



## EXPLANATORY NOTES

### A. Common Categories of Exempted Articles

The following classes of goods are commonly classified as exempted articles. For full details, please refer to Regulation 3 of the Import and Export (Registration) Regulations, Chapter 60, Laws of Hong Kong.

- (1) Any article valued at less than \$1,000, which is a sample of any product OR any article which is marked clearly as a sample of any product and is to be distributed free of charge;
- (2) Transshipment cargo consigned on a through bill of lading or a through air waybill;
- (3) Any article which is marked clearly as advertising material and is supplied free of charge;
- (4) Personal baggage including any article imported or exported otherwise than for trade or business;
- (5) Any article which is imported or exported solely for the purpose of exhibition and which is to be exported or imported after exhibition;
- (6) Gifts of a personal nature where no payment is or is to be made by the consignee thereof;
- (7) Any article which is imported or exported solely for the purpose of being used in a sports competition and which is to be exported or imported after the competition.

### B. Method for Lodging Declarations

Import/export declarations are to be lodged electronically through the services provided by the service providers appointed by Government. Paper-to-electronic conversion service for declaration is also provided by the service providers through a network of service agents in Hong Kong. The service agents will send the converted electronic messages to the respective service provider for onward transmission to the Government. Further information can be obtained from the two service providers through their websites, e-mail addresses and enquiry hotlines listed in Section E below.

### C. Forms, Imports and Exports Declaration Charge, Clothing Industry Training Levy and Penalty Charge

At the time of lodging declaration, importer/exporter is required to use the prescribed form, pay Imports and Exports Declaration Charge and/or Clothing Industry Training Levy to the Government as shown in the following table:

	Prescribed form type	Charges
Importation of non-food items	Import Declaration Form 1	50 cents in respect of the first \$46,000 of the value of the goods and 25 cents in respect of each additional \$1,000 or part thereof and rounded up to the nearest 10 cents.
Importation of food items <sup>(1)</sup>	Import Declaration Form 1A	50 cents per declaration irrespective of the value.
Exportation of Hong Kong made non-clothing and non-footwear items and Re-exportation	Export/Re-export Declaration Form 2	50 cents in respect of the first \$46,000 of the value of the goods and 25 cents in respect of each additional \$1,000 or part thereof and rounded up to the nearest 10 cents.
Exportation of Hong Kong made clothing and footwear items <sup>(2)</sup>	Export Declaration Form 2A	Clothing Industry Training Levy of 30 cents in respect of each \$1,000 value or part thereof in addition to the Imports and Exports Declaration Charge.

Notes: (1) Details specified in Appendix I of the current Hong Kong Imports and Exports Classification List (Harmonized System).

(2) Details specified in the Schedule 1 to the Industrial Training (Clothing Industry) Ordinance, Chapter 318.

A penalty charge calculated according to the following table is required to be paid in respect of each declaration not lodged within 14 days after the importation/exportation:

Total value of articles specified in a declaration	Penalty payable where a declaration is lodged		
	within one month and 14 days after the importation/exportation	within two months and 14 days after the importation/exportation	after two months and 14 days after the importation/exportation
Not exceeding \$20,000	\$20	\$40	\$100
Exceeding \$20,000	\$40	\$80	\$200

### D. Making Reply to Declaration Notice

The declaration notice reply can be made by:

- ♦ calling the Declaration Notice Reply Hotline at 2828 3476 (A fax of the instruction on using the system can be obtained from the system by pressing "2" after selection of language.)
- ♦ sending a completed electronic form "TSP101" (which is available in the website of the Census and Statistics Department (C&SD) at "<http://www.censtatd.gov.hk>") to the e-mail address "[trade-declaration@censtatd.gov.hk](mailto:trade-declaration@censtatd.gov.hk)"
- ♦ fax to 2877 5399
- ♦ mailing the reply to "Trade Statistics Processing Section, 18/F, Wanchai Tower, Hong Kong"

### E. Reference and Enquiry

A booklet entitled "How to Complete and Lodge Import/Export Declarations", which outlines the main points to note in completing import/export declarations, is available free of charge at C&SD and the Customs and Excise Department. Besides, this booklet can be viewed or downloaded from C&SD's website at "<http://www.censtatd.gov.hk>". If you have further question or difficulty in completing your import/export declarations, you may telephone the Census and Statistics Department Import /Export Declaration and Cargo Manifest Enquiry Hotline at 2877 1818 (for specific enquiry on Declaration Notice matters, you can press "2" and "1" after selection of language), send an e-mail to "[trade-declaration@censtatd.gov.hk](mailto:trade-declaration@censtatd.gov.hk)" or fax it to 2877 5399.

Websites, enquiry e-mail addresses and telephone hotlines of some services relevant to lodgement of import/export declarations are listed below for reference:

Organization	Service	Websites / E-mail Address	Enquiry Hotline
Customs and Excise Department	Verification and assessment on import/export declarations, permits for dutiable commodities, licences for dutiable commodities	<a href="http://www.info.gov.hk/customs/">http://www.info.gov.hk/customs/</a> <a href="mailto:customsenquiry@customs.gov.hk">customsenquiry@customs.gov.hk</a>	2815 7711
Trade and Industry Department	Import/export licences for textiles and non-textiles goods, certificates of origin, information on tariff and import regulations of other countries	<a href="http://www.tid.gov.hk">http://www.tid.gov.hk</a> <a href="mailto:enquiry@tid.gov.hk">enquiry@tid.gov.hk</a>	2392 2922
Global e-Trading Services Limited	Electronic Declaration Service	<a href="http://www.ge-ts.com.hk">http://www.ge-ts.com.hk</a> <a href="mailto:enquiry@ge-ts.com.hk">enquiry@ge-ts.com.hk</a>	8201 0082
Tradelink Electronic Commerce Limited	Electronic Declaration Service	<a href="http://www.tradelink.com.hk">http://www.tradelink.com.hk</a> <a href="mailto:mktsales@tradelink.com.hk">mktsales@tradelink.com.hk</a>	2599 1700