

## Change Application

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Trade Single Window

Change Application

Electronic User Manual

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This function is applicable to the following trade documents:

Agriculture, Fisheries and Conservation Department

1. Import/Export Licence for Pesticides
2. Permit for Import of Mammals from the Mainland and Animal Products
3. Special Permit for Import of Animals and Birds from Overseas
4. Special Permit for Import of Dogs and Cats from Overseas
5. Special Permit for Import of Food/Pet Reptiles from Overseas
6. Toothfish Import/Export/Re-export Licence
7. Plant Import Licence

Customs and Excise Department

8. Certification of Non-U.S. Frozen Chicken Products Transhipped to the Mainland through Hong Kong
9. Certificate of Non-manipulation under Free Trade Agreement Transshipment Facilitation Scheme
10. Import and Export Statements for Dutiable Commodities
11. Licence for Optical Disc Mastering and Replication Equipment
12. Permit to Remove Controlled Chemicals in Transshipment
13. Transshipment Notification for Optical Disc Mastering and Replication Equipment

Customs and Excise Department / Department of Health

14. Authorization to Import/Export Controlled Chemicals

Civil Engineering and Development Department

15. Hong Kong Natural Sand Final User Certificate
16. Sand Removal Permit

Environmental Protection Department

17. Licence for Scheduled Chemicals

Environmental Protection Department / Trade and Industry Department

18. Licence for Ozone Depleting Substances

Trade and Industry Department

19. Import/Export Licence for Rice

Office of the Communications Authority

20. Import and Export Permit for Radiocommunications Transmitting Apparatus

Department of Health

21. Import Licence for Radioactive Substances and Irradiating Apparatus

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This function is not applicable to the following trade document:

Agriculture, Fisheries and Conservation Department

1. Licence to Export/Re-export for Endangered Species
2. Licence to Import for Endangered Species
3. Re-export Certificate for Species of non-Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) or not yet Controlled under the Protection of Endangered Species of Animals and Plants Ordinance (Cap. 586)

Food and Environmental Hygiene Department

4. Food Inspection Certificate
5. Health Certificate for Foods of Animal Origin
6. Import Licence for Frozen/Chilled Meat or Poultry
7. Import Permission for Milk and Milk Beverages/Cream/Frozen Confections
8. Permission for Import of Eggs
9. Permission for Import of Game, Meat and Poultry
10. Permission for Import of Meat or Poultry for the Purpose of Re-export

Office of the Communications Authority

11. Transshipment Notification for Radiocommunications Transmitting Apparatus

Department of Health

12. Diversion Licence for Dangerous Drugs
13. Import/Export Licence of Proprietary Chinese Medicines
14. Import/Export Licence of Chinese Herbal Medicines
15. Import/Transshipment Permit for Biological Materials
16. Import/Export Licence for Pharmaceutical Products and Medicines
17. Import/Export Licence and Import Certificate for Dangerous Drugs
18. Removal Licence for Dangerous Drugs

Customs and Excise Department

19. Declaration Form for Cross-boundary Transportation of Currency and Bearer Negotiable Instruments (CBNIs)

Trade and Industry Department

20. Kimberley Process Certificate
21. Strategic Commodities Import/Export Licence

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Click “Apply”

5

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

6

Click “Change application”

(Note: this function is not applicable to application which is under “Processing”)

7

User may change information as needed

8

Read the declaration

9

Check the box to accept and click “Next”

10

Sign your application form with the password

11

Click “Submit”

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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.

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End of Chapter

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