ Please refer to Appendix 1 for details of the classification.</li> <li>◆ Air transport mode includes also cargoes forwarded by aircraft through on-board courier (OBC) or courier companies.</li> </ul>
C2	合併裝運記號 Consolidation Indicator	<ul style="list-style-type: none"> <li>◆ 如貨物是由貨運代理商或併裝商負責運載，請填「是」，並填報由貨運代理商或併裝商所編配的副提單／副空運提單編號於適當位置。</li> <li>◆ If the shipment is forwarded by a cargo forwarder/consolidator, put "Yes" and give the house bill of lading no. or house air waybill (HAWB) no. assigned by the forwarder/consolidator in the appropriate box.</li> </ul>
(請按運輸方式選擇以下適用資料) (Please choose the appropriate details stipulated below according to the transport mode)		
<b>運輸資料 — 空運</b> <b>Transportation Details – Air</b>		
C3	飛機班次 Flight Number	<ul style="list-style-type: none"> <li>◆ 由航空公司就某一航程而編定的編號。</li> <li>◆ 此編號通常由 5 或 6 個字組成，而最後的 3 至 4 個字為數目字。</li> <li>◆ The identification number assigned by the airline company to a particular trip of an aircraft.</li> <li>◆ It usually consists of 5 or 6 characters, of which the last 3 to 4 are numerical.</li> </ul>
C4	空運提單編號 Air Waybill Number - Master (MAWB No. in short)	<ul style="list-style-type: none"> <li>◆ 由航空公司編配的空運提單編號。</li> <li>◆ 此編號由 11 個字組成，首 3 個字為航空公司代號。</li> <li>◆ 由專人隨飛機攜帶 (即 on-board courier (OBC)) 的貨物，此欄應填上「OBC-00000000」。</li> <li>◆ 經由速遞公司以飛機運送的貨物，此編號應可見於貼在包裝上的標籤。</li> <li>◆ The reference number of a MAWB No. assigned by the airline company.</li> <li>◆ It consists of 11 characters, of which the first 3 are the code of the airline company.</li> <li>◆ For cargoes forwarded by aircraft through on-board courier (OBC), "OBC-00000000" should be filled in this field.</li> <li>◆ For cargoes forwarded by aircraft through courier companies, the MAWB No. can be found on the sticker of the package.</li> </ul>

資料項目 Data item		備註 Remarks
C5	副空運提單編號 Air Waybill Number - House (HAWB No. in short)	<ul style="list-style-type: none"> <li>◆ 由貨運代理商或併裝商編配的副空運提單編號。</li> <li>◆ 此編號應有別於空運提單編號。</li> <li>◆ 如付運貨物由貨運代理商或併裝商運送，須填上空運提單編號及副空運提單編號。</li> <li>◆ 如付運貨物並非併裝貨物，則應填上「NA」。</li> <li>◆ 由專人隨飛機攜帶（即 on-board courier (OBC)）或經速遞公司以飛機運送的貨物，此欄應填上由速遞公司所編配的編號。</li> <li>◆ The reference number of a HAWB No. assigned by the cargo forwarder/consolidator.</li> <li>◆ It should not be the same as the MAWB No.</li> <li>◆ Both MAWB No. and HAWB No. should be filled if the consignment is forwarded by a cargo forwarder/consolidator.</li> <li>◆ “NA” should be filled if the consignment is not a consolidated shipment.</li> <li>◆ For cargoes forwarded by aircraft through on-board courier (OBC) or courier companies, the reference number assigned by the courier concerned should be filled in this field.</li> </ul>
<p><i>運輸資料 — 海運和河運</i> <i>Transportation Details – Ocean and River</i></p>		
C6	船名 Vessel Name	<ul style="list-style-type: none"> <li>◆ 須填寫船隻的全名。</li> <li>◆ 不可填寫「一艘船」之類的虛假船名。</li> <li>◆ The full name of vessel is required.</li> <li>◆ Dummy vessel name such as “A Vessel” is not allowed.</li> </ul>
C7	航次 Voyage Number	<ul style="list-style-type: none"> <li>◆ 由航運公司就某一航程而編定的號碼。</li> <li>◆ 如確定沒有航次編號，則應填上「NIL」。</li> <li>◆ The identification number assigned by the shipping company to a particular trip of a vessel.</li> <li>◆ “NIL” should be filled if it is confirmed that there is no voyage number.</li> </ul>
C8	提單編號 Bill of Lading Number	<ul style="list-style-type: none"> <li>◆ 由航運公司編配的提單編號。</li> <li>◆ 此欄不應填寫副提單編號或貨運代理商的貨物收據編號。</li> <li>◆ The reference number of a Bill of Lading assigned by the shipping company.</li> <li>◆ It should not be a House Bill of Lading Number or Forwarder’s Cargo Receipt Number.</li> </ul>
C9	副提單編號 Bill of Lading Number - House (House B/L No. in short)	<ul style="list-style-type: none"> <li>◆ 由貨運代理商或併裝商編配的副提單編號。</li> <li>◆ 此編號應有別於提單編號。</li> <li>◆ 如付運貨物由貨運代理商或併裝商運送，須填上提單編號及副提單編號。</li> <li>◆ 如付運貨物並非併裝貨物，則應填上「NA」。</li> <li>◆ The reference number of a House Bill of Lading assigned by the cargo forwarder/consolidator.</li> <li>◆ It should not be the same as the Bill of Lading Number.</li> <li>◆ Both master and house bill of lading numbers should be filled if the consignment is forwarded by a cargo forwarder/consolidator.</li> <li>◆ “NA” should be filled if the consignment is not a consolidated shipment.</li> </ul>
<p><i>運輸資料 — 道路</i> <i>Transportation Details – Road</i></p>		
C10	車輛登記號碼 Vehicle Registration Number	<ul style="list-style-type: none"> <li>◆ 運載貨物進入／離開香港車輛的登記號碼。</li> <li>◆ The vehicle registration number of the vehicle transporting the goods into/out from Hong Kong.</li> </ul>
C11	海關貨物編號 Customs Cargo Reference Number	<ul style="list-style-type: none"> <li>◆ 由香港海關的「道路貨物資料系統」編配的專用編號，以識別經道路運輸的貨物。</li> <li>◆ The unique reference number assigned by the Road Cargo System of the Customs and Excise Department to identify a consignment transported by road.</li> </ul>

資料項目 Data item	備註 Remarks
運輸資料 — 鐵路 <i>Transportation Details – Rail</i>	
C12 火車車卡號碼 Wagon Number	<ul style="list-style-type: none"> <li>◆ 運載貨物進入／離開香港火車車卡的號碼。</li> <li>◆ 此號碼由 4 至 7 個數字組成。</li> <li>◆ The reference number of the wagon transporting the goods into/out from Hong Kong.</li> <li>◆ It consists of 4 to 7 digits.</li> </ul>
C13 鐵路收據編號 Rail Cargo Receipt Number	<ul style="list-style-type: none"> <li>◆ 由鐵路貨物代理商編配的特別編號，以識別經鐵路運輸的貨物。</li> <li>◆ The unique reference number assigned by the rail cargo agent to identify a consignment transported by rail.</li> </ul>
運輸資料 — 郵寄 <i>Transportation Details – Mail</i>	
C14 郵寄包裹單編號 Post Office Receipt Number	<ul style="list-style-type: none"> <li>◆ 由香港郵政就個別運送的郵包而編定的號碼。</li> <li>◆ The reference number assigned by Hongkong Post to identify the delivery of a postal packet.</li> </ul>
運輸資料 — 其他 <i>Transportation Details – Others</i>	
C15 海關管制站 Customs Control Point	<ul style="list-style-type: none"> <li>◆ 乘客所攜行李過關的海關管制站。</li> <li>◆ 有關的分類詳列於附錄 2 內。</li> <li>◆ The Customs Control Point where personal baggage is cleared.</li> <li>◆ The classification is given in Appendix 2.</li> </ul>
C16 旅客報關通知書檔號 Customs Declaration Reference	<ul style="list-style-type: none"> <li>◆ 由香港海關在海關管制站，就旅客為所攜帶的貨物辦理清關時，在「遞交有關輸入／輸出貨物的進口／出口報關表通知」上所編配的編號。</li> <li>◆ The reference number assigned by the Customs and Excise Department to an “Advice to Lodge Import/Export Declaration for Imported/Exported Goods” at time of customs clearance of the goods carried by a passenger at the Customs Control Point.</li> </ul>
C17 運單編號 Consignment Note Number	<ul style="list-style-type: none"> <li>◆ 由香港中旅貨運有限公司編配予隨行貨物的編號。</li> <li>◆ The reference number assigned by the China Travel Service (Cargo) Hong Kong Limited to hand carriers.</li> </ul>

資料項目 Data item	備註 Remarks
<b>貨物資料</b> <b>Commodity Details</b>	
D1 來源國家 Origin Country	<ul style="list-style-type: none"> <li>◆ 生產或製造貨物的國家／地區。</li> <li>◆ 請填上生產或製造每個貨物項目的國家／地區名稱。如屬港產品出口，來源國家／地區應為香港。</li> <li>◆ 有關的分類詳列於附錄 4 內。</li> <li>◆ 請參閱附註的港產品出口貨物<sup>*5</sup>和轉口貨品<sup>*6</sup>分類方法。</li> <li>◆ The country/territory in which the goods are produced or manufactured.</li> <li>◆ Please give the name of country/territory in which the goods are produced or manufactured for each commodity item. For domestic exports, the origin country/territory must be Hong Kong.</li> <li>◆ The classification is given in Appendix 4.</li> <li>◆ Please refer to the classification of domestic exports<sup>*5</sup> and re-exports<sup>*6</sup> at the footnote.</li> </ul>
D2 貨物說明 Goods Description	<ul style="list-style-type: none"> <li>◆ 請填寫貨物的詳細資料，如用途、製造方法、原料和正確的化學或專有名稱。</li> <li>◆ 請使用明確的貨物描述，例如「微波爐」，而非「電器」。</li> <li>◆ Please give full particulars of the goods such as usage, method of manufacture, material used, and where appropriate, proper chemical or technical name.</li> <li>◆ Please give the goods description in specific term, such as “microwave ovens” but not “electrical appliances”.</li> </ul>
D3 貨物編號 Commodity Code	<ul style="list-style-type: none"> <li>◆ 請根據現行的香港進出口貨物分類表(協調制度)填寫貨物編號。如有需要，可致電貨物編號查詢熱線 3178 8933 查詢有關的港貨協制貨物編號。熱線服務指引刊於附錄 7。</li> <li>◆ Please give the commodity code number in accordance with the current Hong Kong Imports and Exports Classification List (Harmonized System). If necessary, please call Commodity Code Enquiry Hotline at 3178 8933 to get the relevant HKHS commodity code. The service guide of this hotline is at Appendix 7.</li> </ul>

<sup>\*5</sup> **港產品出口貨物**是指香港的天然產品或在本港經過製造工序，以致其基本生產物料的形狀、性質、結構或效用受到永久及實質改變的產品。如果產品在香港只進行簡單稀釋、包裝、裝瓶、弄乾、簡單裝配、分類、裝飾等工序，則該產品並不能以香港作為來源地。有關指定產品的產地來源標準及相關的主要製造工序，請與工業貿易署聯絡（查詢熱線：2398 5545）。

<sup>\*6</sup> **轉口貨品**是指輸出曾經自外地輸入本港的貨品，而這些貨品並沒有在本港經過任何製造工序，以致永久及實質改變其基本原料的形狀、性質、結構或效用。

<sup>\*5</sup> **Domestic exports** are the natural produce of Hong Kong or the products of a manufacturing process in Hong Kong which has changed permanently and substantially the shape, nature, form or utility of the basic materials used in manufacture. Processes such as simple diluting, packing, bottling, drying, simple assembling, sorting, decorating, etc., do not confer Hong Kong origin. For the detailed origin criteria and the corresponding principal manufacturing processes for specific products, please contact the Trade and Industry Department (enquiry hotline: 2398 5545).

<sup>\*6</sup> **Re-exports** are products which have previously been imported into Hong Kong and which are re-exported without having undergone in Hong Kong a manufacturing process which has changed permanently and substantially the shape, nature, form or utility of the basic materials used in the manufacture.

資料項目 Data item		備註 Remarks
D4	數量 Quantity	<ul style="list-style-type: none"> <li>◆ 填報的數量應為貨物的淨重、體積或尺寸，而容器、內部包裝或其他包裝則不計算在內。所有數量單位均採用十進制。</li> <li>◆ 必須與「數量單位」一欄的資料一致。若單位與「數量單位」一欄的資料不相符，則須先進行換算。</li> <li>◆ 此資料項目由最多 14 個數字（不計浮動的小數點）組成，當中包括最多有 3 個小數位。例如：12345678901234、1234567890123.4、123456789012.34 及 12345678901.234。</li> <li>◆ Quantities where shown, represent the net weight, volume or size of the goods exclusive of containers, internal wrapping or any other packing. The metric system is adopted for all units of quantity.</li> <li>◆ It should be consistent with the field “Unit of Quantity”. Conversion is required if it involves different units of quantity.</li> <li>◆ It contains up to 14 numeric characters, including maximum 3 decimal places. Decimal point is allowed to float and is not counted as a character. For example, 12345678901234, 1234567890123.4, 123456789012.34 and 12345678901.234.</li> </ul>
D5	數量單位 Unit of Quantity	<ul style="list-style-type: none"> <li>◆ 有關的分類詳列於附錄 2 內。</li> <li>◆ The classification is given in Appendix 2.</li> </ul>
D6	香港到岸價值 — 適用於進口貨物 Cost, Insurance and Freight (CIF) Value HK – for imports	<ul style="list-style-type: none"> <li>◆ 貨物抵達香港時的所有成本，包括貨物的成本價值、保險費、運費及其他費用。</li> <li>◆ 所有價值須以港幣計算；若進口商以外幣付款，在一般情況下，須以貨物抵港當日的匯款賣價或根據銀行支賬通知書上的兌換率，將款額兌換為港幣。</li> <li>◆ The full cost of goods up to arrival in Hong Kong, including the cost of goods, insurance, freight and any other charges.</li> <li>◆ The value should be in <i>HONG KONG DOLLARS</i>. If the importer makes payment for the goods in foreign currency, in general, it should be converted into Hong Kong dollars at the remittance selling exchange rate prevailing at the time of arrival of shipment or according to the Banker’s Debit Note.</li> </ul>
D7	香港離岸價值 — 適用於出口／轉口貨物 Free-On-Board (FOB) Value HK – for exports/re-exports	<ul style="list-style-type: none"> <li>◆ 計至貨物裝運在離港船隻、車輛或飛機上的所有成本，包括貨物的成本價值及其他費用。</li> <li>◆ 所有價值須以港幣計算；若出口商以外幣收賬，在一般情況下，須以貨物離港當日的匯款買價或根據銀行入賬通知書上的兌換率，將款額兌換為港幣。</li> <li>◆ The full cost of the goods up to loading of the goods on to the exporting vessel, vehicle or aircraft, including the cost of goods and any other charges.</li> <li>◆ The value should be in <i>HONG KONG DOLLARS</i>. If the exporter receives payment for the goods in foreign currency, in general, it should be converted into Hong Kong dollars at the remittance buying exchange rate prevailing at the time of departure of shipment or according to the Banker’s Credit Advice.</li> </ul>
<b>包裝資料</b> <b>Packaging Details</b>		
E1	標記及箱號 Marks and Numbers	<ul style="list-style-type: none"> <li>◆ 圖形應盡可能以文字表達。</li> <li>◆ Graphics should be described textually as far as possible.</li> </ul>
E2	貨櫃編號 Container Number	<ul style="list-style-type: none"> <li>◆ 如牽涉的貨櫃編號多於一個，將物品進出口的人士應將其餘貨櫃編號填在有關項目的「標記及箱號」一欄內以供參考。</li> <li>◆ If there are more than one container number, importers/exporters should enter the remaining in the “Marks and Numbers” column of the respective item for reference.</li> </ul>
E3	包裝件數 Number of Packages	<ul style="list-style-type: none"> <li>◆ 付運每類貨物的個別包裝單位數目。</li> <li>◆ 請就每類貨物填報實際付運的包裝件數。</li> <li>◆ The number of individual packing units of each kind of commodity of a shipment.</li> <li>◆ Please give the number of packages actually shipped for each kind of commodity.</li> </ul>
E4	包裝種類 Type of Packages	<ul style="list-style-type: none"> <li>◆ 有關的分類詳列於附錄 3 內。</li> <li>◆ The classification is given in Appendix 3.</li> </ul>

資料項目 Data item		備註 Remarks
E5	總包裝件數 Total Number of Packages	<ul style="list-style-type: none"> <li>◆ 不論包裝種類，請填報實際付運貨物總件數。例如：20 箱玻璃製品及 1 盒玩具，總包裝件數應為 21。</li> <li>◆ Please give the total number of packages actually shipped, regardless of the package type. For example, the total number of packages is 21 if there are 20 cartons of glassware and 1 box of toys.</li> </ul>
<b>遞交資料</b> <b>Submission Details</b>		
F1	報關編號 Unique Declaration Reference (UDR)	<ul style="list-style-type: none"> <li>◆ 每個報關信息的專用編號。每次遞交新報關單均須編配新的編號。</li> <li>◆ 其後所有關於該報關單的信息，均須註明此編號。</li> <li>◆ The unique reference number for each new declaration message. A new one should be assigned for each new declaration to be submitted.</li> <li>◆ This reference number should be quoted in all subsequent messages in connection with the original declaration.</li> </ul>
F2	報關通知書檔號 Notice Reference Number	<ul style="list-style-type: none"> <li>◆ 如在接獲政府統計處所發出的報關通知書後才報關，須填報報關通知書上的通知書檔號。</li> <li>◆ 此檔號列於報關通知書的右上角。</li> <li>◆ If the import/export declaration is lodged in response to the Notice on Lodgement of Import/Export Declaration (Declaration Notice) issued by the Census and Statistics Department, the unique notice reference number assigned should be entered.</li> <li>◆ The reference number can be found at the top right hand corner of the Declaration Notice.</li> </ul>
F3	單一貨物代碼 Unique Consignment Reference	<ul style="list-style-type: none"> <li>◆ 依據供應商與客戶之間的商業合同，對需一次過付運的貨物所訂的特別編號。</li> <li>◆ A unique reference number for the batch of line items that should be transported in one go according to the commercial contract between the supplier and the customer.</li> </ul>

請查看進／出口報關單內所需填報的各欄均已填妥，使用繁體中文、簡體中文或英文填報均可。有關中文字的字元集，請參閱「GETS II」。請注意，如報關單資料不準確或不齊備，電腦系統可能不予受理，而有關報關單亦不能遞交至政府。

Please check if all the appropriate boxes in the import/export declaration are completed properly in Traditional Chinese, Simplified Chinese or English. For details of the Chinese character sets, please refer to "GETS II". Please note that inaccurate or incomplete declarations may be rejected by the system and cannot be lodged with the Government.

## 6. 香港貨物協調制度（港貨協制）刊物

《香港進出口貨物分類表(協調制度)2017年版》(一套兩冊)以及其後有關的修改部分已經由電子方式出版。該刊物可於政府統計處網站([www.censtatd.gov.hk/trader/declaration/index\\_tc.jsp](http://www.censtatd.gov.hk/trader/declaration/index_tc.jsp))下載。

## 6. Publications of the Hong Kong Harmonized System (HKHS)

*Hong Kong Imports and Exports Classification List (Harmonized System) 2017 Edition* (two volumes) and its subsequent amendments are published in electronic version and can be downloaded from the website of the Census and Statistics Department ([www.censtatd.gov.hk/trader/declaration/index.jsp](http://www.censtatd.gov.hk/trader/declaration/index.jsp)).



## 7. 網上尋找港貨協制貨物編號及國家／地區編號

將物品進出口的人士可於政府統計處網站 ([www.censtatd.gov.hk/trader/hscodex/index\\_tc.jsp](http://www.censtatd.gov.hk/trader/hscodex/index_tc.jsp)) 尋找港貨協制貨物編號及國家／地區編號。透過輸入貨物常用名稱或部分港貨協制貨物編號，便可獲得相關貨物的港貨協制貨物編號的詳細資料，包括貨物說明、分類及數量單位的資料。此外，透過輸入國家／地區名稱，便可尋找相應的國家／地區編號。

## 8. 遞交進／出口報關單

進／出口報關單須透過下列其中一種途徑以電子方式遞交予海關關長－

### (a) 直接電子報關服務

進／出口報關單須以電子方式，透過下列政府委聘的服務供應商（簡稱服務供應商）遞交：

- 標奧電子商務有限公司（簡稱「標奧」）  
查詢熱線：2111 1611  
網站：[www.brio.com.hk](http://www.brio.com.hk)
- 商貿易服務有限公司（簡稱「商貿易」）  
查詢熱線：8201 0082  
網站：[www.ge-ts.com.hk](http://www.ge-ts.com.hk)
- 貿易通電子貿易有限公司（簡稱「貿易通」）  
查詢熱線：2917 8888  
網站：[www.tradelink.com.hk](http://www.tradelink.com.hk)

將物品進出口的人士向個別服務供應商登記後，便可利用其提供的前端服務配套，例如用戶軟件或網上電子報關表格，把需要的資料編成規定格式的信息。加上有效的電子簽署，電子報關單便可傳送到服務供應商的系統。

將物品進出口的人士應在每次遞交報關單 30 分鐘後查閱由服務供應商提供的電子郵箱，以確定報關單是否已被接納。若報關單符合格式要求，並得到服務供應商的系統接納，系統便會發出「收妥信息」予報關人士，報關單的電子信息亦會傳送到政府的系統。報關人士將與服務供應商結算所需繳付的政府報關費用和徵款，以及服務供應商的服務費。

另一方面，若報關單不被服務供應商的系統接納而退回，系統便會發出「錯誤信息」給報關人士。報關人士必須在作出適當處理後再遞交報關單。將物品進出口的人士必須注意，任何未能在物品進口或出口後 14 天內遞交的進／出口報關單需要繳付逾期報關罰款及有可能被檢控。

## 7. Finding HKHS Commodity Codes and Country/Territory Codes online

Importers and exporters can find the HKHS commodity codes and country/territory codes on the website of the Census and Statistics Department ([www.censtatd.gov.hk/trader/hscodex/index.jsp](http://www.censtatd.gov.hk/trader/hscodex/index.jsp)). Detailed information of the relevant HKHS commodity code, including commodity description, information on classification and unit of quantity, can be located by inputting commonly used product description or partial HKHS commodity code. Moreover, the corresponding country/territory code can be located by inputting the name of country/territory.

## 8. Lodgement of Import/Export Declarations

Import/export declarations are to be lodged with the Commissioner electronically via one of the following means -

### (a) Direct Electronic Declaration Service

Import/export declarations are to be lodged electronically through the following service providers (SPs) appointed by the Government:

- Brio Electronic Commerce Limited (Brio)  
Enquiry Hotline: 2111 1611  
Website: [www.brio.com.hk](http://www.brio.com.hk)
- Global e-Trading Services Limited (Ge-TS)  
Enquiry Hotline: 8201 0082  
Website: [www.ge-ts.com.hk](http://www.ge-ts.com.hk)
- Tradelink Electronic Commerce Limited (Tradelink)  
Enquiry Hotline: 2917 8888  
Website: [www.tradelink.com.hk](http://www.tradelink.com.hk)

After registration with a SP, importers/exporters may make use of the front-end solutions provided, such as end-user software or web-form, to compile the necessary information into structured declaration messages as required. With proper electronic signature, the electronic declarations can be transmitted to the SP's system.

Importers/exporters should check their electronic mail box provided by the SP 30 minutes after sending the declarations to confirm if their declarations have been accepted. If a declaration is in order and accepted by the SP's system, the declarant will receive an "acknowledgement message" from the system while the declaration message will be transmitted to the Government's system. The payment of the relevant Government charges and levies, together with the SP's service fees, will be settled between the declarant and the SP.

On the other hand, if a declaration is rejected by the SP's system, the declarant will receive an "error message". The declarant will have to re-submit the declaration after taking appropriate follow-up actions. Importers/exporters should note that they have to pay late lodgement charge and may be liable to prosecution if they fail to lodge the required import/export declarations within 14 days after the importation or exportation of the article.

(b) 經指明代理人的紙張轉電子報關服務

服務供應商亦透過分布香港各區的服務代理網絡，提供把紙張進／出口報關單資料轉為電子信息的服務。將物品進出口的人士需填寫一份特定的紙張報關授權表格，服務代理便會將填寫在表格上的資料轉為電子信息，經由服務供應商傳送到政府。各服務代理在處理紙張轉電子報關服務的所需時間不同，而有關服務亦將產生額外的服務費用。

有關詳細資料及查詢，請直接聯絡附錄 5 所載的服務代理。

根據《進出口（登記）規例》第(9)條，海關關長可要求報關人士出示有關的貿易文件用以核實報關單內申報的資料。另外，將物品進出口的人士應保存報關單和服務供應商的帳單（或適用於紙張轉電子報關服務用戶的報關授權表格和收據），以備查證。

**9. 報關費及製衣業訓練徵款**

遞交進／出口報關單時，將物品進出口的人士必須按下列收費繳付報關費及製衣業訓練徵款（如適用）予政府：

進口

- (a) 非食品項目及非獲豁免繳付報關費的物品 –
- (i) 貨值\$46,000 或以下者，繳費 2 角；\$46,000 以上者，則以後每\$1,000 或不足\$1,000 者，加繳 1.25 角，而不足 1 角的零數須調整為 1 角計算；及
  - (ii) 2018 年 8 月 1 日或之後進口香港的物品而言，每張報關單應繳付的報關費上限為\$200。
- (b) 現行的香港進出口貨物分類表（協調制度）內附錄一所列的食品項目（即使用進口報關表格 – A 報關所涵蓋的物品） – 不論貨值多少，每份報關單只須繳費 2 角。
- (c) 獲豁免繳付報關費的物品 – 不論貨值多少，不須繳付報關費。

(b) Paper-to-electronic Conversion Service via Specified Agents

Paper-to-electronic conversion service for the import/export declarations is provided by SPs through a network of service agents in Hong Kong. Importers/exporters have to complete a specified paper authorisation form. The service agents will convert the information on paper into electronic messages and send them to the SPs for onward transmission to the Government. The processing time for such conversion service required by individual service agents is different and an extra service charge will be incurred.

For more details or enquiry on this service, please approach the service agents direct. A list of the service agents is given in Appendix 5.

*Under Regulation (9) of the Import and Export (Registration) Regulations, the Commissioner may require the declarant to produce relevant trade documents to verify any particulars given in a declaration. In addition, importers/exporters are advised to keep copies of declarations and SP's transaction bills (or declaration authorisation forms and payment receipt for users of the paper-to-electronic conversion service) for verification.*

**9. Declaration Charge and Clothing Industry Training Levy**

At the time of lodging import/export declarations, importers and exporters are required to pay Declaration Charge and Clothing Industry Training Levy (if applicable) to the Government at the following rate:

Import

- (a) For non-food items and articles not exempted from declaration charge –
- (i) 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; and
  - (ii) for article(s) imported into Hong Kong on or after 1 August 2018, the maximum charge payable in respect of each declaration is \$200.
- (b) For food items classified in Appendix I of the current Hong Kong Imports and Exports Classification List (Harmonized System) (i.e. those articles covered in the declarations lodged using Import Declaration Form 1A) – 20 cents per declaration irrespective of the value.
- (c) For articles exempted from declaration charge – Exempted from declaration charge irrespective of the value.

## 出口／轉口

- (d) 不論來源地是否香港的出口物品，獲豁免繳付報關費的物品除外—
- (i) 貨值\$46,000 或以下者，繳費 2 角；\$46,000 以上者，則以後每\$1,000 或不足\$1,000 者，加繳 1.25 角，而不足 1 角的零數須調整為 1 角計算；及
- (ii) 2018 年 8 月 1 日或之後出口／轉口香港的物品而言，每張報關單應繳付的報關費上限為\$200。
- (e) 《工業訓練（製衣業）條例》附表 1 所列的香港製造的成衣製品項目（即使用出口報關表格二A報關所涵蓋的物品），在出口時除繳付上述報關費外，每\$1,000 或不足\$1,000 價值的貨物須加繳製衣業訓練徵款 3 角。
- (f) 獲豁免繳付報關費的物品—  
不論貨值多少，不須繳付報關費。

## 10. 逾期報關罰款

未能在貨物進口／出口後 14 天內遞交所需報關單的人士，必須按照下表繳納罰款：

	報關時應繳納的罰款 Penalty payable where a declaration is lodged		
	貨物進口／出口後超過 14 天，但在 1 個月又 14 天內報關 after 14 days but within 1 month and 14 days after the importation/exportation	貨物進口／出口後超過 1 個月又 14 天，但在 2 個月又 14 天內報關 after 1 month and 14 days but within 2 months and 14 days after the importation/exportation	貨物進口／出口後 2 個月又 14 天後報關 after 2 months and 14 days after the importation/exportation
每份報關單所列貨物的總值 Total value of articles specified in a declaration			
\$20,000 或以下 Not exceeding \$20,000	\$20	\$40	\$100
\$20,000 以上 Exceeding \$20,000	\$40	\$80	\$200

## Export/Re-export

- (d) For exports of goods whether of Hong Kong origin or not, except articles exempted from declaration charge –
- (i) 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; and
- (ii) for article(s) exported/re-exported from Hong Kong on or after 1 August 2018, the maximum charge payable in respect of each declaration is \$200.
- (e) For exports of Hong Kong manufactured clothing items specified in Schedule 1 to the Industrial Training (Clothing Industry) Ordinance (i.e. those articles covered in the declarations lodged using 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 declaration charge.
- (f) For articles exempted from declaration charge –  
Exempted from declaration charge irrespective of the value.

## 10. Late Lodgement Penalty

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:

## 11. 常見問題

### 問 1. 有關進／出口報關單的法律規定是怎樣的？

答 1. 根據《進出口（登記）規例》的規定，凡將物品輸入或輸出／轉口的人士，除豁免物品外，必須在物品進口或出口後 14 天內向海關關長呈交一份資料準確而完整的進／出口報關單。任何人士如未有或忽略呈交所需報關單或在報關單上明知或罔顧後果呈交任何在要項上並不準確的報關單，均有可能被檢控。

### 問 2. 進／出口報關的限期是多少？

答 2. 進／出口報關單須在有關物品進出口後的 14 天內遞交。

### 問 3. 14 天的限期是怎樣計算的？

答 3. 14 天的限期是以進／出口日期的翌日作為第一天起計 14 天，其間的公眾假期亦計算在內。但如第 14 天剛巧是公眾假期、8 號或以上烈風信號懸掛或黑色暴雨信號懸掛，該限期將順延到不是公眾假期、8 號或以上烈風信號或黑色暴雨信號懸掛的下一天。

### 問 4. 怎樣遞交進／出口報關單？

答 4. 進／出口報關單須以電子方式，透過指定服務供應商提供的服務遞交。服務供應商亦提供把紙張報關資料轉換為電子信息的服務。

### 問 5. 如果我想以一個特定由服務供應商提供的電子郵箱收取政府發出的報關通知書，應怎樣做？

答 5. 如果你想以一個特定由服務供應商提供的電子郵箱收取報關通知書，請致電進／出口報關單及貨物艙單查詢熱線 2877 1818（於選擇語言後先按按鈕「3」，跟着按「4」）與政府統計處貿易資料處理組聯絡。

## 11. Frequently Asked Questions

### Q1. What are the requirements of law on import/export declaration?

A1. Under the Import and Export (Registration) Regulations, every person who imports or exports any article other than an exempted article is required to lodge with the Commissioner 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, or knowingly or recklessly lodges any declaration that is inaccurate in any material particular.

### Q2. What is the time limit for lodgement of import/export declaration?

A2. An import/export declaration should be lodged within 14 days after the importation/exportation of the article.

### Q3. How is the time limit of 14-day computed?

A3. The 14-day is computed with the day following the date of importation/exportation as Day 1. Then count to Day 14 inclusive of intervening public holidays. However, if Day 14 happens to be a public holiday, a gale warning day (i.e. typhoon signal no. 8 or higher hoisted), or a black rainstorm warning day, the time limit shall extend to the next following day not being a public holiday, a gale warning day, or a black rainstorm warning day.

### Q4. How can I lodge import/export declarations?

A4. Import/export declarations can only be lodged electronically through the services provided by specified SPs. SPs also provide services for converting paper declaration information to electronic messages.

### Q5. What should I do if I want to specify an electronic mail box provided by a SP to receive declaration notices issued by the Government?

A5. If you want to specify an electronic mail box provided by a SP to receive declaration notices, please contact the Trade Statistics Processing Section of the Census and Statistics Department by calling the Import/Export Declaration and Cargo Manifest Enquiry Hotline at 2877 1818 (press "3" and then "4" after selection of language).

## 問 6. 電子進／出口報關是如何辦理的？

答 6.

### (a) 直接電子報關服務

進／出口報關單須以電子方式，透過下列政府委聘的服務供應商遞交：

標奧電子商務有限公司（簡稱「標奧」）  
查詢熱線：2111 1611  
網站：[www.brio.com.hk](http://www.brio.com.hk)

商貿易服務有限公司（簡稱「商貿易」）  
查詢熱線：8201 0082  
網站：[www.ge-ts.com.hk](http://www.ge-ts.com.hk)

貿易通電子貿易有限公司（簡稱「貿易通」）  
查詢熱線：2917 8888  
網站：[www.tradelink.com.hk](http://www.tradelink.com.hk)

將物品進出口的人士向個別服務供應商登記後，便可利用其提供的前端服務配套，例如用戶軟件或網上電子報關表格，把需要的資料編成規定格式的信息。加上有效的電子簽署，電子報關單便可傳送到服務供應商的系統。

若報關單符合格式要求，並得到服務供應商的系統接納，系統便會發出「收妥信息」予報關人士，報關單的電子信息亦會傳送到政府的系統。報關人士將與服務供應商結算所需繳付的政府報關費用和徵款，以及服務供應商的服務費。

另一方面，若報關單不被服務供應商的系統接納而退回，系統便會發出「錯誤信息」給報關人士。報關人士必須在作出適當處理後再遞交報關單。將物品進出口的人士必須注意，任何未能在物品進口或出口後 14 天內遞交的報關單需要繳付逾期報關罰款及有可能被檢控。

### (b) 經指明代理人的紙張轉電子報關服務

服務供應商亦透過分布香港各區的服務代理網絡，提供把紙張進／出口報關單資料轉為電子信息的服務。將物品進出口的人士只需填寫一份特定的紙張報關授權表格，服務代理便會將填寫在表格上的資料轉為電子信息，經由服務供應商傳送到政府。各服務代理處理紙張轉電子報關服務的所需時間不同，而有關服務亦將產生額外的服務費用。

## Q6. What are the procedures of lodging import/export declarations electronically?

A6.

### (a) Direct Electronic Declaration Service

Import/export declarations are to be lodged electronically through the following SPs appointed by the Government:

Brio Electronic Commerce Limited (Brio)  
Enquiry Hotline: 2111 1611  
Website: [www.brio.com.hk](http://www.brio.com.hk)

Global e-Trading Services Limited (Ge-TS)  
Enquiry Hotline: 8201 0082  
Website: [www.ge-ts.com.hk](http://www.ge-ts.com.hk)

Tradelink Electronic Commerce Limited (Tradelink)  
Enquiry Hotline: 2917 8888  
Website: [www.tradelink.com.hk](http://www.tradelink.com.hk)

After registration with a SP, importers/exporters may make use of the front-end solutions provided, such as end-user software or web-form, to compile the necessary information into structured declaration messages as required. With proper electronic signature, the electronic declarations can be submitted to the SP's system.

If a declaration is in order and accepted by the SP's system, the declarant will receive an "acknowledgement message" from the system while the declaration message will be transmitted to the Government's system. The payment of the relevant Government charges and levies, together with the SP's service fees, will be settled between the declarant and the SP.

On the other hand, if a declaration is rejected by the SP's system, the declarant will receive an "error message". The declarant will have to re-submit the declaration after completion of appropriate follow-up action. Importers/exporters should note that they have to pay late lodgement charge and may be liable to prosecution if they fail to lodge the required import/export declarations within 14 days after the importation or exportation of the article.

### (b) Paper-to-electronic Conversion Service via Specified Agents

Paper-to-electronic conversion service for import/export declarations is provided by SPs through a network of service agents in Hong Kong. Importers/exporters have to complete a specified paper authorisation form. The service agents will convert the information on paper into electronic messages and send them to the SPs for onward transmission to the Government. The processing time for such conversion service required by individual service agents is different and an extra service charge will be incurred.

## 問 7. 報關應用哪些表格？

答 7. 報關時必須使用下列指定的進出口報關表格：

- (i) 一般進口物品：報關表格一
- (ii) 進口食品：報關表格一 A
- (iii) 獲豁免繳付報關費的進口物品：報關表格一 B
- (iv) 一般出口或轉口物品：報關表格二
- (v) 出口《工業訓練（製衣業）條例》附表 1 所列的香港製造的成衣製品：報關表格二 A
- (vi) 出口／轉口獲豁免繳付報關費的物品：報關表格二 B

## 問 8. 我怎樣可以知道有關物品的貨物編號的資料？

答 8. 你可查閱以下有關港貨協制的刊物：

《香港進出口貨物分類表(協調制度)2017 年版》(一套兩冊)及其後有關的修改部分可於政府統計處網站 ([www.censtatd.gov.hk/trader/declaration/index\\_tc.jsp](http://www.censtatd.gov.hk/trader/declaration/index_tc.jsp)) 下載。

除查閱以上刊物外，你可於政府統計處網站 ([www.censtatd.gov.hk/trader/hscode/index\\_tc.jsp](http://www.censtatd.gov.hk/trader/hscode/index_tc.jsp)) 尋找所需的港貨協制貨物編號的詳細資料，包括貨物說明、分類及數量單位的資料。你亦可致電貨物編號查詢熱線 3178 8933 向政府統計處查詢。

## 問 9. 「香港離岸價值」的定義是什麼？

答 9. 「香港離岸價值」是指計至貨物裝運在離港船隻、車輛或飛機上的所有成本，包括貨物的成本價值及其他費用。所有價值須以港幣為計算單位。

## 問 10. 「香港到岸價值」的定義是什麼？

答 10. 「香港到岸價值」是指貨物抵達香港時的所有成本，包括貨物的成本價值、保險費、運費及其他費用。所有價值須以港幣為計算單位。

## Q7. What forms should be used for declarations?

A7. The following prescribed import/export declaration forms are to be used :

- (i) For general imports: Form 1
- (ii) For imports of food items: Form 1A
- (iii) For imports of articles exempted from declaration charge: Form 1B
- (iv) For general exports or re-exports: Form 2
- (v) For exports of Hong Kong made clothing and footwear items specified in Schedule 1 to the Industrial Training (Clothing Industry) Ordinance: Form 2A
- (vi) For exports/re-exports of articles exempted from declaration charge: Form 2B

## Q8. Where can I find the information on the commodity code for an article?

A8. You may refer to the following publications of the HKHS:

*Hong Kong Imports and Exports Classification List (Harmonized System) 2017 Edition* (two volumes) and its subsequent amendments which can be downloaded from the website of the Census and Statistics Department ([www.censtatd.gov.hk/trader/declaration/index.jsp](http://www.censtatd.gov.hk/trader/declaration/index.jsp)).

In addition to the above publications, you may find the detailed information of the required HKHS commodity code, including commodity description, information on classification and unit of quantity on the website of the Census and Statistics Department ([www.censtatd.gov.hk/trader/hscode/index.jsp](http://www.censtatd.gov.hk/trader/hscode/index.jsp)). You may also call the Commodity Code Enquiry Hotline at 3178 8933 for the enquiry of HKHS commodity codes.

## Q9. What is the definition of “Free-On-Board (FOB) Value HK”?

A9. “FOB Value HK” represents the full cost of the goods up to loading of the goods on to the exporting vessel, vehicle or aircraft, including the cost of goods and any other charges. The value should be calculated in HONG KONG DOLLARS.

## Q10. What is the definition of “Cost, Insurance and Freight (CIF) Value HK”?

A10. “CIF Value HK” represents the full cost of goods up to arrival in Hong Kong, including the cost of goods, insurance, freight and any other charges. The value should be calculated in HONG KONG DOLLARS.

**問 11. 我怎樣可以更正已遞交的進／出口報關單？**

答 11. 更正已遞交的進／出口報關單內的資料，需要以電子方式將有關修訂經由服務供應商傳送至政府。如你希望更正經由服務代理遞交的報關單，請你向服務代理索取並填妥授權遞交進口／出口報關修改表格，並將有關表格交回該服務代理，以電子方式傳送至政府。報關表格的種類不可修改。

**問 12. 如果我錯用了進／出口報關表格報關，應如何處理？**

答 12. 倘若錯用進／出口報關表格，你必須重新呈交一份正確的報關單，並需要繳付逾期報關罰款及／或相關報關費。

而在重新呈交一份正確的報關單後，你亦須盡快就錯用報關表格一事向政府提交書面通知。在通知書上，你應該提供有關詳情，清楚列明錯用報關表格的原因，正確的報關單編號，以及相關錯誤報關表格的報關編號，以便政府作出跟進。如有需要，政府會告知你需要提供相關資料以作出進一步核實（例如提交提單等額外佐證文件，以供審核）。懷疑欺詐個案將由香港海關跟進。

書面通知可透過以下任何一種方法遞交：

**(a) 郵寄至以下地址：**

香港灣仔港灣道 12 號  
灣仔政府大樓 18 樓  
政府統計處  
貿易資料處理組；

**(b) 電郵至 [trade-declaration@censtatd.gov.hk](mailto:trade-declaration@censtatd.gov.hk)；或**

**(c) 傳真至 2877 5399。**

上述通知亦可以電子方式送交。你可在有關的報關單上「報關備註／修訂原因」一欄中述明詳情，並經指定服務供應商向政府提交。不過請注意，提交這類通知是不可填寫於「貨物項目」中。

如果你是紙張轉電子報關服務的用戶，並希望經指定服務代理通知政府錯用報關表格，便應填妥修訂表格，以提交書面通知。有關的修訂表格可向服務代理索取，填妥後應送交有關的服務代理，由其以電子方式轉交政府。

**Q11. How can I make amendments to the lodged import/export declarations?**

A11. Amendments to any lodged import/export declarations should be sent to the Government electronically through SPs. If you wish to amend a declaration lodged via a service agent, you should complete an Authorisation for Submission of Import/Export Declaration Amendment Form, which can be obtained from the service agent and submit it to the service agent for forwarding to the Government electronically. Change of form type is not allowed.

**Q12. What should I do if I have used a wrong import/export declaration form for lodging declaration?**

A12. If you have used the wrong type of import/export declaration form, you are required to re-lodge a correct import/export declaration and shall be liable for payment of late lodgement penalty and/or relevant declaration charge.

After re-lodging a correct declaration, you must inform the Government of the use of a wrong type of declaration form by submitting a written notification as soon as possible. In the notification, you should provide relevant details, clearly state the reason(s) for using the wrong type of declaration form, and the UDR numbers of the correct and corresponding incorrect declarations for the Government to follow up. If necessary, the Government will request you to provide relevant information for verification (e.g. production of relevant documentary evidence such as bill of lading for examination). Potentially fraudulent cases will be followed up by the Customs and Excise Department.

The written notification can be submitted through any one of the following methods:

**(a) By post to the following address:**

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

**(b) By email to [trade-declaration@censtatd.gov.hk](mailto:trade-declaration@censtatd.gov.hk); or**

**(c) By fax to 2877 5399.**

Such notification can also be sent through electronic means. In the declaration concerned, you can input the details in the data field “Declaration Remark/Amendment Reason” at declaration level and then submit it to the Government via your SP. It should however be noted that the notification must not be stated at goods item level.

If you are a user of paper-to-electronic declaration conversion service and wish to notify the Government about using the wrong type of declaration form via your appointed service agent, you should file the written notification by completing an amendment form which can be obtained from the service agent, and submit it to the relevant service agent for forwarding to the Government electronically.

根據《進出口（登記）規例》第(4)及(5)條，如呈交的進／出口報關單在任何方面不完整，關長可拒絕接受該報關單，直至該報關單各項目均填妥為止，而被關長拒絕接受的報關單均被當作未向關長呈交。任何人士如在報關單上明知或罔顧後果向關長呈交任何在要項上並不準確的報關單，均有可能被檢控。

如有查詢，可聯絡政府統計處或香港海關，有關聯絡資料如下：

政府統計處

查詢熱線：2877 1818

電郵：trade-declaration@censtatd.gov.hk

香港海關

查詢熱線：2707 7748

電郵：customsenquiry@customs.gov.hk

**問 13. 由「道路貨物資料系統」將數據繼承到進／出口報關單的意思是甚麼？**

答 13. 「道路貨物資料系統」是香港海關為陸路貨物清關而建立的資訊科技系統。為減省業界輸入資料的工作，減少輸入資料時出現錯漏的機會，以及提高數據質素，業界可在填報進／出口報關單時重用已輸入「道路貨物資料系統」的 11 項資料，詳情如下：

- (i) 收貨人名稱；
- (ii) 收貨人地址；
- (iii) 貨櫃編號；
- (iv) 貨物說明；
- (v) 包裝種類；
- (vi) 包裝件數；
- (vii) 數量（即淨重或容積）；
- (viii) 數量單位；
- (ix) 車輛登記號碼；
- (x) 海關貨物編號(CCRN)；及
- (xi) 單一貨物代碼(UCR)。

有關數據繼承功能的詳情，可參閱香港海關的網站 ([www.rocars.gov.hk/tc/info.html](http://www.rocars.gov.hk/tc/info.html))。

貿易商須確保重用的資料符合進／出口報關單的規定，尤其是有關貨物說明的規定。舉例說，如有一批微波爐在「道路貨物資料系統」中申報為「電器」，貿易商在進／出口報關單上重用該項資料時，須把資料修訂為「微波爐」。如申報的資料不符合進／出口報關單的規定，貿易商會被要求修訂資料。

According to Regulations (4) and (5) of the Import and Export (Registration) Regulations, the Commissioner may, on the lodgement of any import/export declaration that is incomplete in any respect, refuse to accept the declaration until it is completed in every respect and upon such refusal the declaration shall be deemed not to have been lodged with the Commissioner. Any person who knowingly or recklessly lodges any declaration with the Commissioner that is inaccurate in any material particulars shall be liable to prosecution.

For enquiries, please contact the Census and Statistics Department or the Customs and Excise Department. The contact details are as follows:

Census and Statistics Department

Enquiry Hotline: 2877 1818

Email: trade-declaration@censtatd.gov.hk

Customs and Excise Department

Enquiry Hotline: 2707 7748

Email: customsenquiry@customs.gov.hk

**Q13. What is the meaning of Data Inheritance (DI) from “Road Cargo System” (ROCARS) to import/export declaration?**

A13. ROCARS is an IT system developed by the Customs and Excise Department for the customs clearance of road cargoes. To save traders' data input efforts, reduce input errors and enhance data quality, traders can reuse 11 data items inputted in ROCARS for preparing import/export declaration. The 11 data items are:

- (i) Consignee's Name;
- (ii) Consignee's Address;
- (iii) Container Number;
- (iv) Goods Description;
- (v) Type of Packages;
- (vi) Number of Packages;
- (vii) Quantity of Goods (i.e. Net Weight or Gross Volume);
- (viii) Unit of Quantity;
- (ix) Vehicle Registration Number;
- (x) Customs Cargo Reference Number (CCRN); and
- (xi) Unique Consignment Reference (UCR).

For details of the DI function, please visit the website of the Customs and Excise Department ([www.rocars.gov.hk/en/info.html](http://www.rocars.gov.hk/en/info.html)).

Traders should ensure that the reused data fulfil the requirements of import/export declaration, especially in the regard of goods description. For example, for a consignment of microwave ovens, if “electrical appliances” is declared in ROCARS and is reused for import/export declaration, then the trader should amend it to “microwave ovens”. Traders will be requested to make amendments if the import/export declaration made does not meet the requirements.



**問 14. 因為在進／出口報關單上少報物品價值而可能須繳的額外費用及罰款如何計算？**

答 14. 因為進／出口報關單中少報物品價值而可能須繳付的額外費用，可參考按物品原先申報價值及按物品正確或公平價值本須繳付的報關費的差額評估。罰款最高為額外費用的 20 倍，上限為 \$10,000。

在計算相關報關費的額外費用時，200 元報關費上限並不適用。

評估額外費用及罰款的詳細安排載於《進出口（登記）規例》第(10)條。

**12. 查詢**

有關貨物和國家／地區分類和編號、填寫和辦理進／出口報關單及遞交貨物艙單事宜的查詢及資料，你可：

- ◆ 致電政府統計處進／出口報關單及貨物艙單查詢熱線 2877 1818。此熱線所提供的服務及指引，刊於附錄 6 內；
- ◆ 如欲直接查詢貨物編號，可致電貨物編號查詢熱線 3178 8933。此熱線所提供的服務及指引，刊於附錄 7 內；
- ◆ 如欲直接查詢報關通知書事宜，可致電報關通知書查詢熱線 3178 8988。此熱線所提供的服務及指引，刊於附錄 8 內；
- ◆ 參閱政府統計處的網站 ([www.censtatd.gov.hk](http://www.censtatd.gov.hk))；
- ◆ 以電子郵件提出，電郵地址是 [trade-declaration@censtatd.gov.hk](mailto:trade-declaration@censtatd.gov.hk)；
- ◆ 於辦公時間（星期一至星期五（公眾假期除外）上午 8 時 45 分至下午 12 時 30 分，下午 1 時 30 分至 6 時）前往香港灣仔港灣道 12 號灣仔政府大樓的政府統計處貿易統計科
- ◆ 17 樓：有關貨物和國家／地區編號的查詢
- ◆ 18 樓：有關填寫和辦理進／出口報關單及遞交貨物艙單的查詢

**Q14. In the case of under-reported article(s) value in an import/export declaration, how are the possible extra charge and penalty calculated?**

A14. The possible extra charge payable in respect of under-reported article(s) value in an import/export declaration is assessed with reference to the difference between the declaration charge based on the originally declared value of article(s) and the declaration charge that would have been payable based on the actual or fair value of the relevant article(s). The penalty is up to 20 times of the extra charge and capped at \$10,000.

The ceiling of \$200 imposed on the declaration charge is not applicable to the computation of the extra charge.

Details of assessing extra charges and penalties are set out in Regulation (10) of the Import and Export (Registration) Regulations.

**12. Enquiries**

Enquiries/information on matters relating to classification and codes of commodity and country/territory, completion and lodgement of import/export declarations, and submission of cargo manifests can be made/obtained:

- ◆ by calling the Census and Statistics Department Import/Export Declaration and Cargo Manifest Enquiry Hotline at 2877 1818. A summary of enquiry services provided by the hotline, together with a service guide on how to use the hotline services, is at Appendix 6;
- ◆ by calling the Commodity Code Enquiry Hotline at 3178 8933 for direct enquiries on matters relating to commodity codes. A summary of enquiry services provided by the hotline, together with a service guide on how to use the hotline services, is at Appendix 7;
- ◆ by calling the Declaration Notice Enquiry Hotline at 3178 8988 for direct enquiries on matters relating to declaration notices. A summary of enquiry services provided by the hotline, together with a service guide on how to use the hotline services, is at Appendix 8;
- ◆ by visiting the website of the Census and Statistics Department ([www.censtatd.gov.hk](http://www.censtatd.gov.hk));
- ◆ through e-mail to [trade-declaration@censtatd.gov.hk](mailto:trade-declaration@censtatd.gov.hk);
- ◆ by visiting the Trade Statistics Branches of the Census and Statistics Department, Wanchai Tower, 12 Harbour Road, Wan Chai, Hong Kong during office hours (Monday – Friday (except public holidays) 8:45a.m. to 12:30p.m., 1:30p.m. to 6:00p.m.).
- ◆ 17/F: enquiries relating to commodity and country/territory codes
- ◆ 18/F: enquiries relating to completion and lodgement of import/export declarations, and submission of cargo manifests

其他與呈交進／出口報關單事宜相關的服務的資料網站、查詢電郵地址及電話熱線載列如下，以供參考：

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

機構 <i>Organisation</i>	服務 <i>Service</i>	網站／電郵地址／查詢熱線 <i>Website / E-mail Address / Enquiry Hotline</i>
商務及經濟發展局 Commerce and Economic Development Bureau	◆ 政府電子貿易服務 Government Electronic Trading Services (GETS)	<a href="http://www.cedb.gov.hk/citb/en/policies/government-electronic-trading-services.html">www.cedb.gov.hk/citb/en/policies/government-electronic-trading-services.html</a> gets@cedb.gov.hk
香港海關 Customs and Excise Department	◆ 進／出口報關單審核和估值 Verification and assessment on import/export declarations ◆ 應課稅品的進出口牌照 Permits for dutiable commodities ◆ 應課稅品的進出口許可證 Licences for dutiable commodities ◆ 道路貨物資料系統 Road Cargo System (ROCARS)	<a href="http://www.customs.gov.hk">www.customs.gov.hk</a> customsenquiry@customs.gov.hk 2815 7711
工業貿易署 Trade and Industry Department	◆ 以下物品的進口或／及出口簽證： Import or/and export licences for the following articles: ■ 戰略物品 Strategic commodities ■ 食米 Rice ■ 消耗臭氧層物質 Ozone depleting substances ■ 未經加工鑽石 Rough diamonds ■ 配方粉 Powdered formula ◆ 產地來源證 Certificates of origin ◆ 關稅及其他國家進口規例資料 Information on tariff and import regulations of other countries	<a href="http://www.tid.gov.hk">www.tid.gov.hk</a> enquiry@tid.gov.hk 2392 2922
標奧電子商務有限公司 Brio Electronic Commerce Limited	◆ 政府電子貿易服務的前端服務，包括電子報關服務 Front-end services for the Government Electronic Trading Services, including Electronic Declaration Service	<a href="http://www.brio.com.hk">www.brio.com.hk</a> helpdesk@brio.com.hk 2111 1611
商貿易服務有限公司 Global e-Trading Services Limited	◆ 政府電子貿易服務的前端服務，包括電子報關服務 Front-end services for the Government Electronic Trading Services, including Electronic Declaration Service	<a href="http://www.ge-ts.com.hk">www.ge-ts.com.hk</a> enquiry@ge-ts.com.hk 8201 0082
貿易通電子貿易有限公司 Tradelink Electronic Commerce Limited	◆ 政府電子貿易服務的前端服務，包括電子報關服務 Front-end services for the Government Electronic Trading Services, including Electronic Declaration Service	<a href="http://www.tradelink.com.hk">www.tradelink.com.hk</a> mktsales@tradelink.com.hk 2917 8888

(警告: 填報不準確資料屬刑事罪行, 最高可被罰款\$10,000。)  
(WARNING: INACCURATE DECLARATION IS A CRIMINAL OFFENCE  
AND LIABLE TO A MAXIMUM FINE OF \$10,000.)

運輸方式分類  
CLASSIFICATION OF TRANSPORT MODES

編號 Code no.	運輸方式	Transport mode
1	海運	Ocean
2	鐵路	Rail
3	道路	Road
4	空運	Air
5	郵寄	Mail
7	固定運輸裝置	Fixed Transport Installation
8	河運	River
9	其他	Others

註 Notes :

- 「海運」不包括註四所述範圍內的河運，但包括與所有其他國家／地區的水路運輸。  
“Ocean” does not include water transport within the river trade limits defined in note 4 below, but includes sea transport with all other countries/territories.
- 「空運」亦包括經航空速遞服務。  
“Air” also includes delivery through courier service by air.
- 「郵寄」指經香港郵政郵遞的郵包。  
“Mail” refers to postal packet which is transmitted by Hongkong Post.
- 「河運」是指在以下範圍內的船隻運輸：香港鄰近水域、珠江及其他在廣東省和廣西壯族自治區與香港鄰近水域相連的內陸水域。  
香港鄰近水域是指以下範圍內的水域—  
(i) 東至東經 114°30’；  
(ii) 南至北緯 22°09’；及  
(iii) 西至東經 113°31’。

“River” refers to transport by vessels in waters in the vicinity of Hong Kong, the Pearl River and other inland waterways in Guangdong Province and Guangxi Zhuang Autonomous Region which are accessible from waters in the vicinity of Hong Kong.

Waters in the vicinity of Hong Kong refer to waters within the following boundaries —

- to the East, meridian 114°30’ East;
- to the South, parallel 22°09’ North; and
- to the West, meridian 113°31’ East.

屬於河運貿易的主要港口包括（請注意此表並未包括全部屬於河運貿易的港口）：

Major ports within the river trade limits include (Please note that this list is not exhaustive):

**廣東省 GUANGDONG PROVINCE**

東莞市	Dongguan City	: 東莞 Dongguan, 虎門 Humen, 沙田 Shatian, 沙角 Shajiao
佛山市	Foshan City	: 佛山 Foshan, 高明 Gaoming, 瀾石 Lanshi, 三水/西南 Sanshui/Xinan
- 南海區	- Nanhai District	: 北村 Beichuan, 九江 Jiujiang, 平洲 Pingzhou, 三山 Sanshan
- 順德區	- Shunde District	: 容奇 Rongqi, 北滘 Beijiao, 順德 Shunde, 勒流 Leliu
廣州市	Guangzhou City	: 廣州 Guangzhou, 黃埔 Huangpu, 東江口 Dongjiangkou, 新塘 Xintang, 花都 Huadu
- 番禺區	- Panyu District	: 蓮花山 Lianhuashan, 市橋 Shiqiao/番禺 Panyu, 南沙 Nansha, 小虎島 Xiaohudao
河源市	Heyuan City	: 河源 Heyuan, 龍川 Longchuan
惠州市	Huizhou City	: 博羅 Boluo, 紅海港 Honghai
江門市	Jiangmen City	: 恩平 Enping, 高河/鶴山 Gaohe/Heshan, 江門 Jiangmen, 開平 Kaiping, 水口 Shuikou, 台山 Taishan
- 新會區	- Xinhui District	: 河口 Hekou, 新會 Xinhui
清遠市	Qingyuan City	: 連縣 Lianxian, 清遠 Qingyuan, 陽山 Yangshan, 英德 Yingde
韶關市	Shaoguan City	: 樂昌 Lechang, 南雄 Nanxiong, 曲江 Qujiang, 韶關 Shaoguan, 始興 Shixing, 新豐 Xinfeng
深圳市	Shenzhen City	: 赤灣 Chiwan, 東角頭 Dongjiaotou, 媽灣 Mawan, 蛇口 Shekou, 鹽田 Yantian, 小梅沙 Xiaomeisha
雲浮市	Yunfu City	: 六都 Liudu, 雲浮 Yunfu, 羅定 Luoding, 新興 Xinxing, 郁南 Yunan
肇慶市	Zhaoqing City	: 德慶 Deqing, 封開 Fengkai, 高要 Gaoyao, 廣寧/南街 Guangning/Nanjie, 懷集 Huaiji, 四會 Sihui, 肇慶 Zhaoqing
中山市	Zhongshan City	: 小欖 Xiaolan, 中山 Zhongshan/石岐 Shiqi
珠海市	Zhuhai City	: 斗門/井岸 Doumen/Jingan, 九州 Jiuzhou, 珠海/香洲 Zhuhai/Xiangzhou, 唐家灣 Tanjia Bay, 部份珠海市離島, 如: 牛頭島, 中心洲 some outlying islands within Zhuhai City e.g. Niutou Islands, Zhongxinzhou

**廣西壯族自治區 GUANGXI ZHUANG AUTONOMOUS REGION**

蒼梧 Cangwu, 桂平 Guiping, 貴港 Guigang, 南寧 Nanning, 藤縣 Tengxian, 梧州 Wuzhou, 昭平 Zhaoping

**其他 OTHERS**

澳門 Macao

注意： 以下港口是屬於河運範圍以外的，亦即海運港口：  
惠州市的惠東及澳頭港，部分珠海市離島，如：大/小蚬洲、二洲、三門島、桂山島、外伶仃島、大橫琴島。

Remarks: The following ports are outside river trade limits i.e. ocean ports:  
Huidong and Aotou of Huizhou City, some outlying islands within Zhuhai City e.g. Zhizhou Islands, Erzhou Island, Sanmen Island, Guishan Island, Wailingding Island, Dahengqin Island.

海關管制站分類  
CLASSIFICATION OF CUSTOMS CONTROL POINTS

編號 Code	海關管制站*	Customs Control Point
1	香港國際機場	Hong Kong International Airport
2	紅磡直通車站	Hung Hom Through Train Station
3	羅湖	Lo Wu
4	落馬洲	Lok Ma Chau
5	文錦渡	Man Kam To
6	沙頭角	Sha Tau Kok
7	中國渡輪碼頭	China Ferry Terminal
8	港澳渡輪碼頭	H.K. Macau Ferry Terminal
9	其他邊境口岸	Other Control Points

數量單位分類  
CLASSIFICATION OF UNITS OF QUANTITY

編號 Code	數量單位*	Unit of Quantity
MTQ	立方米	Cubic metre
GWH	千兆瓦小時	Gigawatt hour
GRM	克	Gram
KGM	公斤	Kilogram
K6	千升	Kilolitre
KMT	千米	Kilometre
LTR	升	Litre
MAL	兆升	Megalitre
MTR	米	Metre
CTM	克拉（十進制）	Metric carat
NMP	盒／副	Number of packs
PR	對	Pair
SET	套	Set
MTK	平方米	Square metre
MIL	千	Thousand
TNE	公噸	Tonne (metric ton)
C62	個	Unit

注意： \* 中文譯名只供參考。

Remarks : \* Chinese translation is for reference only.

包裝種類分類  
CLASSIFICATION OF TYPES OF PACKAGES

編號 Code	包裝種類*	Type of Package	編號 Code	包裝種類*	Type of Package
OJ	1/4 歐洲托盤	1/4 EURO Pallet	CH	大箱	Chest
OL	1/8 歐洲托盤	1/8 EURO Pallet	CC	大罐	Churn
OZ	帶有凸起邊緣 (81 厘米 x 60 厘米 x 16 厘米) 的輪式托盤	A wheeled pallet with raised rim (81 x 60 x 16 cm)	CF	潛水箱	Coffer
OX	帶有凸起邊緣 (81 厘米 x 67 厘米 x 135 厘米) 的輪式托盤	A wheeled pallet with raised rim (81 x 67 x 135 cm)	CJ	靈柩	Coffin
OY	帶有凸起邊緣 (81 厘米 x 72 厘米 x 135 厘米) 的輪式托盤	A wheeled pallet with raised rim (81 x 72 x 135 cm)	CL	卷	Coil
AE	煙霧	Aerosol	CN	貨櫃箱	Container
AM	小管, 不受保護的	Ampoule, non-protected	GL	容器, 一加侖容量	Container, gallon
AP	小管, 受保護的	Ampoule, protected	ME	金屬容器	Container, metal
AT	噴霧器	Atomizer	CV	蓋	Cover
BG	袋	Bag	CR	板條箱	Crate
GY	黃麻布袋	Bag, gunny	CB	啤酒板	Crate, beer
JB	特大袋	Bag, jumbo	FD	加外框的板條箱	Crate, framed
MB	袋	Bag, multiply	FC	水果板條箱	Crate, fruit
44	塑料袋	Bag, polybag	MA	金屬板條箱	Crate, metal
BL	包, 被壓縮的	Bale, compressed	MC	奶品板條箱	Crate, milk
BN	包, 不被壓縮的	Bale, non-compressed	SC	淺板條箱	Crate, shallow
BF	氣球, 不受保護的	Balloon, non-protected	8B	木製板條箱	Crate, wooden
BP	氣球, 受保護的	Balloon, protected	CE	篋	Creel
BR	棒	Bar	CU	杯	Cup
BA	大琵琶桶	Barrel	CY	圓筒形容器	Cylinder
BZ	棒, 束	Bars, in bundle/bunch/truss	DJ	細頸大罐, 不受保護的	Demijohn, non-protected
BK	籃	Basket	DP	細頸大罐, 受保護的	Demijohn, protected
BI	箱櫃	Bin	DR	圓桶	Drum
OK	塊	Block	EN	封套	Envelope
BD	板	Board	FP	軟片包裝	Film-pack
BY	木板, 束	Board, in bundle/bunch/truss	FI	木製小桶	Firkin
BB	線軸	Bobbin	FL	細頸瓶	Flask
BT	捲	Bolt	FB	彈性袋	Flexibag
GB	氣體瓶	Bottle, gas	FE	膠櫃	Flexitank
BS	球形瓶, 不受保護的	Bottle, non-protected, bulbous	FO	小型提箱	Footlocker
BO	圓柱形瓶, 不受保護的	Bottle, non-protected, cylindrical	FR	框架	Frame
BV	球形瓶, 受保護的	Bottle, protected bulbous	GI	樑	Girder
BQ	圓柱形瓶, 受保護的	Bottle, protected cylindrical	GZ	樑, 束	Girders, in bundle/bunch/truss
BC	瓶架	Bottlecrate/Bottlerack	HR	食籃	Hamper
BX	盒	Box	HG	大桶	Hogshead
BJ	水桶	Bucket	IN	錠	Ingot
VG	大量氣體	Bulk, gas (at 1031 mbar and 15°C)	IZ	錠, 束	Ingots, in bundle/bunch/truss
VQ	大量液化氣體	Bulk, liquefied gas (at abnormal temperature/pressure)	JR	廣口瓶	Jar
VL	液體	Bulk, liquid	JY	圓形罐	Jerrican, cylindrical
VY	大量, 固體, 精細顆粒	Bulk, solid, fine particles ("powders")	JC	方形罐	Jerrican, rectangular
VR	大量, 固體, 粗糙顆粒	Bulk, solid, granular particles ("grains")	JG	水壺	Jug
VO	大量固體顆粒	Bulk, solid, large particles ("nodules")	JT	黃麻布袋	Jutebag
BH	束	Bunch	KG	小桶	Keg
BE	捆	Bundle	OW	大袋, 托盤尺寸	Large bag, pallet sized
BU	大酒桶	Butt	LG	圓木	Log
CG	籠	Cage	LZ	圓木, 束	Logs, in bundle/bunch/truss
CX	圓柱形罐	Can, cylindrical	P3	LPR (La Pallet Rouge) 托盤 60 厘米 x 80 厘米	LPR Pallet 60 cm x 80 cm
CA	方罐	Can, rectangular	P4	LPR (La Pallet Rouge) 托盤 80 厘米 x 120 厘米	LPR Pallet 80 cm x 120 cm
CI	小罐	Canister	MT	墊	Mat
CZ	帆布	Canvas	MX	火柴盒	Matchbox
CO	罐, 不受保護的	Carboy, non-protected	NS	重疊箱	Nest
CP	罐, 受保護的	Carboy, protected	NT	網	Net
CT	紙板箱	Carton	OT	硬紙板大箱	Octabin
CS	箱	Case	OS	單向托盤	Oneway pallet
SK	骨骼箱	Case, skeleton	O3	單向托盤 ISO (國際標準化組織) 0 - 1/2 歐洲托盤	Oneway pallet ISO 0 - 1/2 EURO Pallet
7B	木箱	Case, wooden	O4	單向托盤 ISO (國際標準化組織) 1 - 1/1 歐洲托盤	Oneway pallet ISO 1 - 1/1 EURO Pallet
CK	桶	Cask	O5	單向托盤 ISO (國際標準化組織) 2 - 2/1 歐洲托盤	Oneway pallet ISO 2 - 2/1 EURO Pallet
P1	CHEP (聯邦運作設備共享) 托盤 60 厘米 x 80 厘米	CHEP pallet 60 cm x 80 cm	PK	包裹	Package

編號 Code	包裝種類*	Type of Package	編號 Code	包裝種類*	Type of Package
PA	小包	Packet	SH	香袋	Sachet
PL	提桶	Pail	SA	麻袋	Sack
PX	托盤	Pallet	MS	多層麻包	Sack, multi-wall
OR	托盤 60 厘米 x 100 厘米	Pallet 60 X 100 cm	SE	航海箱	Sea-chest
OQ	托盤 80 厘米 x 100 厘米	Pallet 80 X 100 cm	SX	套	Set
OG	托盤 ISO (國際標準化組織) 0 – 1/2 歐洲托盤	Pallet ISO 0 – 1/2 EURO Pallet	ST	張	Sheet
OH	托盤 ISO (國際標準化組織) 1 – 1/1 歐洲托盤	Pallet ISO 1 – 1/1 EURO Pallet	SM	金屬片	Sheetmetal
OI	托盤 ISO (國際標準化組織) 2 – 2/1 歐洲托盤	Pallet ISO 2 – 2/1 EURO Pallet	SZ	張, 束	Sheets, in bundle/bunch/truss
O6	非標準尺寸托盤	Pallet with exceptional dimensions	SW	包裹	Shrinkwrapped
OD	托盤, AS (澳洲標準) 4068-1993	Pallet, AS 4068-1993	SI	底盤	Skid
OA	托盤, CHEP (聯邦運作設備共享) 40 厘米 x 60 厘米	Pallet, CHEP 40 cm x 60 cm	SL	張	Slipsheet
OB	托盤, CHEP (聯邦運作設備共享) 80 厘米 x 120 厘米	Pallet, CHEP 80 cm x 120 cm	SD	紗錠	Spindle
OC	托盤, CHEP (聯邦運作設備共享) 100 厘米 x 120 厘米	Pallet, CHEP 100 cm x 120 cm	SU	手提箱	Suitcase
OE	托盤, ISO (國際標準化組織) T11	Pallet, ISO T11	OM	合成托盤 ISO (國際標準化組織) 1	Synthetic pallet ISO 1
TW	瓦楞紙板托盤	Pallet, triwall	ON	合成托盤 ISO (國際標準化組織) 2	Synthetic pallet ISO 2
8A	木製托盤	Pallet, wooden	TG	普通罐式集裝箱	Tank container, generic
PC	包裹	Parcel	TY	圓形槽	Tank, cylindrical
PI	管	Pipe	TK	方形槽	Tank, rectangular
PV	管, 束	Pipes, in bundle/bunch/truss	TC	茶葉箱	Tea-chest
PH	大水罐	Pitcher	TN	罐頭	Tin
PN	厚木板	Plank	PU	盤	Tray
O8	塑膠托盤 SRS (Svenska Retursystem) 60 厘米 x 80 厘米	Plastic pallet SRS 60 cm x 80 cm	O2	手推車	Trolley
O9	塑膠托盤 SRS (Svenska Retursystem) 80 厘米 x 120 厘米	Plastic pallet SRS 80 cm x 120 cm	TR	箱	Trunk
PG	盤	Plate	TS	捆, 束	Truss
PY	盤, 束	Plates, in bundle/bunch/truss	TB	浴盆	Tub
OF	平台, 未說明重量或尺寸	Platform, unspecified weight or dimension	TU	管	Tube
PT	罐	Pot	TD	桶, 可折疊的	Tube, collapsible
PO	小袋	Pouch	TZ	管, 束	Tubes, in bundle/bunch/truss
RJ	掛衣	Rack, clothing hanger	TO	大桶	Tun
RT	網	Rednet	O1	雙側滾籠車包括固定皮帶	Two sided cage on wheels with fixing strap
RL	卷軸	Reel	NE	無包裝	Unpacked or unpackaged
OV	可回收托盤	Returnable pallet	NF	部件	Unpacked or unpackaged, single unit
RG	環	Ring	VP	真空包裝的	Vacuum-packed
RD	桿	Rod	VA	大桶	Vat
RZ	桿, 束	Rods, in bundle/bunch/truss	VI	小瓶	Vial
RO	卷	Roll	OP	批發商托盤	Wholesaler pallet
			WB	瓶	Wickerbottle
			O7	木製托盤 40 厘米 x 80 厘米	Wooden pallet 40 cm x 80 cm

注意： \* 中文譯名只供參考。

Remarks: \* Chinese translation is for reference only.

國家／地區分類  
CLASSIFICATION OF COUNTRIES/TERRITORIES

編號 Code	國家／地區	Country/Territory	編號 Code	國家／地區	Country/Territory
AF	阿富汗	Afghanistan	EG	埃及	Egypt
AX	奧蘭群島	Åland Islands	SV	薩爾瓦多	El Salvador
AL	阿爾巴尼亞	Albania	GQ	赤道幾內亞	Equatorial Guinea
DZ	阿爾及利亞	Algeria	ER	厄立特里亞	Eritrea
AS	美屬薩摩亞	American Samoa	EE	愛沙尼亞	Estonia
AD	安道爾	Andorra	SZ	斯威士蘭	Eswatini
AO	安哥拉	Angola	ET	埃塞俄比亞	Ethiopia
AI	安圭拉島	Anguilla	FK	福克蘭群島（馬爾維納斯群島）	Falkland Islands (the) [Malvinas]
AQ	南極洲	Antarctica	FO	法羅群島	Faroe Islands (the)
AG	安提瓜和巴布達	Antigua and Barbuda	FJ	斐濟	Fiji
AR	阿根廷	Argentina	FI	芬蘭	Finland
AM	亞美尼亞	Armenia	FR	法國	France
AW	阿魯巴島	Aruba	GF	法屬圭亞那	French Guiana
AU	澳大利亞	Australia	PF	法屬波利尼西亞	French Polynesia
AT	奧地利	Austria	TF	法國南部地區	French Southern Territories (the)
AZ	阿塞拜疆	Azerbaijan	GA	加蓬	Gabon
BS	巴哈馬	Bahamas (the)	GM	岡比亞	Gambia (the)
BH	巴林	Bahrain	GE	格魯吉亞	Georgia
BD	孟加拉國	Bangladesh	DE	德國	Germany
BB	巴巴多斯	Barbados	GH	加納	Ghana
BY	白羅斯	Belarus	GI	直布羅陀	Gibraltar
BE	比利時	Belgium	GR	希臘	Greece
BZ	伯利茲	Belize	GL	格陵蘭島	Greenland
BJ	貝寧	Benin	GD	格林納達	Grenada
BM	百慕大	Bermuda	GP	瓜德羅普島	Guadeloupe
BT	不丹	Bhutan	GU	關島	Guam
BO	多民族玻利維亞國	Bolivia (Plurinational State of)	GT	危地馬拉	Guatemala
BQ	博內爾島、聖尤斯特歇斯島及薩巴島	Bonaire, Sint Eustatius and Saba	GG	格恩西島	Guernsey
BA	波斯尼亞和黑塞哥維那	Bosnia and Herzegovina	GN	幾內亞	Guinea
BW	博茨瓦納	Botswana	GW	幾內亞比紹	Guinea-Bissau
BV	布維島	Bouvet Island	GY	圭亞那	Guyana
BR	巴西	Brazil	HT	海地	Haiti
IO	英屬印度洋地區	British Indian Ocean Territory (the)	HM	赫德島及麥克唐納島	Heard Island and McDonald Islands
BN	文萊達路撒林	Brunei Darussalam	VA	羅馬教區	Holy See (the)
BG	保加利亞	Bulgaria	HN	洪都拉斯	Honduras
BF	布基納法索	Burkina Faso	HK	香港	Hong Kong
BI	布隆迪	Burundi	HU	匈牙利	Hungary
KH	柬埔寨	Cambodia	IS	冰島	Iceland
CM	喀麥隆	Cameroon	IN	印度	India
CA	加拿大	Canada	ID	印度尼西亞	Indonesia
CV	佛得角	Cabo Verde	IR	伊朗伊斯蘭共和國	Iran (Islamic Republic of)
KY	開曼群島	Cayman Islands (the)	IQ	伊拉克	Iraq
CF	中非共和國	Central African Republic (the)	IE	愛爾蘭	Ireland
TD	乍得	Chad	IM	人島	Isle of Man
CL	智利	Chile	IL	以色列	Israel
CN	中國內地	The mainland of China	IT	意大利	Italy
CX	聖誕島	Christmas Island	JM	牙買加	Jamaica
CC	科科斯（基靈）群島	Cocos (Keeling) Islands (the)	JP	日本	Japan
CO	哥倫比亞	Colombia	JE	澤西島	Jersey
KM	科摩羅	Comoros (the)	JO	約旦	Jordan
CG	剛果	Congo (the)	KZ	哈薩克斯坦	Kazakhstan
CD	剛果民主共和國	Congo (the Democratic Republic of the)	KE	肯尼亞	Kenya
CK	庫克群島	Cook Islands (the)	KI	基里巴斯	Kiribati
CR	哥斯達黎加	Costa Rica	KP	朝鮮	Korea (the Democratic People's Republic of)
CI	科特迪瓦	Côte d'Ivoire	KR	韓國	Korea (the Republic of)
HR	克羅地亞	Croatia	KW	科威特	Kuwait
CU	古巴	Cuba	KG	吉爾吉斯斯坦	Kyrgyzstan
CW	庫拉索島	Curaçao	LA	老撾民主主義人民共和國	Lao People's Democratic Republic (the)
CY	塞浦路斯	Cyprus	LV	拉脫維亞	Latvia
CZ	捷克共和國	Czechia	LB	黎巴嫩	Lebanon
DK	丹麥	Denmark	LS	萊索托	Lesotho
DJ	吉布提	Djibouti	LR	利比里亞	Liberia
DM	多米尼加	Dominica	LY	利比亞	Libya
DO	多明尼加共和國	Dominican Republic (the)	LI	列支敦士登	Liechtenstein
EC	厄瓜多爾	Ecuador	LT	立陶宛	Lithuania
			LU	盧森堡	Luxembourg

編號 Code	國家／地區	Country/Territory	編號 Code	國家／地區	Country/Territory
MO	澳門	Macao	SC	塞舌爾	Seychelles
MG	馬達加斯加	Madagascar	SL	塞拉利昂	Sierra Leone
MW	馬拉維	Malawi	SG	新加坡	Singapore
MY	馬來西亞	Malaysia	SX	聖馬丁（荷屬）	Sint Maarten (Dutch part)
MV	馬爾代夫	Maldives	SK	斯洛伐克	Slovakia
ML	馬里	Mali	SI	斯洛文尼亞	Slovenia
MT	馬耳他	Malta	SB	所羅門群島	Solomon Islands
MH	馬紹爾群島	Marshall Islands (the)	SO	索馬里	Somalia
MQ	馬提尼克島	Martinique	ZA	南非	South Africa
MR	毛里塔尼亞	Mauritania	GS	南喬治亞島及南桑威奇群島	South Georgia and the South Sandwich Islands
MU	毛里求斯	Mauritius	SS	南蘇丹	South Sudan
YT	馬約特島	Mayotte	ES	西班牙	Spain
MX	墨西哥	Mexico	LK	斯里蘭卡	Sri Lanka
FM	密克羅尼西亞聯邦	Micronesia (Federated States of)	SD	蘇丹	Sudan (the)
MD	摩爾多瓦共和國	Moldova (the Republic of)	SR	蘇里南	Suriname
MC	摩納哥	Monaco	SJ	斯瓦爾巴特群島及揚馬延島	Svalbard and Jan Mayen
MN	蒙古	Mongolia	SE	瑞典	Sweden
ME	黑山	Montenegro	CH	瑞士	Switzerland
MS	蒙特塞拉特島	Montserrat	SY	敘利亞	Syrian Arab Republic (the)
MA	摩洛哥	Morocco	TW	臺灣省	Taiwan (Province of China)
MZ	莫桑比克	Mozambique	TJ	塔吉克斯坦	Tajikistan
MM	緬甸	Myanmar	TZ	坦桑尼亞聯合共和國	Tanzania, United Republic of
NA	納米比亞	Namibia	TH	泰國	Thailand
NR	瑙魯	Nauru	TL	東帝汶	Timor-Leste
NP	尼泊爾	Nepal	TG	多哥	Togo
NL	荷蘭	Netherlands (the)	TK	托克勞群島	Tokelau
NC	新喀里多尼亞	New Caledonia	TO	湯加	Tonga
NZ	新西蘭	New Zealand	TT	特立尼達和多巴哥	Trinidad and Tobago
NI	尼加拉瓜	Nicaragua	TN	突尼斯	Tunisia
NE	尼日爾	Niger (the)	TR	土耳其	Turkey
NG	尼日利亞	Nigeria	TM	土庫曼斯坦	Turkmenistan
NU	紐埃島	Niue	TC	特克斯和凱科斯群島	Turks and Caicos Islands (the)
NF	諾福克島	Norfolk Island	TV	圖瓦盧	Tuvalu
MK	北馬其頓	North Macedonia	UG	烏干達	Uganda
MP	北馬里亞納群島	Northern Mariana Islands (the)	UA	烏克蘭	Ukraine
NO	挪威	Norway	AE	阿拉伯聯合酋長國	United Arab Emirates (the)
OM	阿曼	Oman	GB	英國	United Kingdom of Great Britain and Northern Ireland (the)
PK	巴基斯坦	Pakistan	US	美國	United States of America (the)
PW	帕勞	Palau	UM	美國邊遠島嶼	United States Minor Outlying Islands (the)
PS	巴勒斯坦國	Palestine, State of	UY	烏拉圭	Uruguay
PA	巴拿馬	Panama	UZ	烏茲別克斯坦	Uzbekistan
PG	巴布亞新幾內亞	Papua New Guinea	VU	瓦努阿圖	Vanuatu
PY	巴拉圭	Paraguay	VE	委內瑞拉玻利瓦爾共和國	Venezuela (Bolivarian Republic of)
PE	秘魯	Peru	VN	越南	Viet Nam
PH	菲律賓	Philippines (the)	VG	英屬維爾京群島	Virgin Islands (British)
PN	皮特凱恩	Pitcairn	VI	美屬維爾京群島	Virgin Islands (U.S.)
PL	波蘭	Poland	WF	瓦利斯群島和富圖納群島	Wallis and Futuna
PT	葡萄牙	Portugal	EH	西撒哈拉	Western Sahara
PR	波多黎各	Puerto Rico	YE	也門	Yemen
QA	卡塔爾	Qatar	ZM	贊比亞	Zambia
RE	留尼汪島	Réunion	ZW	津巴布韋	Zimbabwe
RO	羅馬尼亞	Romania	XA*	未列明或未包括在其他編號之北美洲國家／地區	North American countries/territories, not elsewhere specified or included
RU	俄羅斯聯邦	Russian Federation (the)	XB*	未列明或未包括在其他編號之西歐國家／地區	Western European countries/territories, not elsewhere specified or included
RW	盧旺達	Rwanda	XC*	未列明或未包括在其他編號之獨立國家聯合體及東歐國家／地區	Commonwealth of Independent States and Eastern European countries/territories, not elsewhere specified or included
BL	聖巴泰勒米	Saint Barthélemy	XD*	未列明或未包括在其他編號之中美洲及南美洲國家／地區	Central and South American countries/territories, not elsewhere specified or included
SH	聖赫勒拿島、阿森松島及特里斯坦達庫尼亞群島	Saint Helena, Ascension and Tristan da Cunha	XE*	未列明或未包括在其他編號之中東國家／地區	Middle East countries/territories, not elsewhere specified or included
KN	聖基茨及尼維斯	Saint Kitts and Nevis	XF*	未列明或未包括在其他編號之亞洲國家／地區	Asian countries/territories, not elsewhere specified or included
LC	聖盧西亞	Saint Lucia	XG*	未列明或未包括在其他編號之非洲國家／地區	African countries/territories, not elsewhere specified or included
MF	聖馬丁（法屬）	Saint Martin (French part)	XH*	未列明或未包括在其他編號之澳大利西亞及大洋洲國家／地區	Australasian and Oceanian countries/territories, not elsewhere specified or included
PM	聖皮埃爾和密克隆群島	Saint Pierre and Miquelon			
VC	聖文森特和格林內丁斯	Saint Vincent and the Grenadines			
WS	薩摩亞	Samoa			
SM	聖馬力諾	San Marino			
ST	聖多美和普林西比	Sao Tome and Principe			
SA	沙特阿拉伯	Saudi Arabia			
SN	塞內加爾	Senegal			
RS	塞爾維亞	Serbia			

注意：

- ◆ 中文譯名只供參考。
- ◆ \* 這些編號並未列於標準編號內，屬臨時編配的編號。
- ◆ 主要資料來源：ISO Central Secretariat

Remarks:

- ◆ Chinese translation is for reference only.
- ◆ \* Codes are not yet defined in the code standard and are temporarily allocated.
- ◆ Main source: ISO Central Secretariat



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標奧電子商務有限公司 Brio Electronic Commerce Limited	香港黃竹坑黃竹坑道 37 號利達中心 6 樓 6/F, Leader Centre, 37 Wong Chuk Hang Road, Wong Chuk Hang, Hong Kong	郵寄服務 Postal service	N/A	1
商貿易服務有限公司 Global e-Trading Services Limited	香港數碼港道 100 號數碼港 2 座 10 樓 Level 10, Cyberport 2, 100 Cyberport Road, Hong Kong	郵寄服務 Postal service	N/A	2
貿易通電子貿易有限公司 Tradelink Electronic Commerce Limited	九龍中央郵箱 70023 號 Box No. 70023, Kowloon Central Post Office	郵寄服務 Postal service	N/A	3
<b>香港島 Hong Kong Island</b>				
標奧電子商務有限公司 Brio Electronic Commerce Limited	香港黃竹坑黃竹坑道 37 號利達中心 6 樓 6/F, Leader Centre, 37 Wong Chuk Hang Road, Wong Chuk Hang, Hong Kong	櫃台服務 Counter service	3618 4528	1
香港中華總商會 The Chinese General Chamber of Commerce	香港中環干諾道中 24-25 號 4 樓 4/F, 24-25 Connaught Road Central, Central, Hong Kong	櫃台服務 Counter service	2526 0623	3
香港中華廠商聯合會 The Chinese Manufacturers' Association of Hong Kong	香港中環干諾道中 64-66 號廠商會大廈 1 樓 1/F, CMA Building, 64-66 Connaught Road Central, Central, Hong Kong	櫃台服務 Counter service	2542 8613	3
大新銀行 Dah Sing Bank	香港灣仔皇后大道東 248 號大新金融中心地下 G7、G7A 及 G8 號舖 Shops G7, G7A & G8, G/F, Dah Sing Financial Centre, 248 Queen's Road East, Wan Chai, Hong Kong	櫃台服務 Counter service	2841 7515	3
	香港上環德輔道中 288 號易通商業大廈地下 B2 號舖連 1 樓 B 室 Shop B2, G/F & Room B, 1/F, Eton Building, 288 Des Voeux Road Central, Sheung Wan, Hong Kong	櫃台服務 Counter service	2851 6281	3
	香港石塘咀皇后大道西 443-453 號地下 15-16 號舖 Shop 15-16, G/F, 443-453 Queen's Road West, Shek Tong Tsui, Hong Kong	櫃台服務 Counter service	2857 7473	3
保諾時網上印刷有限公司 e-print	香港上環蘇杭街 34 號地舖 G/F, 34 Jervois Street, Sheung Wan, Hong Kong	櫃台服務 Counter service	2319 7008	2
香港工業總會 Federation of Hong Kong Industries	香港中環昭隆街 9 號歐銀中心 20 樓 2001 室 Unit 2001, 20/F, Eubank Plaza, 9 Chiu Lung Street, Central, Hong Kong	櫃台服務 Counter service	2845 4966	3
快圖美 FOTOMAX	香港柴灣柴灣道 233 號新翠商場第 3 層 303 號舖 Shop 303, Level 3, New Jade Shopping Arcade, 233 Chai Wan Road, Chai Wan, Hong Kong	櫃台服務 Counter service	2897 9212	3
	香港筲箕灣愛禮街 2 號愛蝶灣地下 41 號舖 Shop 41, G/F, Aldrich Garden, 2 Oi Lai Street, Shau Kei Wan, Hong Kong	櫃台服務 Counter service	2560 0567	3
	香港鯉魚涌太古城太茂路 1 號金殿宮燕宮閣 2 樓 P404A 號舖 Shop P404A, 2/F, Yen Kung Mansion, Kam Din Terrace, 1 Tai Mou Avenue, Taikoo Shing, Quarry Bay, Hong Kong	櫃台服務 Counter service	2560 4569	3
	香港北角英皇道 560 號健威坊地下高層 U37 號舖 Shop U37, Upper G/F, Fitfort, 560 King's Road, North Point, Hong Kong	櫃台服務 Counter service	2214 0671	3
	香港銅鑼灣告士打道 311 號皇室堡 10 樓 1013 號舖 Shop 1013, 10/F, Windsor House, 311 Gloucester Road, Causeway Bay, Hong Kong	櫃台服務 Counter service	2673 8835	3
	香港灣仔新鴻基中心 1 樓 109-110 & 110A 號舖 Shop 109-110 & 110A, 1/F, Sun Hung Kai Centre, Wan Chai, Hong Kong	櫃台服務 Counter service	2598 0332	3
	香港灣仔皇后大道東 183 號合和中心 3 樓 311 號舖 Shop 311, 3/F, Hopewell Centre, 183 Queen's Road East, Wan Chai, Hong Kong	櫃台服務 Counter service	2573 7067	3
	香港灣仔軒尼詩道 82 號偉倫大廈地下 G/F, Wai Lun Building, 82 Hennessy Road, Wan Chai, Hong Kong	櫃台服務 Counter service	2866 2236	3
	香港中環港鐵機場快綫香港站(未入閘區) 1 樓 HOK71 號舖 Shop HOK 71, Level 1, Hong Kong Station (Unpaid Area), Airport Express, MTR, Central, Hong Kong	櫃台服務 Counter service	2530 5298	3
	香港上環永樂街 87 號泰達大廈地下 6 號舖 Shop 6, G/F, Teda Building, 87 Wing Lok Street, Sheung Wan, Hong Kong	櫃台服務 Counter service	2541 9631	3
	香港上環干諾道中 200 號信德中心 2 樓 218 號舖 Shop 218, 2/F, Shun Tak Centre, 200 Connaught Road Central, Sheung Wan, Hong Kong	櫃台服務 Counter service	2549 5272	3
	香港香港仔成都道 14-18 號茂盛大廈地下 2 號舖 Shop 2, G/F, Mosbert Mansion, 14-18 Chengtu Road, Aberdeen, Hong Kong	櫃台服務 Counter service	2553 4811	3
商貿易服務有限公司 Global e-Trading Services Limited	香港數碼港道 100 號數碼港 2 座 10 樓 Level 10, Cyberport 2, 100 Cyberport Road, Hong Kong	櫃台服務/收集箱 Counter service/ Drop-in box	8201 0082 8109 1066	2
香港中華出入口商會 The Hong Kong Chinese Importers' & Exporters' Association	香港上環德輔道中 287-291 號長達大廈 7 樓 7/F, Champion Building, 287-291 Des Voeux Road Central, Sheung Wan, Hong Kong	櫃台服務 Counter service	2544 8474	2
香港總商會 Hong Kong General Chamber of Commerce	香港金鐘金鐘道 95 號統一中心 22 樓 22/F, United Centre, 95 Queensway, Admiralty, Hong Kong	櫃台服務 Counter service	2823 1275	3

名稱 Name	地址 Address	服務 Service	電話 Telephone	註釋 Note
香港郵政 Hongkong Post	七姊妹郵政局：香港北角英皇道 770 號模範邨 C 座地下 1、6、7 及 11 號舖 Tsai Tsz Mui Post Office: Shops 1, 6, 7 & 11, G/F, Block C, Model Housing Estate, 770 King's Road, North Point, Hong Kong	櫃台服務 Counter service	2921 2222	3
	銅鑼灣郵政局：香港銅鑼灣告士打道 311 號皇室堡 10 樓 1015-1018 號舖 Causeway Bay Post Office: Shop 1015-1018, 10/F, Windsor House, 311 Gloucester Road, Causeway Bay, Hong Kong	櫃台服務 Counter service	2921 2222	3
	告士打道郵政局：香港灣仔告士打道 5 號稅務大樓 1 樓 Gloucester Road Post Office: 1/F, Revenue Tower, 5 Gloucester Road, Wan Chai, Hong Kong	櫃台服務 Counter service	2921 2222	3
	灣仔郵政局：香港灣仔皇后大道東 197-213 號胡忠大廈 2 樓 Wan Chai Post Office: 2/F, Wu Chung House, 197-213 Queen's Road East, Wan Chai, Hong Kong	櫃台服務 Counter service	2921 2222	3
	軒尼詩道郵政局：香港灣仔軒尼詩道 1 號 One Hennessy 1 樓 105 號舖 Hennessy Road Post Office: Shop 105, 1/F, One Hennessy, 1 Hennessy Road, Wan Chai, Hong Kong	櫃台服務 Counter service	2921 2222	3
	郵政總局：香港中環康樂廣場 2 號 General Post Office: 2 Connaught Place, Central, Hong Kong	櫃台服務 Counter service	2921 2222	3
	雲咸街郵政局：香港中環雲咸街 69 號賀善尼大廈地下 Wyndham Street Post Office: G/F, Hoseinee House, 69 Wyndham Street, Central, Hong Kong	櫃台服務 Counter service	2921 2222	3
上環郵政局：香港上環德輔道中 322-324 號西區電話機樓 1 樓 Sheung Wan Post Office: 1/F, West Exchange Tower, 322-324 Des Voeux Road Central, Sheung Wan, Hong Kong	櫃台服務 Counter service	2921 2222	3	
香港鋼琴教育專業學院 Hong Kong Professional Piano Education Academy	香港鰂魚涌康山道 1 號康怡廣場辦公大樓 1502-05 室 Units 1502 - 05, Kornhill Plaza - Office Tower, 1 Kornhill Road, Quarry Bay, Hong Kong	櫃台服務 Counter service	3422 3724	1
	香港天后銅鑼灣道 180 號百樂商業中心 1402-03 室 Units 1402 - 03, Park Commercial Centre, 180 Tung Lo Wan Road, Tin Hau, Hong Kong	櫃台服務 Counter service	2887 1233	1
香港印度商會 The Indian Chamber of Commerce Hong Kong	香港中環雲咸街 69 號賀善尼大廈 2 樓 2/F, Hoseinee House, 69 Wyndham Street, Central, Hong Kong	櫃台服務 Counter service	2525 0138	3
The Interact Group	香港灣仔軒尼詩道 145 號安康商業大廈 22 樓 22/F, On Hong Commercial Building, 145 Hennessy Road, Wan Chai, Hong Kong	櫃台服務 Counter service	3582 3300	1
國際商會 International Chamber of Commerce	香港上環德輔道中 300-302 號華傑商業中心 8 樓 B 室 Flat B, 8/F, Wah Kit Commercial Centre, 300-302 Des Voeux Road Central, Sheung Wan, Hong Kong	櫃台服務 Counter service	2543 2668	3
家家禮品換領中心 Kar Kar Redemption Centre	香港灣仔軒尼詩道 423-425 號嘉年華商業大廈 1 樓 1/F, Ka Nin Wah Commercial Building, 423-425 Hennessy Road, Wan Chai, Hong Kong	櫃台服務 Counter service	3996 8197	2
南洋商業銀行 Nanyang Commercial Bank	香港鰂魚涌英皇道 1014 號 1014 King's Road, Quarry Bay, Hong Kong	櫃台服務 Counter service	3982 9980	2
	香港銅鑼灣怡和街 1 號香港大廈地下 G 至 J 舖 Shop G-J, G/F, Hong Kong Mansion, 1 Yee Wo Street, Causeway Bay, Hong Kong	櫃台服務 Counter service	3982 9974	2
	香港灣仔莊士敦道 123 號 123 Johnston Road, Wan Chai, Hong Kong	櫃台服務 Counter service	3982 9903	2
	香港中環德己立街 1-13 號世紀廣場 2 樓 2/F, Century Square, 1-13 D'Aguiar Street, Central, Hong Kong	櫃台服務 Counter service	3982 9909	2
	香港中環德輔道中 151 號 151 Des Voeux Road Central, Central, Hong Kong	櫃台服務 Counter service	2852 0888	2
	香港上環皇后大道中 359-361 號 1 及 2 樓 1/F & 2/F, 359-361 Queen's Road Central, Sheung Wan, Hong Kong	櫃台服務 Counter service	3982 9973	2
<b>九龍 Kowloon</b>				
香港中華廠商聯合會 The Chinese Manufacturers' Association of Hong Kong	九龍觀塘巧明街 111-113 號富利廣場 23 樓 6 室 Room 6, 23/F, Futura Plaza, 111-113 How Ming Street, Kwun Tong, Kowloon	櫃台服務 Counter service	2344 3380	3
	九龍旺角彌敦道 655 號 19 樓 1911 室 Room 1911, 19/F, 655 Nathan Road, Mong Kok, Kowloon	櫃台服務 Counter service	2393 2189	3
大新銀行 Dah Sing Bank	九龍觀塘成業街 10 號地下 A 舖 Shop A, G/F, 10 Shing Yip Street, Kwun Tong, Kowloon	櫃台服務 Counter service	2191 8103	3
	九龍九龍灣德福廣場 1 期 2 樓 F5A-F6A 號舖 Units F5A-F6A, Level 2, Telford Plaza 1, Kowloon Bay, Kowloon	櫃台服務 Counter service	2927 4130	3
	九龍黃大仙正德街 103 號黃大仙中心地下 G3C 號舖 Shop G3C, G/F, Wong Tai Sin Plaza, 103 Ching Tak Street, Wong Tai Sin, Kowloon	櫃台服務 Counter service	2326 5165	3
	九龍土瓜灣土瓜灣道 245B 及 247 號美景樓第 2 期地下 G/F, Mei King Mansion Phase II, 245B & 247 To Kwa Wan Road, To Kwa Wan, Kowloon	櫃台服務 Counter service	2365 9035	3
	九龍佐敦彌敦道 335 號 335 Nathan Road, Jordan, Kowloon	櫃台服務 Counter service	2385 0161	3
	九龍荔枝角長沙灣道 889 號華創中心地下 1 號舖 Shop 1, G/F, CRE Centre, 889 Cheung Sha Wan Road, Lai Chi Kok, Kowloon	櫃台服務 Counter service	2361 0951	3
保諾時網上印刷有限公司 e-print	九龍觀塘觀塘道 436-446 號官塘工業中心第 4 期地下 B 舖 Shop B, G/F, Phase 4, Kwun Tong Industrial Centre, 436-446 Kwun Tong Road, Kwun Tong, Kowloon	櫃台服務 Counter service	2319 7001	2
	九龍紅磡鶴園街 2G 號恒豐工業大廈第 1 期地下 CD5(A)號舖 Shop CD5(A), G/F, Phase 1, Hang Fung Industrial Building, 2G Hok Yuen Street, Hung Hom, Kowloon	櫃台服務 Counter service	2319 7011	2
	九龍旺角黑布街 81 號得寶大廈地下 19 號舖 Shop 19, G/F, Tak Po Building, 81 Hak Po Street, Mong Kok, Kowloon	櫃台服務 Counter service	2319 7016	2

名稱 Name	地址 Address	服務 Service	電話 Telephone	註釋 Note
保諾時網上印刷有限公司 e-print	九龍深水埗欽州街 65-71 號榮業商業大廈地下 6 及 7B 號舖 Shops 6 & 7B, G/F, Wing Yip Commercial Building, 65-71 Yen Chow Street, Sham Shui Po, Kowloon	櫃台服務 Counter service	2319 7009	2
香港工業總會 Federation of Hong Kong Industries	九龍旺角彌敦道 678 號華僑商業中心 7 樓 A 室 Room A, 7/F, Hua Chiao Commercial Centre, 678 Nathan Road, Mong Kok, Kowloon	櫃台服務 Counter service	2396 3318	3
	九龍長沙灣長裕街 8 號億京廣場 31 樓 31/F, Billion Plaza, 8 Cheung Yue Street, Cheung Sha Wan, Kowloon	櫃台服務 Counter service	2421 0951	3
快圖美 FOTOMAX	九龍油塘高超道 38 號大本型 2 樓 218 號舖 Shop 218, 2/F, Domain, 38 Ko Chiu Road, Yau Tong, Kowloon	櫃台服務 Counter service	2683 5611	3
	九龍牛頭角牛頭角道 77 號淘大花園 1 期淘大商場地下 G26 號舖 Shop G26, G/F, Amoy Plaza, Amoy Gardens Phase I, 77 Ngau Tau Kok Road, Ngau Tau Kok, Kowloon	櫃台服務 Counter service	2953 0575	3
	九龍九龍灣德福廣場 2 期 6 樓 617 號舖 Shop 617, 6/F, Telford Plaza II, Kowloon Bay, Kowloon	櫃台服務 Counter service	2795 1004	3
	九龍鑽石山龍蟠街 3 號荷里活廣場 2 樓 277 號舖 Shop 277, Level 2, Plaza Hollywood, 3 Lung Poon Street, Diamond Hill, Kowloon	櫃台服務 Counter service	2955 9770	3
	九龍九龍塘達之路 80 號又一城地下 44 號舖 Shop G-44, G/F, Festival Walk, 80 Tak Chee Avenue, Kowloon Tong, Kowloon	櫃台服務 Counter service	2110 0479	3
	九龍九龍城賈炳達道 128 號九龍城廣場地下低層 LG01 號舖 Shop LG01, Lower G/F, Kowloon City Plaza, 128 Carpenter Road, Kowloon City, Kowloon	櫃台服務 Counter service	2718 7246	3
	九龍紅磡黃埔花園 11 期聚寶坊地下 G3B 號舖 Shop G3B, G/F, Treasure World, Whampoa Garden Site 11, Hung Hom, Kowloon	櫃台服務 Counter service	2330 3549	3
	九龍尖沙咀港鐵東涌綫九龍站 (未入閘區) KOW 70 號舖 MTR Station Concession KOW 70, Kowloon Station (Unpaid Area), Tung Chung Line, MTR, Tsim Sha Tsui, Kowloon	櫃台服務 Counter service	2885 1017	3
	九龍尖沙咀廣東道 7-23 號海港城港威商場 4 樓 4008 號舖 Shop 4008, Level 4, Gateway Arcade, Harbour City, 7-23 Canton Road, Tsim Sha Tsui, Kowloon	櫃台服務 Counter service	2799 1077	3
	九龍旺角彌敦道 750 號始創中心 2 樓 250A-250B 號舖 Shops 250A & B, 2/F, Pioneer Centre, 750 Nathan Road, Mong Kok, Kowloon	櫃台服務 Counter service	2398 7122	3
	九龍旺角亞皆老街 8 號朗豪坊 1 樓 43 號舖 Shop 43, Level 1, Langham Place, 8 Argyle Street, Mong Kok, Kowloon	櫃台服務 Counter service	3514 4456	3
	九龍荔枝角長沙灣道 833 號長沙灣廣場 104A 號舖 Shop 104A, Cheung Sha Wan Plaza, 833 Cheung Sha Wan Road, Lai Chi Kok, Kowloon	櫃台服務 Counter service	2310 8642	3
香港電子業商會 The Hong Kong Electronic Industries Association	九龍尖沙咀東部加連威老道 100 號港晶中心 12 樓 1201 室 Unit 1201, 12/F, Harbour Crystal Centre, 100 Granville Road, Tsim Sha Tsui East, Kowloon	櫃台服務 Counter service	2778 8328	2
香港總商會 Hong Kong General Chamber of Commerce	九龍觀塘巧明街 111-113 號富利廣場 15 樓 1508 室 Room 1508, 15/F, Futura Plaza, 111-113 How Ming Street, Kwun Tong, Kowloon	櫃台服務 Counter service	2344 8713	3
	九龍尖沙咀河內道 5 號普基商業中心 13 樓 1301 室 Room 1301, 13/F, Podium Plaza, 5 Hanoi Road, Tsim Sha Tsui, Kowloon	櫃台服務 Counter service	2730 8121	3
	九龍旺角彌敦道 677 號恒生旺角大廈 18 樓 18/F, Hang Seng Mongkok Building, 677 Nathan Road, Mong Kok, Kowloon	櫃台服務 Counter service	2398 6033	3
香港郵政 Hongkong Post	觀塘郵政局：九龍觀塘鴻圖道 52 號百本中心地下 A 及 B 室 Kwun Tong Post Office: Units A & B, G/F, Bamboos Centre, 52 Hung To Road, Kwun Tong, Kowloon	櫃台服務 Counter service	2921 2222	3
	九龍灣郵政局：九龍九龍灣常悅道 9 號企業廣場 1 期 1 座 1 樓 1 及 3 號舖 Kowloon Bay Post Office: Shops 1 & 3, 1/F, Tower 1, Enterprise Square One, 9 Sheung Yuet Road, Kowloon Bay, Kowloon	櫃台服務 Counter service	2921 2222	3
	協調道郵政局：九龍啟德協調道 3 號工業貿易大樓地下 Concorde Road Post Office: G/F, Trade and Industry Tower, 3 Concorde Road, Kai Tak, Kowloon	櫃台服務 Counter service	2921 2222	3
	土瓜灣郵政局：九龍土瓜灣美景街 108 號偉恆昌新村恆景閣地下商舖 D To Kwa Wan Post Office: Arcade Shop D, G/F, Hang Chien Court, Wyler Garden, 108 Mei King Street, To Kwa Wan, Kowloon	櫃台服務 Counter service	2921 2222	3
	機利士路郵政局：九龍紅磡機利士北路 140 號地下 Gillies Avenue Post Office: G/F, 140 Gillies Avenue North, Hung Hom, Kowloon	櫃台服務 Counter service	2921 2222	3
	尖沙咀郵政局：九龍尖沙咀中間道 10 號國際電信大廈地下及 1 樓 Tsim Sha Tsui Post Office: G/F & 1/F, Hermes House, 10 Middle Road, Tsim Sha Tsui, Kowloon	櫃台服務 Counter service	2921 2222	3
	加連威老道郵政局：九龍尖沙咀加連威老道 2-6 號愛賓商業大廈地下 G3 號舖 Granville Road Post Office: Shop G3, G/F, Albion Plaza, 2-6 Granville Road, Tsim Sha Tsui, Kowloon	櫃台服務 Counter service	2921 2222	3
	九龍中央郵政局：九龍油麻地彌敦道 405 號九龍政府合署地下 Kowloon Central Post Office: G/F, Kowloon Government Offices, 405 Nathan Road, Yau Ma Tei, Kowloon	櫃台服務 Counter service	2921 2222	3
	旺角郵政局：九龍旺角弼街 37 號旺角機樓 1 樓 Mong Kok Post Office: 1/F, Mongkok Exchange, 37 Bute Street, Mong Kok, Kowloon	櫃台服務 Counter service	2921 2222	3
	長沙灣郵政局：九龍長沙灣長沙灣道 646 號中國船舶大廈地下 Cheung Sha Wan Post Office: G/F, China Shipbuilding Tower, 646 Cheung Sha Wan Road, Cheung Sha Wan, Kowloon	櫃台服務 Counter service	2921 2222	3
	香港鋼琴教育專業學院 Hong Kong Professional Piano Education Academy	九龍大角咀深旺道 3 號嘉蓮大廈地下 3 號舖 Shop G3, G/F, Skyway House, 3 Sham Mong Road, Tai Kok Tsui, Kowloon	櫃台服務 Counter service	3746 9772
香港印度商會 The Indian Chamber of Commerce Hong Kong	九龍紅磡馬頭圍道 37-39 號紅磡商業中心 A 座 9 樓 913A 室 Room 913A, 9/F, Tower A, Hung Hom Commercial Centre, 37-39 Ma Tau Wai Road, Hung Hom, Kowloon	櫃台服務 Counter service	2356 0122	3
	九龍尖沙咀加連威老道 2-6 號愛賓商業大廈 10 樓 1006 室 Room 1006, 10/F, Albion Plaza, 2-6 Granville Road, Tsim Sha Tsui, Kowloon	櫃台服務 Counter service	2301 3681	3

名稱 Name	地址 Address	服務 Service	電話 Telephone	註釋 Note	
家家禮品換領中心 Kar Kar Redemption Centre	九龍旺角廣東道 982 號嘉富商業中心 17 樓 17/F, Prosperity Centre, 982 Canton Road, Mong Kok, Kowloon	櫃台服務 Counter service	3996 8196	2	
南洋商業銀行 Nanyang Commercial Bank	九龍觀塘觀塘道 410 號地下 1 號舖及 1 樓 2 號舖 Shop 1, G/F & Shop 2, 1/F, 410 Kwun Tong Road, Kwun Tong, Kowloon	櫃台服務 Counter service	3982 9988	2	
	九龍九龍灣宏開道 17 號順發工業大廈地下 2 號舖 Shop 2, G/F, Shun Fat Industrial Building, 17 Wang Hoi Road, Kowloon Bay, Kowloon	櫃台服務 Counter service	3982 9917	2	
	九龍新蒲崗衍慶街 41-45 號地下 G/F, 41-45 Yin Hing Street, San Po Kong, Kowloon	櫃台服務 Counter service	3982 9907	2	
	九龍土瓜灣土瓜灣道 62 號 62 Tokwawan Road, To Kwa Wan, Kowloon	櫃台服務 Counter service	3982 9987	2	
	九龍紅磡蕪湖街 69 號 A 69A Wuhu Street, Hung Hom, Kowloon	櫃台服務 Counter service	3982 9998	2	
	九龍尖沙咀麼地街 67 號半島中心商場 G48 號舖 Shop G48, Peninsula Centre, 67 Mody Road, Tsim Sha Tsui, Kowloon	櫃台服務 Counter service	3982 9904	2	
	九龍尖沙咀漢口道 8-10 號漢中大廈地下 B 及 C 舖 Shops B & C, G/F, Han Chung Mansion, 8-10 Hankow Road, Tsim Sha Tsui, Kowloon	櫃台服務 Counter service	3982 9990	2	
	九龍油麻地彌敦道 309 號 309 Nathan Road, Yau Ma Tei, Kowloon	櫃台服務 Counter service	3982 9978	2	
	九龍旺角彌敦道 570 號 570 Nathan Road, Mong Kok, Kowloon	櫃台服務 Counter service	3982 9982	2	
九龍旺角彌敦道 727 號 727 Nathan Road, Mong Kok, Kowloon	櫃台服務 Counter service	3982 9977	2		
貿易通服務站 Tradelink Service Centre	九龍旺角西洋菜街 168 號 18 樓 1803 室 Room 1803, 18/F, 168 Sai Yeung Choi Street, Mong Kok, Kowloon	櫃台服務 Counter service	2399 0430	3	
<b>新界 New Territories</b>					
大新銀行 Dah Sing Bank	新界沙田橫壘街 1-15 號好運中心地下 9 號舖 Shop 9, G/F, Lucky Plaza, 1-15 Wang Pok Street, Sha Tin, New Territories	櫃台服務 Counter service	2606 3533	3	
	新界上水新豐路 55-59 號兆啟樓地下 B 舖 Shop B, G/F, Siu Kai House, 55-59 San Fung Avenue, Sheung Shui, New Territories	櫃台服務 Counter service	2671 5030	3	
	新界荃灣大河道 14-16 號登發大廈 Dang Fat Mansion, 14-16 Tai Ho Road, Tsuen Wan, New Territories	櫃台服務 Counter service	2492 8102	3	
	新界元朗天水圍天靖街 3 號天盛苑天盛商場 1 樓 L120 號舖 Shop L120, 1/F, Tin Shing Shopping Centre, Tin Shing Court, 3 Tin Ching Street, Tin Shui Wai, Yuen Long, New Territories	櫃台服務 Counter service	2448 9008	3	
保諾時網上印刷有限公司 e-print	新界葵涌葵興路 102 號葵涌中心地下 A9 舖 Shop A9, G/F, Kwai Chung Centre, 102 Kwai Hing Road, Kwai Chung, New Territories	櫃台服務 Counter service	2319 7004	2	
	新界荃灣西樓角路 100 號昌樂大廈地下 5A 舖 Shop 5A, G/F, Cheong Lock Building, 100 Sai Lau Kok Road, Tsuen Wan, New Territories	櫃台服務 Counter service	2319 7007	2	
	新界元朗教育路 68 號兆豐樓地下 13 號 B 舖 Shop 13B, G/F, Siu Fung Building, 68 Kau Yuk Road, Yuen Long, New Territories	櫃台服務 Counter service	2319 7006	2	
快圖美 FOTOMAX	新界將軍澳唐德街 1 號將軍澳廣場 1 樓 1-090 號舖 Shop 1-090, 1/F, Tseung Kwan O Plaza, 1 Tong Tak Street, Tseung Kwan O, New Territories	櫃台服務 Counter service	2870 3877	3	
	新界沙田新城市廣場 1 期 6 樓 614A 號舖 Shop 614A, Level 6, New Town Plaza Phase I, Shatin, New Territories	櫃台服務 Counter service	2698 8609	3	
	新界沙田沙田第一城置富第一城 1 樓 126C 號舖 Shop 126C, 1/F, Fortune City One, City One Shatin, Shatin, New Territories	櫃台服務 Counter service	2637 3049	3	
	新界葵芳興芳路 223 號新都會廣場第 2 層 250 號舖 Shop 250, Level 2, Metroplaza, 223 Hing Fong Road, Kwai Fong, New Territories	櫃台服務 Counter service	2422 5920	3	
	新界葵興葵昌路 72-76 號活@KCC 4 樓 402 及 403 號舖 Shops 402 & 403, 4/F, Life@KCC, 72-76 Kwai Cheong Road, Kwai Hing, New Territories	櫃台服務 Counter service	2610 2323	3	
	新界青衣青敬路 33 號青衣城 1 期 3 樓 324 號舖 Shop 324, Level 3, Maritime Square 1, 33 Tsing King Road, Tsing Yi, New Territories	櫃台服務 Counter service	2449 9432	3	
	新界荃灣楊屋道 1 號荃新天地 1 期 1 樓 147 號舖 Shop 147, 1/F, Citywalk 1, 1 Yeung Uk Road, Tsuen Wan, New Territories	櫃台服務 Counter service	2941 0598	3	
	新界荃灣蕙荃路 22-26 號綠楊坊店 G31 號舖 Unit G31, Luk Yeung Galleria, 22-26 Wai Tsuen Road, Tsuen Wan, New Territories	櫃台服務 Counter service	2413 9396	3	
	新界屯門時代廣場南翼第 1 層 10 號舖 Shop 10, Level 1, South Wing, Trend Plaza, Tuen Mun, New Territories	櫃台服務 Counter service	2440 1743	3	
	新界元朗天水圍天恩路 12-18 號嘉湖 1 期 1 樓 185 號舖 Shop 185, 1/F, +WOO Phase 1, 12-18 Tin Yan Road, Tin Shui Wai, Yuen Long, New Territories	櫃台服務 Counter service	2447 7534	3	
	新界元朗朗日路 8 號形點 2 期 2 樓 A211a 號舖 Shop A211a, Level 2, Yoho Mall II, 8 Long Yat Road, Yuen Long, New Territories	櫃台服務 Counter service	2994 0198	3	
	香港總商會 Hong Kong General Chamber of Commerce	新界火炭山尾街 18-24 號沙田商業中心 14 樓 1406 室 Room 1406, 14/F, Sha Tin Galleria, 18-24 Shan Mei Street, Fo Tan, New Territories	櫃台服務 Counter service	3586 8180	3
		新界荃灣青山道 264-298 號南豐中心 10 樓 1047 室 Room 1047, 10/F, Nan Fung Centre, 264-298 Castle Peak Road, Tsuen Wan, New Territories	櫃台服務 Counter service	2416 0844	3
香港郵政 Hongkong Post	沙田中央郵政局：新界沙田上禾輦路 1 號沙田政府合署 1 樓 Sha Tin Central Post Office: 1/F, Shatin Government Offices, 1 Sheung Wo Che Road, Sha Tin, New Territories	櫃台服務 Counter service	2921 2222	3	

名稱 Name	地址 Address	服務 Service	電話 Telephone	註釋 Note
香港郵政 Hongkong Post	沙田第一城郵政局：新界沙田銀城街 1-2 號置富第一城地下 G1-A 區 City One Shatin Post Office: Zone G1-A, G/F, Fortune City One, 1-2 Ngan Shing Street, Sha Tin, New Territories	櫃台服務 Counter service	2921 2222	3
	火炭郵政局：新界火炭山尾街 18-24 號沙田商業中心地下 Fo Tan Post Office: G/F, Sha Tin Galleria, 18-24 Shan Mei Street, Fo Tan, New Territories	櫃台服務 Counter service	2921 2222	3
	粉嶺郵政局：新界粉嶺璧峰路 3 號北區政府合署地下 Fanling Post Office: G/F, North District Government Offices Building, 3 Pik Fung Road, Fanling, New Territories	櫃台服務 Counter service	2921 2222	3
	石湖墟郵政局：新界上水石湖墟新豐路 112 至 116 號 Shek Wu Hui Post Office: 112-116 San Fung Avenue, Shek Wu Hui, Sheung Shui, New Territories	櫃台服務 Counter service	2921 2222	3
	石籬郵政局：新界葵涌石籬商場 2 期 2 樓 231 號舖 Shek Lei Post Office: Shop 231, 2/F Shek Lei Shopping Centre Phase II, Kwai Chung, New Territories	櫃台服務 Counter service	2921 2222	3
	荃灣郵政局：新界荃灣西樓角路 38 號荃灣政府合署 1 樓 Tsuen Wan Post Office: 1/F, Tsuen Wan Government Offices, 38 Sai Lau Kok Road, Tsuen Wan, New Territories	櫃台服務 Counter service	2921 2222	3
	屯門中央郵政局：新界屯門屯喜路 1 號屯門政府合署平台 Tuen Mun Central Post Office: Podium Level, Tuen Mun Government Offices, 1 Tuen Hi Road, Tuen Mun, New Territories	櫃台服務 Counter service	2921 2222	3
	元朗郵政局：新界元朗大棠路 23 號合益廣場一樓 B111 及 B130 號舖 Yuen Long Post Office: B111 & B130, 1/F, Hop Yick Plaza, 23 Tai Tong Road, Yuen Long, New Territories	櫃台服務 Counter service	2921 2222	3
家家禮品換領中心 Kar Kar Redemption Centre	新界葵涌葵德街 16-26 號金德工業大廈第 1 座 7 樓 717-723 室 Room 717-723, 7/F, Block 1, Golden Industrial Building, 16-26 Kwai Tak Street, Kwai Chung, New Territories	櫃台服務 Counter service	3124 0341	2
南洋商業銀行 Nanyang Commercial Bank	新界沙田橫壘街 1-15 號好運中心地下 7-8 號舖 Shop 7-8, G/F, Lucky Plaza, 1-15 Wang Pok Street, Sha Tin, New Territories	櫃台服務 Counter service	3982 9906	2
	新界大埔廣福道 18 號地下 A 舖 Shop A, G/F, 18 Kwong Fuk Road, Tai Po, New Territories	櫃台服務 Counter service	3982 9989	2
	新界上水符興街 31 號 31 Fu Hing Street, Sheung Shui, New Territories	櫃台服務 Counter service	3982 9995	2
	新界葵涌興芳道 180 號 180 Hing Fong Road, Kwai Chung, New Territories	櫃台服務 Counter service	3982 9992	2
	新界葵涌梨木道 100 號 100 Lei Muk Road, Kwai Chung, New Territories	櫃台服務 Counter service	3982 9986	2
	新界荃灣眾安街 78 號 78 Chung On Street, Tsuen Wan, New Territories	櫃台服務 Counter service	3982 9994	2
	新界元朗大棠道同益大廈地下 G/F, Tung Yik Building, Tai Tong Road, Yuen Long, New Territories	櫃台服務 Counter service	3982 9991	2
大通汽車有限公司 Tai Tung Motors Co. Ltd.	新界上水新運路 188 號劍橋廣場 B 座地下 11 號 B11, G/F, Block B, Cambridge Plaza, 188 San Wan Road, Sheung Shui, New Territories	櫃台服務 Counter service	2673 1882	2
貿易通服務站 Tradelink Service Centre	新界葵涌和宜合道 63 號麗晶中心 B 座 11 及 12 樓 11/F & 12/F, Tower B, Regent Centre, 63 Wo Yi Hop Road, Kwai Chung, New Territories	櫃台服務 Counter service	2161 4338	3
粵豐報關公司 Yuet Fung Declare Service Co.	新界上水龍琛路 24 號 1 樓 G 座 Block G, 1/F, 24 Lung Sum Avenue, Sheung Shui, New Territories	櫃台服務 Counter service	2679 5099	3

## 註釋

### Notes

- 有關資料詳情，請致電標與電子商務有限公司 (2111 1611) 或參閱其網站 [www.brio.com.hk](http://www.brio.com.hk)。  
Please call Brio Electronic Commerce Limited (2111 1611) or visit its website at [www.brio.com.hk](http://www.brio.com.hk) for more information.
  - 有關資料詳情，請致電商貿易服務有限公司 (8201 0082) 或參閱其網站 [www.ge-ts.com.hk](http://www.ge-ts.com.hk)。  
Please call Global e-Trading Services Limited (8201 0082) or visit its website at [www.ge-ts.com.hk](http://www.ge-ts.com.hk) for more information.
  - 有關資料詳情，請致電貿易通電子貿易有限公司 (2917 8888) 或參閱其網站 [www.tradelink.com.hk](http://www.tradelink.com.hk)。  
Please call Tradelink Electronic Commerce Limited (2917 8888) or visit its website at [www.tradelink.com.hk](http://www.tradelink.com.hk) for more information.
- # 以上服務網絡可能有變更。最新的服務網絡請參照網站 [www.censtatd.gov.hk/trader/declaration/index\\_tc.jsp](http://www.censtatd.gov.hk/trader/declaration/index_tc.jsp)。  
There may be changes on the above service network. Please refer to the website at [www.censtatd.gov.hk/trader/declaration/index.jsp](http://www.censtatd.gov.hk/trader/declaration/index.jsp) for the most updated service network.  
如有任何查詢，請致電政府統計處進／出口報關單及貨物艙單查詢熱線 (2877 1818)。  
Please call the Census and Statistics Department Import/Export Declaration and Cargo Manifest Enquiry Hotline (2877 1818) for any enquiries.

政府統計處進／出口報關單及貨物艙單查詢熱線 #  
Import/Export Declaration and Cargo Manifest Enquiry Hotline of the Census and Statistics Department #

步驟一：致電 2877 1818

步驟二：選擇語言，按

1	廣東話
2	普通話
3	英語

步驟三：查詢所需項目，請按有關按鈕（請看下表）

Step 1: Dial 2877 1818

Step 2: Choose language, press

1	Cantonese
2	Putonghua
3	English

Step 3: Press appropriate buttons for the enquiry services you require (see the table below)

查詢服務提要	Summary of Enquiry Services	選擇語言後按鈕				Press Buttons after Language Selection
<b>1. 貨物、國家及運輸方式編號</b>	<b>1. Codes of Commodities, Countries and Transport Modes</b>					
* 玩具；鐘錶；塑膠；運輸工具	* Toys; Watches and Clocks; Plastics; Transport Equipment	1	1	1	1	1
* 化工；藥物；皮革	* Chemicals; Medicine; Leather	1	1	1	2	2
* 食品；飲料；煙酒；紙品	* Food; Beverages; Tobacco; Spirits; Paper	1	1	1	3	3
* 紡織原料及製品	* Textiles and Articles Thereof	1	1	2	1	1
* 成衣；鞋履；帽子	* Clothing; Footwear; Headgear	1	1	2	2	2
* 電子產品；機器；電器	* Electronics; Machinery; Electrical Equipment	1	1	2	3	3
* 礦產；木材；玻璃；金屬	* Mineral; Wood; Glass; Metals	1	1	3	1	1
* 首飾；傢俬；照明設備	* Jewellery; Furniture; Lighting Equipment	1	1	3	2	2
* 光學、醫療、測量器具	* Optical, Medical, Surveying Apparatus	1	1	3	3	3
* 其他未能分類的貨物	* Other Unclassified Products	1	1	3	4	4
貨物編號查詢表格	Commodity Code Enquiry Form	1	1	4		
貨物編號查詢熱線使用指引	User Guide for Commodity Code Enquiry Hotline	1	1	5		
國家或地區（傳真資料）	Countries or Territories (fax copy)	1	2	1		
* 國家或地區（查詢）	* Countries or Territories (enquiry)	1	2	2		
運輸方式	Transport Modes	1	3	1		
河運範圍	Coverage of "River" Transport	1	3	2		
<b>2. 報關通知書</b>	<b>2. Declaration Notices</b>					
進／出口報關通知書	Notice on Lodgement of Import/Export Declarations	2	1	1		
報關通知書基本內容	Basic Contents of Declaration Notice	2	1	2		
利用通知書回覆系統回覆	Making Notice Reply through Declaration Notice	2	1	3		
報關通知書	Reply System					
豁免報關物品的類別	Categories of Exempted Articles	2	2	1		
轉運／過境貨物的定義	Definition of Transhipment / Transit Cargo	2	2	2		
<b>3. 其他報關查詢</b>	<b>3. Other Trade Declaration Enquiries</b>					
填寫進／出口報關單	Completion of Import/Export Declarations	3	1	1		
遞交進／出口報關單	Lodgement of Import/Export Declarations	3	1	2		
更正已遞交的進／出口報關單	Amendment to Lodged Import/Export Declarations	3	1	3		
提供文件以供審查進／出口報關單	Production of Documents for Verification of Import/Export Declarations	3	2	1		
離岸／到岸價值的定義	Definition of FOB / CIF Value	3	2	2		
如何計算報關費	Calculation of Declaration Charges	3	3	1		
退還及補收報關費	Refund & Recovery of Declaration Charges	3	3	2		
* 其他查詢	* Other Enquiries	3	4			

\* 如有查詢，請於辦公時間內聯絡本處職員。

辦公時間： 星期一至星期五（公眾假期除外）上午 8 時 45 分至下午 12 時 30 分，  
下午 1 時 30 分至 6 時。

\* For enquiries, please contact our officers during office hours.

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

# 此項服務只適用於音頻電話。

# This service is applicable to tone dial telephones only.

查詢服務提要	Summary of Enquiry Services	選擇語言後按鈕 Press Buttons after Language Selection															
<b>4. 申請貿易相關的證書或牌照</b>  卸貨證書 經核證的報關單副本 產地來源證及免稅貨品的進／出口證  應課稅品的進／出口許可證及牌照	<b>4. Application of Certification or Licence Relating to Trade Matters</b>  Landing Certificate Certified Copy of Declaration Certificate of Origin & Import / Export Licence for Non-Dutiable Commodities  Import / Export Permit & Licence for Dutiable Commodities	<table border="1"> <tr><td>4</td><td>1</td><td>1</td></tr> <tr><td>4</td><td>1</td><td>2</td></tr> <tr><td>4</td><td>2</td><td>1</td></tr> <tr><td>4</td><td>2</td><td>2</td></tr> <tr><td>5</td><td></td><td></td></tr> </table>	4	1	1	4	1	2	4	2	1	4	2	2	5		
4	1	1															
4	1	2															
4	2	1															
4	2	2															
5																	
<b>5. 遞交貨物艙單的簡介</b>	<b>5. Brief Introduction of Submission of Cargo Manifest</b>	<table border="1"> <tr><td>5</td><td></td><td></td></tr> </table>	5														
5																	
<b>6. 香港進出口貨物分類表 (協調制度)</b> <b>2021 年修改部分</b> 一般資料 (傳真資料共 1 頁) 詳細修改部分 (傳真資料共 5 頁)	<b>6. 2021 Amendments to Hong Kong Imports and Exports Classification List (Harmonized System)</b>  General information on amendments (fax copy of 1 page) Detailed amendments (fax copy of 5 pages)	<table border="1"> <tr><td>6</td><td>1</td><td></td></tr> <tr><td>6</td><td>2</td><td></td></tr> <tr><td>7</td><td></td><td></td></tr> </table>	6	1		6	2		7								
6	1																
6	2																
7																	
<b>7. * 商品貿易統計數字</b>	<b>7. * Merchandise Trade Statistics</b>	<table border="1"> <tr><td>7</td><td></td><td></td></tr> </table>	7														
7																	
<b>8. 有關報關的其他資訊</b> 「如何辦理進／出口報關手續」小冊子 (傳真資料共 40 頁) 與呈交進／出口報關單事宜相關的機構 貿易事宜客戶聯絡小組通訊	<b>8. Other Information Relating to Trade Declaration</b>  Pamphlet 'How to Complete and Lodge Import/Export Declarations' (fax copy of 40 pages) Organisations with Services Relevant to Lodgement of Import/Export Declarations Newsletter of Customer Liaison Group (CLG) on Trade Matters	<table border="1"> <tr><td>8</td><td>1</td><td></td></tr> <tr><td>8</td><td>2</td><td></td></tr> <tr><td>8</td><td>3</td><td></td></tr> </table>	8	1		8	2		8	3							
8	1																
8	2																
8	3																

\*如有查詢，請於辦公時間內聯絡本處職員。

辦公時間： 星期一至星期五 (公眾假期除外) 上午 8 時 45 分至下午 12 時 30 分，  
下午 1 時 30 分至 6 時。

\* For enquiries, please contact our officers during office hours.

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

# 此項服務只適用於音頻電話。

# This service is applicable to tone dial telephones only.

## 貨物編號查詢熱線 # Commodity Code Enquiry Hotline #

步驟一：致電 3178 8933

步驟二：選擇語言，按

1	廣東話
2	普通話
3	英語

步驟三：查詢所需項目，請按有關按鈕（請看下表）

Step 1 : Dial 3178 8933

Step 2 : Choose language, press

1	Cantonese
2	Putonghua
3	English

Step 3 : Press appropriate buttons for the enquiry services you require (see the table below)

查詢服務提要	Summary of Enquiry Services	選擇語言後按鈕	Press Buttons after Language Selection
* 玩具；鐘錶；塑膠；運輸工具	* Toys; Watches and Clocks; Plastics; Transport Equipment	1	1
* 化工；藥物；皮革	* Chemicals; Medicine; Leather	1	2
* 食品；飲料；煙酒；紙品	* Food; Beverages; Tobacco; Spirits; Paper	1	3
* 紡織原料及製品	* Textiles and Articles Thereof	2	1
* 成衣；鞋履；帽子	* Clothing; Footwear; Headgear	2	2
* 電子產品；機器；電器	* Electronics; Machinery; Electrical Equipment	2	3
* 礦產；木材；玻璃；金屬	* Mineral; Wood; Glass; Metals	3	1
* 首飾；傢俬；照明設備	* Jewellery; Furniture; Lighting Equipment	3	2
* 光學、醫療、測量器具	* Optical, Medical, Surveying Apparatus	3	3
* 其他未能分類的貨物	* Other Unclassified Products	3	4
貨物編號查詢表格	Commodity Code Enquiry Form	4	
貨物編號查詢熱線使用指引	User Guide for Commodity Code Enquiry Hotline	5	

\* 如有查詢，請於辦公時間內聯絡本處職員。

辦公時間： 星期一至星期五（公眾假期除外）上午 8 時 45 分至下午 12 時 30 分，  
下午 1 時 30 分至 6 時。

\* For enquiries, please contact our officers during office hours.

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

# 此項服務只適用於音頻電話。

# This service is applicable to tone dial telephones only.



報關通知書查詢熱線#  
Declaration Notice Enquiry Hotline#

步驟一：致電 3178 8988

步驟二：選擇語言，按

1	廣東話
2	普通話
3	英語

步驟三：查詢所需項目，請按有關按鈕（請看下表）

Step 1 : Dial 3178 8988

Step 2 : Choose language, press

1	Cantonese
2	Putonghua
3	English

Step 3 : Press appropriate buttons for the enquiry services you require (see the table below)

查詢服務提要	Summary of Enquiry Services	選擇語言後按鈕	Press Buttons after Language Selection
進／出口報關通知書	Notice on Lodgement of Import/Export Declarations	1	1
報關通知書基本內容	Basic Contents of Declaration Notice	1	2
利用通知書回覆系統回覆報關通知書	Making Notice Reply through Declaration Notice Reply System	1	3
豁免報關物品的類別	Categories of Exempted Articles	2	1
轉運／過境貨物的定義	Definition of Transhipment / Transit Cargo	2	2
貨物編號查詢熱線	Commodity Code Enquiry Hotline	3	1
進／出口報關單及貨物艙單查詢熱線	Import/Export Declaration and Cargo Manifest Enquiry Hotline	3	2

# 此項服務只適用於音頻電話。

# This service is applicable to tone dial telephones only.

