

Amendment on Issued Trade Document

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Trade Single Window

Amendment on Issued Trade Document

Electronic User Manual

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This function is applicable to the following trade documents:

(Note: no amendment shall be made for all executed trade documents)

Agriculture, Fisheries and Conservation Department

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

Customs and Excise Department

10. Certificate of Non-manipulation under Free Trade Agreement Transhipment Facilitation Scheme
11. Licence for Optical Disc Mastering and Replication Equipment
12. Permit to Remove Controlled Chemicals in Transhipment
13. Transhipment Notification for Optical Disc Mastering and Replication Equipment
14. Import and Export Statements for Dutiable Commodities

Customs and Excise Department / Department of Health

15. Authorization to Import/Export Controlled Chemicals

Department of Health

16. Import Licence for Radioactive Substances and Irradiating Apparatus

Environmental Protection Department / Trade and Industry Department

17. Licence for Ozone Depleting Substances

Trade and Industry Department

18. Import/Export Licence for Rice

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This function is not applicable to the following trade documents:

Customs and Excise Department

1. Certification of Non-U.S. Frozen Chicken Products Transhipped to the Mainland through Hong Kong
2. Declaration Form for Cross-boundary Transportation of Currency and Bearer Negotiable Instruments (CBNIs)

Civil Engineering and Development Department

3. Hong Kong Natural Sand Final User Certificate
4. Sand Removal Permit

Environmental Protection Department

5. Licence for Scheduled Chemicals

Food and Environmental Hygiene Department

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

Office of the Communications Authority

13. Import and Export Permit for Radiocommunications Transmitting Apparatus
14. Transshipment Notification for Radiocommunications Transmitting Apparatus

Department of Health

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

Trade and Industry Department

22. Kimberley Process Certificate
23. Strategic Commodities Import/Export Licence

Agriculture, Fisheries and Conservation Department

24. Plant Import Licence

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After login, click “My Documents”.

5

Click “Options” of the trade document to be amended

6

Click “Request to Amend”

7

Amend the relevant shipment details where required

(Note: grey fields cannot be amended)

8

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

9

Sign your application form using password and click “Submit”

10

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.

11

Status of the relevant trade document will be changed from “Issued” to “Amendment Request Submitted”

12

If payment is not required, after the request is accepted, the status of the trade document will be changed to

“Pending Amendment”.

13

Upon approval, the status of the trade document will be changed to “Issued”.

(Note: the corresponding validation code and QR code of the new trade document will be regenerated)

14

User will receive a notification email about successful amendment

15

If the amendment request is not accepted, user will receive a notification email about unsuccessful amendment.

16

Reason(s) for rejection of an amendment request will be given in the email.

User may choose to submit a new amendment request or make a new application via the TSW system.

17

If the amendment request is rejected, the system will retain the trade document that has been issued and the status of trade document will be reverted to “Issued”.

Please call 2117 3348 if required.

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End of Chapter

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