

Template

1

Trade Single Window

Template

Electronic User Manual

2

To create a template, click “Apply”.

3

Click “Options” of the concerned application under “Recent Applications”

4

Click “Save As Template”

5

Enter template name and click “Confirm”

(Note: supporting documents will not be saved)

6

After confirmation, user will be redirected to “My Templates” where the template just created is displayed.

7

To change the template, click “Options” of the template.

8

Click “Change”

9

After changing the information, click “Save Template”.

10

User can change the template name or click “Confirm” to complete

11

To submit a new application using the template, click “Options” of the template.

12

Click “Apply”

13

Data will be copied from the template to the new application form

(Note: except supporting documents)

14

Please review all information and make modifications if necessary

15

The new application form does not contain any supporting documents.

User is required to upload relevant documents.

16

After reading the declaration, check the box to accept and click “Next” to continue.

17

Sign your application form with the password

18

Click “Submit”

19

Upon successful submission, the submission result will be displayed and an acknowledgment email will be sent to your email box.

Please call 2117 3348 if no email is received.

20

To delete the template, click “Options” of the template under “My Templates”.

21

Click “Delete”

22

Click “OK” to confirm

23

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End of Chapter

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