

[Edit Bundling Subscription by Individual \(Truck Driver\)](#)

Trade Single Window

Edit Bundling Subscription by Individual (Truck Driver)

Electronic User Manual

1

Click “Subscription”

2

Click “My Subscription”

3

Click “Edit Subscription”

4

Make necessary changes, or to add / remove / modify vehicles. If the last vehicle is removed, the bundling service would be un-subscribed upon submission

5

Upload “Vehicle Registration Document” again if “HK Vehicle Registration Number” of the vehicle is changed

6

Upload “Closed Road Permit” if “Closed Road Permit No.” is changed

7

Upload “Identity Document (HKID / PRC Document)” again if “Identity Type” or “Identity No.” under “Particulars of Truck Driver” is changed

8

Upload “Driving Licence” again if “HKSAR Driving Licence No.” under “Particulars of Truck Driver” is changed

9

Click “Next”

10

Review inputted information

11

Enter OTP received via SMS if “Mobile No.” under “Particulars of Truck Driver” was updated.
The OTP shall be sent to the new entered Mobile No.

12

Click “Submit”

13

The submission for the update is done

14

Unless the update only involve change of “Mobile No.” or removal of vehicle, the update will
require approval from Hong Kong Custom

15

Update result will be sent via email address or via SMS

16

User of truck drivers account migrated from ROCARS can edit bundling subscription details as
required

Trade Single Window
End of Chapter
Electronic User Manual