

Batch Payment for Trade Document

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Trade Single Window

Batch Payment for Trade Document

Electronic User Manual

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Upon approval of the trade document, user will receive a payment notice by email.

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Open the email

4

You will find the application no. and payment amount in the notice.

Please proceed to payment using the TSW system.

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Click “Apply”

6

Select the application(s) for payment under “Recent Applications” and click “Batch Payment”

7

The system will show the list of applications with status pending payment.

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Choose the application want to pay and click “Pay”

9

Choose payment method and click “Pay”

10

User will be redirected to the online payment service of “GovHK”

11

Upon successful payment, the submission result will be displayed.

(Note: user is advised to download or print this receipt for record purpose)

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Trade Single Window

End of Chapter

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