

## **Submit Bundling Subscription by Individual**

Trade Single Window

Submit Bundling Subscription by Individual

Electronic User Manual

1

Click “Subscription”

2

Click “Subscribe Now”

3

Click “+ Subscribe” next to “Bundling (Road)”

4

Read the Terms and Conditions

5

Check the box to agree

6

Input “Particulars of Truck Driver”

7

Input “Particulars of All Cross-boundary Vehicle(s) to be Driven by the Applicant”

8

If necessary, click “+ Add More Item” to add more vehicle

9

Click “Remove” next to the vehicle if user wishes to remove it

10

To remove multiple vehicles at once, check the boxes of the vehicles to remove and click “Delete Selected Items”. If the last vehicle is removed, the Bundling (Road) service will be automatically unsubscribed by the system.

11

Use “Expand All” and “Collapse All” to change view for Vehicle details

12

Upload “Vehicle Registration Document” for each vehicle

13

Upload “Closed Road Permit” for vehicle where “Closed Road Permit No.” is input

14

Upload “HKSAR Driving Licence”

15

Click “Next”

16

Review inputted information

17

Input OTP received via SMS in “Mobile No.” under “Particulars of Truck Driver”

18

Click “Submit”

19

The bundling subscription request is sent and is pending for approval

20

Once approved, notification for successful bundling subscription will be sent.

21

If email address is provided in the user profile, the notification is sent to email. Otherwise, the notification is sent via SMS

22

If the subscription request is not granted, please revise and/or supplement necessary information and subscribe again

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End of Chapter  
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