



Hong Kong Customs and Excise Department
Intermodal Transshipment Facilitation Scheme (ITFS)

Registration Form

Part I Particulars of Applicant		<u>For official use only</u>
		Reference No.
Name in English (Mr./Mrs./Ms.)*	Name in Chinese (Mr./Mrs./Ms.)*	HKID Card No.
Name of Company		Business Registration Number (same as the one registered in ROCARS)
Address in English		Telephone No.
Address in Chinese		Fax No.
E-mail Address		
Mode of Transshipment <input type="checkbox"/> Air-Land <input type="checkbox"/> Sea-Land		

Part II Particulars of Driver(s) and Vehicle(s)

Driver (1)

Name in English (Mr./Mrs./Ms.)*	Name in Chinese (Mr./Mrs./Ms.)*	HKID Card / PRC Exit-Entry Permit No.*
E-mail Address	Hong Kong Driving Licence No.	People's Republic of China Driving Licence No.
Address in English		Telephone No.
Address in Chinese		Fax No.

Driver (2)

Name in English (Mr./Mrs./Ms.)*	Name in Chinese (Mr./Mrs./Ms.)*	HKID Card / PRC Exit-Entry Permit No.*
E-mail Address	Hong Kong Driving Licence No.	People's Republic of China Driving Licence No.
Address in English		Telephone No.
Address in Chinese		Fax No.

Driver (3)

Name in English (Mr./Mrs./Ms.)*	Name in Chinese (Mr./Mrs./Ms.)*	HKID Card / PRC Exit-Entry Permit No.*
E-mail Address	Hong Kong Driving Licence No.	People's Republic of China Driving Licence No.
Address in English		Telephone No.
Address in Chinese		Fax No.

Driver (4)

Name in English (Mr./Mrs./Ms.)*	Name in Chinese (Mr./Mrs./Ms.)*	HKID Card / PRC Exit-Entry Permit No.*
E-mail Address	Hong Kong Driving Licence No.	People's Republic of China Driving Licence No.
Address in English		Telephone No.
Address in Chinese		Fax No.

Vehicle (1)

Hong Kong Vehicle Registration No.	Seal No. of GPS/Name of Supplier (for official use only)
Name of Registered Owner	HKIC No./Business Reg. No.

Vehicle (2)

Hong Kong Vehicle Registration No.	Seal No. of GPS/Name of Supplier (for official use only)
Name of Registered Owner	HKIC No./Business Reg. No.

Vehicle (3)

Hong Kong Vehicle Registration No.	Seal No. of GPS/Name of Supplier (for official use only)
Name of Registered Owner	HKIC No./Business Reg. No.

Vehicle (4)

Hong Kong Vehicle Registration No.	Seal No. of GPS/Name of Supplier (for official use only)
Name of Registered Owner	HKIC No./Business Reg. No.

Remarks

1. *delete if appropriate
2. Please submit supplemental sheet(s) if more driver(s)/vehicle(s) are registered.

Part IV Personal Information Collection Statement

Purpose of Collection

1. The personal data you provided in this form (as well as supplemental sheets/subsequent updates) and the personal data, if any, to be submitted by you through the Intermodal Transshipment Facilitation Scheme ("the scheme") as a registered user will be used by the Customs and Excise Department for one or more of the following purposes:
 - (a) processing / recording of registration application;
 - (b) exercising import and export control of cargo;
 - (c) detection and prevention of crime;
 - (d) discharging various duties and functions of the Customs and Excise Department; and / or
 - (e) facilitating communications between you and any representative of the Customs and Excise Department.
2. If you do not provide sufficient information for registration, you will not be able to make registration with the scheme.
3. Video cameras are installed to record activities at the Customs Clearance Points. Video recording of you at the Customs Clearance Points may be used by the Customs and Excise Department for one or more of the purposes mentioned in paragraph 1 above.

Disclosure of Information

4. The personal data you provided in this form (as well as supplemental sheets/subsequent updates), the personal data, if any, to be submitted by you through the scheme as a registered user and the video recording of you at the Customs Clearance Points may be disclosed to other Government departments / bureaux and overseas enforcement agencies for any of the purposes mentioned in paragraph 1 above; or where such disclosure is authorized or required by law.
5. In case your vehicle specified in Part II carries a consignment of cargo across the boundary, the HK vehicle registration number may be disclosed to the relevant shipper / agent of the cargo consignment as a facilitation measure.

Access to Personal Data

6. Under the Personal Data (Privacy) Ordinance, you have a right of access and correction with respect to your personal data you provided in this form. Your right of access includes the right to obtain a copy of your personal data you provided in this form. In accordance with the terms of the Ordinance, we have the right to charge a reasonable fee for the processing of any data access request.

Enquiries

7. Enquiries concerning the personal data collected in this form, including the making of access and correction, should be addressed to:

Departmental Secretary,
Office of Departmental Administration,
Customs & Excise Department,
31/F, Customs Headquarters Building, 222 Java Road, North Point, Hong Kong

Part V Declaration

1. I understand that any person who knowingly furnishes any false or misleading information is liable to prosecution.
2. I am applying for registration with the Customs and Excise Department as a registered user of the Intermodal Transshipment Facilitation Scheme in the capacity as a representative of a company or a truck driver. I declare the particulars provided by me herein are true and correct, and I undertake to notify the Customs and Excise Department in writing once there is any change of particulars regarding this registration.
3. I understand the "Personal Information Collection Statement" printed herein.
4. I undertake to inform the registered owner(s) of the cross-boundary vehicle(s) and driver(s) stated in Part II of the contents of the "Personal Information Collection Statement".
5. I have read carefully and understand the contents of the "Notes to Applicants" regarding this registration.

Name and Signature:

Signature: _____

Date: _____

Name of the Applicant:

(with Co. chop if applicant is a company)

Tel No. _____

Fax No. _____

Notes to Applicant

(1) Application and required documents

Phase I

- (i) Both **the applicant and related vehicle(s)** shall be registered under Road Cargo System (ROCARS).
- (ii) The applicant shall submit the following supporting document with his/her application:-
 - (a) Copy of Hong Kong Identity Card (for individual applicant)
 - (b) Copy of Business Registration Certificate (for company applicant), same as for ROCARS registration
 - (c) Copy of HKSAR vehicle registration document of the vehicle(s)
 - (d) Copy of HKSAR driving licence of the vehicle driver(s)
 - (e) Copy of People's Republic of China vehicle registration document of the vehicle(s)
 - (f) Copy of People's Republic of China driving licence of the vehicle driver(s)
- (iii) Application shall be sent to Road Cargo Research Division at Rm 3005, 30/F, Customs Headquarters Building, 222 Java Road, North Point.
- (iv) Application documents shall not be returned to the applicant.
- (v) Subject to the approval of Customs and Excise Department, "Approval in Principle" shall be issued for acquisition of Global Positioning System (GPS) and Electronic Lock (e-lock) from supplier(s) accredited by Customs and Excise Department.
- (vi) If the applicant does not receive any response within 7 working days after submission of his/her completed registration form, he/she is advised to contact Customs and Excise Department by telephone no. 3759 2176 during office hours (Monday to Friday, 0900 hrs to 1230 hrs and 1400 hrs to 1800 hrs).

Phase II

- (vii) After the installation of GPS and e-lock, the applicant shall inform Customs and Excise Department for vehicle inspection (Annex 1.1).
- (viii) Customs and Excise Department has absolute discretion to accept or reject any registration without obligation to give any reason.

(2) Vehicle Requirements:-

- (i) The cargo compartments / containers of registered vehicles shall be in a closed design with single entrance at one end.
- (ii) Registered vehicles shall be equipped with GPS and e-lock.
- (iii) The entrance of the cargo compartments / containers could be secured by e-lock.
- (iv) No access is allowed once the cargo compartments / containers of registered vehicles are secured by e-lock.
- (v) For Sea-Land ITFS, the transshipment cargoes shall be transported in Full Container Load (FCL).

(3) GPS / e-lock Requirements:-

- (i) The GPS and e-lock used shall be accredited by Customs and Excise Department.

(4) Notification of change of registration particulars / withdrawal

- (i) Applicant shall, within 3 working days, notify Customs and Excise Department in writing of any change(s) of registration particulars.
- (ii) Applicant shall notify Customs and Excise Department in writing if he/she wishes to withdraw from the Intermodal Transshipment Facilitation Scheme.

(iii) Changes of registration particulars/withdrawal notification shall be addressed to:

Road Cargo Research Division
Rm 3005, 30/F,
Customs Headquarters Building
222 Java Road, North Point
Fax no.: 3108 3404

(5) Specific Requirements of Air-Land ITFS

Applicants of ITFS (Air-Land) are required to register with C&ED in Air Cargo Clearance System (ACCS).

(6) Specific Requirements of Sea-Land ITFS

(i) *Northbound Intermodal Transshipment Cargo*

The applicant shall furnish the following information and documentation of the transshipment cargo to the C&ED by electronic means (by e-mail or fax) **two working days** before the conveying vessel(s) arriving at Hong Kong (i.e. ETA Hong Kong) :-

1. Printout of the declaration, containing Customs Cargo Reference Number (CCRN), to the C&ED under the ROCARS;
2. Import and export documentation, e.g. Through Bill of lading, Shipping Order, Cargo Manifest, Instruction Form, Invoice, Packing List etc.; and
3. Permit, e.g. Permit to Remove Controlled Chemicals in Transshipment (for controlled chemicals), Export Permit (for dutiable commodities) etc.

(ii) *Southbound Intermodal Transshipment Cargo*

The applicant shall furnish the following information and documentation of the transshipment cargo to the C&ED by electronic means (by e-mail or fax) **one calendar day** before the conveying vehicle(s) entering at Hong Kong via the LBCPs. (i.e. ETA Hong Kong) :-

1. Printout of the declaration, containing the CCRN, to the C&ED under the ROCARS;
2. Import and export documentation, e.g. Through Bill of lading, Shipping Order, Cargo Manifest, Instruction Form, Invoice, Packing List etc.; and
3. Permit, e.g. Permit to Remove Controlled Chemicals in Transshipment (for controlled chemicals), Export Permit (for dutiable commodities) etc.

(7) Enquiry

For any enquiry, please contact 3759 2176 during office hours (Monday to Friday, 0900 hrs to 1230 hrs and 1400 hrs to 1800 hrs).

C&E Ref: ITFS- _____

Date:

Customs and Excise Department
Rm 3005, 30/F
Customs Headquarters Building
222 Java Road, North Point
Fax no.: 3108 3404
By Fax

Dear Sir,

**Request for vehicle inspection under
Intermodal Transshipment Facilitation Scheme**

Please be informed that below vehicle(s) has/have been installed with accredited Global Positioning System (GPS) and Electronic Lock (e-lock). I should be grateful if you would arrange inspection to them.

	Vehicle Reg. no.	Seal no. of e-lock/Supplier	Seal no. of GPS/Supplier
1.			
2.			
3.			
4.			

Contact person: _____

Tel no.: _____

Yours sincerely

Full name :