

Apply for Trade Document

1

Trade Single Window

Apply for Trade Document

Electronic User Manual

2

Click “Apply”

3

Click “Apply New Application”

4

Click “Apply” for the subscribed trade document

5

Note: part 1 is prefilled based on the information provided at user profile and cannot be modified

6

Input application details

7

Click “Next”

8

Input shipment details

(Fields with * are mandatory)

9

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

10

Sign your application form with the password and click “Submit”

11

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

Please call 2117 3348 if no email is received.

12

Open the notification email

13

You shall find an application no., meaning your application is under process.

14

Trade Single Window

End of Chapter

Electronic User Manual