

Trade Single Window - User Guide for New Function



Amendment on Issued Trade Document

This function is **only applicable** to the following trade documents:

	Types of Document	Government Agency
1	Import/Export Licence for Pesticides	Agriculture, Fisheries and Conservation Department
2	Toothfish Import/Export/Re-export Licence	
3	Certificate of Non-manipulation under Free Trade Agreement Transhipment Facilitation Scheme	Customs and Excise Department
4	Authorization to Import/Export Controlled Chemicals	
5	Permit to Remove Controlled Chemicals in Transhipment	
6	Licence for Optical Disc Mastering and Replication Equipment	
7	Transhipment Notification for Optical Disc Mastering and Replication Equipment	
8	Licence for Ozone Depleting Substances	Environmental Protection Department / Trade and Industry Department

1. User may select “View My Documents” on front page.

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[View My Documents](#) [Change My Subscriptions](#) [Check Licence Validity](#) [Manage Other User Accounts](#)

Prepare New Application

Document Name	Document Code	Government Agency	Action
Import Licence for Pesticides	Q08	Agriculture, Fisheries and Conservation Department	Apply
Export Licence for Pesticides	Q09	Agriculture, Fisheries and Conservation Department	Apply

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2. Select “Permits or Notifications”, and then press “Request to Amend” for the relevant trade document.

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Permits or Notifications

[Pending Approval Documents](#) [Declined Documents](#) [Permits or Notifications](#) [Applications](#)

Document ID	Document Code	Issued Date & Time	Status	Action
P08W20190001345	P08	2019-07-05 17:47:46	Issued	Request to Cancel Request to Amend

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- User may click at relevant fields (if applicable) for information amendment.

Part 1 - Applicant/Importer						
*Name ①	OSWO					
*Tel. No. ①	12345678					
Company Name ①	oswo					
Business Registration Certificate No. ①	12345678-111					
*Country/Territory	Hong Kong					▼
*Address Line 1 ①	CHB					
Address Line 2 ①						
Part 2 - Foreign Exporter						
By order of	No					
*Company Name ①	abc company					
*Country/Territory ①	Afghanistan					▼
Country/Territory Subdivision (State, Province) ①						
City ①						
*Address Line 1 ①	Flat 123 Commercial Building					
Address Line 2 ①						
Postal Code ①						
Part 3 - Transportation						
*Expected Date of Arrival (YYYY-MM-DD)	2019-07-11					
*Mode of Transportation	Ocean					▼
Vessel/Flight/Vehicle No. ①						
Part 4 - Consignment						
*Exporting Place ①	Afghanistan					▼
Part 5 - Consignment Items						
Item No.	Marks and Nos., Container No.					
1						
No. of Package	Type of Package	*Net Volume/Weight	*Unit	*Place of Origin	C.I.F. Value HKD	
	Please Se ▼	1000	kg	Armenia ▼	0	

4. After amendment of information and uploading of supporting documents, user shall read the “Applicant’s/Importer’s Declaration” and check the box on “I accept the declarations above” for acceptance. Then press “Next”.

Part 6 - Supporting Documents

Category	Filename	Type	Size	Status
Bill of Lading / Air Waybill				<input type="button" value="Choose file"/>
Certificate of Business Registration				<input type="button" value="Choose file"/>
Import / Export Consent				<input type="button" value="Choose file"/>
Packing List				<input type="button" value="Choose file"/>
Invoice				<input type="button" value="Choose file"/>
Purchase Order				<input type="button" value="Choose file"/>
Product Catalog				<input type="button" value="Choose file"/>
* Explanation Letter				<input type="button" value="Choose file"/>
Others				<input type="button" value="Choose file"/>

Part 7 - Applicant's/Importer's Declaration

I hereby declare that I am the importer of the goods in respect of which this declaration is made and that the particulars given in this declaration are true and that the goods imported shall be described. I further declare that the goods imported are for

*Purpose

I confirm that the permit under reference has not been executed before.

I accept the declarations above.

5. After verification of revised information, user may sign it with the password or digital certificate for confirmation and submit the amendment request.

Part 8 - Signature

*Signing Method Password Digital Certificate

Name OSWO ortu

Password

The Password field is required.

6. After the successful submission of amendment request, the status of relevant trade document would change from “Issued” to “Pending Amendment”.

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Permits or Notifications					
Pending Approval Documents		Declined Documents		Permits or Notifications	Applications
Document ID	Document Code	Issued Date & Time	Status	Action	
P08W20190001345	P08	2019-07-05 17:47:46	Pending Amendment	View Amendment Request	

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7. Once the amendment request is approved, the system would send a notification email to the user.

(Sample notification email of successful amendment)

<p>Dear Sir / Madam,</p> <p>Please be informed that the following trade document is amended on your request.</p> <p>Trade Document Name: Import Licence for Pesticides</p> <p>Document Reference No: P08W20190001345</p> <p>You can download the amended document at the Trade Single Window website.</p> <p>This is a computer generated email, please do not reply to this email. If you wish to contact us, please call 2117 3348.</p> <p>Office of Trade Single Window Operation</p> <p>敬啟者：</p> <p>已按你的要求修改以下貿易文件。</p> <p>貿易文件名稱: 除害劑進口許可證</p> <p>文件參考編號: P08W20190001345</p> <p>你可於貿易單一窗口網站下載相關已修改的文件。</p> <p>此電郵是由電腦系統自動發送的，請不要回覆。如有查詢，請致電2117 3348。</p> <p>貿易單一窗口科</p>
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Note: If the amendment request is approved by the government agency, the new trade document would be issued with the same document ID while the validation code and QR code printed on the trade document would be updated. The previous version of trade document would become invalid and the status would show “Cancelled” at the same page.

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Permits or Notifications					
Pending Approval Documents		Declined Documents		Permits or Notifications	
Document ID	Document Code	Issued Date & Time	Status	Action	
P08W20190001345	P08	2019-07-09 12:01:51	Issued	Request to Cancel Request to Amend	
P08W20190001345	P08	2019-07-05 17:47:46	Cancelled		

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8. If the amendment request is not accepted, the system would send a notification email stating the rejection reason(s) to the user. User may make further amendment request according to the rejection reason(s) or submit a new application for the trade document.

(Sample notification email of unsuccessful amendment)

Dear Sir / Madam,

Please be informed that your amendment request on Import Licence for Pesticides (our reference: P08W20190001345 is not accepted by Agriculture, Fisheries and Conservation Department due to the following reason(s):

<Reasons> Reasons for not accepting

This is a computer generated email, please do not reply to this email. If you wish to contact us, please call 2117 3348.

Office of Trade Single Window Operation

敬啟者：

基於下列原因，你要求修改除害劑進口許可證(參考編號P08W20190001345)的申請，未獲漁農自然護理署接納。

<原因>

此電郵是由電腦系統自動發送的，請不要回覆。如有查詢，請致電2117 3348。

貿易單一窗口科

Note: If the amendment request is not accepted, the status of the relevant trade document would change to “Issued”.

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Permits or Notifications

Pending Approval Documents | Declined Documents | **Permits or Notifications** | Applications

Document ID	Document Code	Issued Date & Time	Status	Action
P08W20190001345	P08	2019-07-05 17:47:46	Issued	Request to Cancel Request to Amend

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