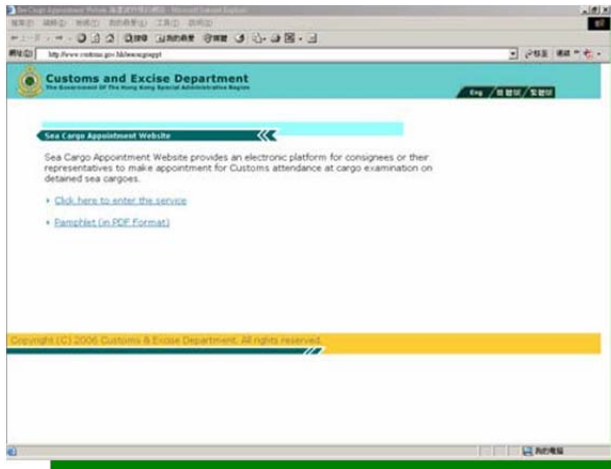




## Guide for the use of Sea Cargo Appointment Website 海運貨物預約網站使用小冊子

怎樣透過互聯網預約查驗被扣押的海運貨物?

### How to book a Sea Cargo Appointment through the internet?



Website 網址:

<http://www.customs.gov.hk/seacargoappt>

A Fast.....快捷.....

Easy.....簡便.....

& User Friendly way.....易用.....

To Make Your Sea Cargo Appointment  
anytime and anywhere you want

隨時隨地都可於網上預約查驗被海關人員扣押的貨物

海運貨物預約網站(SCAW)是什麼? 海運貨物預約網站為收貨人或其代表提供一個電子平台,用以預約海關人員到場檢查被扣押的海運貨物。

它可怎樣為我效勞?

- 預約驗櫃
- 更改、取消或查詢已確認的預約申請
- 列印已確認的預約資料



誰可使用這項服務?

任何本地入口商、收貨人、船運代理、貨物承運商/運輸公司,或獲授權人士,若有海運貨物遭香港海關扣押,並獲海關發予扣留通知書,便可使用 SCAW 網上預約服務。

使用此項服務是否須要繳費?

政府不會就這項服務收取任何費用。



服務時間為何?

- 網上預約查驗貨櫃:  
全日 24 小時,一星期七日運作。
- 電話預約查驗貨櫃:  
逢星期一至星期五: 上午八時四十五分至下午五時三十分
- 貨櫃查驗時段:  
逢星期一至星期六 :上午和下午兩個時段\*  
逢星期日及公眾假期: 休息

\* 該兩段服務時間是為了配合葵青貨櫃碼頭及內河貨運碼頭的出櫃安排而設。如有疑問,可向貨物預約小組查詢。

我最早可於何時進行網上預約?

我們並不提供即日預約服務。市民在網上預約查驗貨櫃時,只可預訂從第二個工作天起七天內的時間。

至於集裝箱貨櫃又應由誰來預約呢?

集裝箱貨櫃應由該櫃貨物的第一貨主進行網上預約。

## What is Sea Cargo Appointment Website (SCAW)?

It is an electronic platform for consignees or their representatives to make appointment for Customs attendance at cargo examination on detained sea cargoes.



## What can SCAW do for me?

- Make a new booking
- Change, Cancel or Enquiry of confirmed booking
- Print confirmed booking particulars

## Who are eligible to use the Service?

Any local importers, consignees, shipping agents, cargo forwarders/transportation companies or authorized persons with sea cargo consignments detained and a Detention Notice served by the C&ED.

## Do I need to pay for using SCAW?

No charge will be incurred by the Government.

## What are the Operating Hours?

- For the internet booking service:  
Open round-the-clock, 24 hours x 7 days
- For Cargo Appointment by telephone:  
Mon to Fri: 0845hrs to 1730hrs
- For cargo examination timeslots:  
Mon to Sat: Two timeslots at morning and afternoon session\*  
Sun and Public Holiday: OFF



\* The service hours are operated in line with the container withdraw schedule of Kwai Tsing Container Terminals and River Trade Terminal. For enquiry, please contact Cargo Appointment Office.

## How soon can I make an advance booking?

You can't make an appointment on the current date online. The earliest cargo examination timeslot must be the next working day and within 7 days from the date when the cargo appointment is made.

## What about consolidated container? Who shall make the appointment with C&ED?

Only the Master of the consolidated consignment needs to make the appointment with C&ED.



### For Enquiry:

Cargo Appointment Office Ports & Maritime Command Customs & Excise Department	Kwai Tsing Container Terminals	3152 0144/155
	River Trade Terminal	3152 0369/392

### 查詢電話:

香港海關 港口及海域科 貨物預約小組	葵青貨櫃碼頭	3152 0144/155
	內河貨運碼頭	3152 0369/392



本單張內容如有修改，恕不另行通知。

Information in this leaflet is subject to change without prior notice



**Customs and Excise Department**  
The Government of the Hong Kong Special Administrative Region

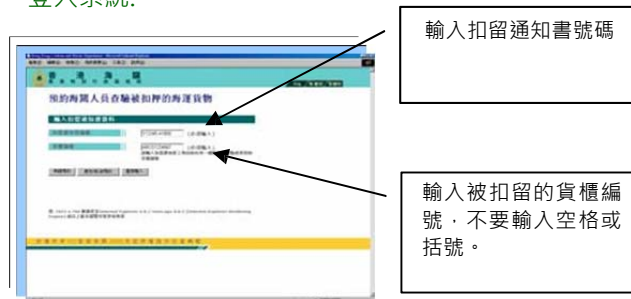
版權屬香港政府特別行政區所有

Copyright 2006 HKSARG. All rights reserved.

## 如何使用海運貨物預約網站(SCAW)?

1. 先進入 **SCAW** 的網址:  
<http://www.customs.gov.hk/seacargoappt>

2. 登入系統:



\* 若扣留通知書涵蓋多個被扣查的貨櫃，只需輸入其中一個擬安排貨物檢查的貨櫃編號。

3. 須把甚麼資料輸入 **SCAW** ?

(A) 新的預約申請:

編號	項目
1.	驗貨地點
2.	預約驗貨日期及時間
3.	搬運工人的安排
4.	是否需要公証行人員到場
5.	預約人姓名
6.	預約人身分
7.	本地聯絡電話號碼
8.	被扣押貨物說明
9.	貨物貯存地點
10.	數量及單位
11.	提單編號
12.	封條編號
13.	貨櫃尺寸

(B) 更改或取消已確認的預約申請:

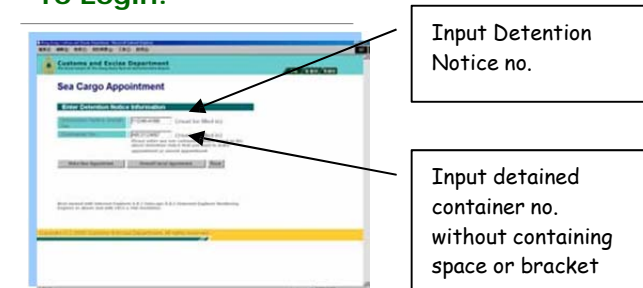
- 登入系統。
- 你只可更改或取消尚未過期的預約申請，已過期的預約必須重新申請。重新申請時，請再次輸入(A)部分各欄的資料。
- 若預約申請已過期，你只能查閱該項預約紀錄，而不可在網上作出任何刪改或取消。

4. 預約申請一經確認，系統便會給你一個專有的參考編號。

## How to make a sea cargo appointment through SCAW?

1. Go to the **SCAW** website:  
<http://www.customs.gov.hk/seacargoappt>

2. To Login:



\* If there is more than 1 container detained under a Detention Notice, you just need to enter any one of the container numbers you intend to arrange cargo examination.

3. What information do I need to input?

(A) To Make a New Booking:

Item	Field Name
1.	Location for examination
2.	Appointment date & time
3.	Coolie deployment
4.	Attendance of Surveyor
5.	Name of Person making the appointment
6.	Status of Person making the appointment
7.	Local Contact Tel. No
8.	Description of detained shipment
9.	Storage Location
10.	Quantity and Unit
11.	Bill of Lading Number
12.	Seal Number
13.	Container Size

(B) To Change or Cancel a Confirmed Booking:

- Login to the System.
- You can change or cancel a confirmed booking ONLY if the booking is still active. If necessary, re-enter the fields at (A) to make a new booking.
- If the booking is expired, you can only view the content but no amendment or cancellation could be made online.

4. A Unique Booking Reference Number will be generated for each confirmed online booking.