

User Guidelines for Conducting Link-up between E-SC and Trade Single Window

Prerequisite: Be a Registered Trade Single Window (TSW) User

To conduct the link-up, you must be a registered TSW user. Traders can register as TSW user online. Please refer to the following website more detail information:

<<https://www3.tradesinglewindow.hk/portal/en/faq/index.html> >

If you are already a Strategic Commodities (SC) E-Account user, link-up will be directly completed (Steps A, B and C).

If you do not have SC E-Account yet, verification is required (Steps B and D).

Step A: Preparation – Login E-Accounts to check the account information

Please check and update the account information (including company address and telephone no.) before subscription and link-up to SC e-services. Please note that in case of any discrepancy or inconsistency between the SC E-Account and TSW account, the account information on E-Account shall prevail in all applications related to SC.

1. Login E-Accounts via E-Service.

The screenshot displays the Strategic Commodities Control System website. The header includes the logo and name of the Trade and Industry Department, The Government of the Hong Kong Special Administrative Region, along with a search bar and navigation links. The main content area is titled "Home > E-Accounts for Checking/Submitting Application". It features a login form with fields for "Login Number" and "Password", a "Forgot Password?" link, and "Login" and "Reset" buttons. The "Login" button is highlighted with a red box. On the left side, there is a vertical menu with various navigation options, including "E-Services", which is also highlighted with a red box. At the bottom, there is a footer with copyright information and a "Last Revision Date" of 26 Nov 2023.

2. Click “E-Applications”.

Home  [Press Ctrl-F to search content] Print  Open Menu 

[E-Accounts for Checking/Submitting Application](#)

Login

[Check Application Status by Receipt Number](#)

[Check by Receipt Date](#)

[Check All Application Records](#)

[User Preference / Change Password](#)

[E-Applications](#)

[Logout](#)

[« go back](#) [↗ back to top](#)

3. Click “E-Account’s Information”.

(II) Licence-related Application

- [Delivery Verification Certificate](#)
- [Pre-Classification of Products](#)
- [Licence Unused Report and/or Licence Cancellation Request](#)
- [Licence Shortshipment Report](#)
- [Resale / Transfer / Disposal of Products Under Approved Import Licence](#)
- [Edit or Submit Draft Application](#)

(III) Other

- [E-Account's Information](#)
- [Test Your eCert](#)
- [Download Product List](#)

4. Click “Review and/or Apply for Updates of E-Account’s Information”.

Home  [Press Ctrl-F to search content] Print  Open Menu 

[E-Accounts for Checking/Submitting Application](#)

Login

E-Account's Information

[Review and/or Apply for Update of E-Account's Information](#)

[Withdraw Previously Submitted Application for Update of E-Account's Information](#)

[Check Previously Submitted Application for Update of E-Account's Information](#)

[Edit User Preference of E-Account](#)

5. To review and update company details, e.g. address and tel. no.

 **Strategic Commodities Control System**
Trade and Industry Department
The Government of the Hong Kong Special Administrative Region

GovHK 香港政府一站通 TEXT ONLY 繁體版 简体版 SEARCH SITE MA

Home  E-Application Home Logout [Press Ctrl-F to search, Ctrl-C to copy & Ctrl-V to paste content] Pr

Review and/or Apply for Update of E-Account's Information

Basic Information	Supporting Documents	Declarations	Submission
(A) Particulars of E-Holder			
1. Name TID SCCLS B COMPANY			
2. <input type="radio"/> Business Registration No. / <input type="radio"/> Hong Kong ID Card No. / <input type="radio"/> Passport No. / <input type="radio"/> Not Applicable			44556677-000
3. Full Address			
Flat/Room	<input type="text" value="1324"/>	Floor	<input type="text" value="13"/>
Name of Building	<input type="text" value="TRADE AND INDUSTRY TOWER"/>		
No. & Name of Street	<input type="text" value="3 CONCORDE ROAD"/>		
District	<input type="text" value="KOWLOON CITY"/>		
* <input type="radio"/> Hong Kong Island / <input checked="" type="radio"/> Kowloon / <input type="radio"/> New Territories			
4. Tel. No.	<input type="text" value="(852)"/> - <input type="text"/> - <input type="text" value="12345678"/>	5. Fax No.	<input type="text" value="(852)"/> - <input type="text"/> - <input type="text"/>
(B) Personnel Authorised to Access and Use E-Account			
Name	Email Address	Contact Phone No.	
1 ORG TRIAL ONE	raymondchiu@tid.gov.hk	(852)-12345678	
<input type="button" value="next step"/>			
Basic Information	Supporting Documents	Declarations	Submission

Step B: Subscribe to Services related to Strategic Commodities

1. Login TSW user portal.



Text Size 繁體 | 簡體 | 圖示

Login to Hong Kong Trade Single Window

* Username

* Password

Forget Password? [Login](#)

Not a user? [Register Now](#) [Login with iAM Smart](#)
[More Info](#)

2. Click “Subscription” and “Subscribe now”.



[Home](#) [Apply](#) [My Documents](#) [Subscription](#) [Template](#)

48 | [Text Size](#) 繁體 | 簡體 | 圖示

Last successful login: 2023-12-29 14:35:47

[Home](#) > [Subscription](#)

My subscriptions

[My subscriptions](#) [Subscribe now](#)

Select document [Learn more](#)

[All status](#) [All departments](#) [Department: Ascending](#)

Get Started

First, subscribe to the online services of trade documents that you would like to submit.
After your subscriptions have been approved, you may then apply for the trade documents.


Step 1 - Subscribe


Step 2 - Approved


Step 3 - Apply

[Subscribe now](#)

3. Choose “Trade and Industry Department”.

The screenshot shows the 'Trade Single Window' website interface. The top navigation bar includes 'Home', 'Apply', 'My Documents', 'Subscription' (underlined), and 'Template'. A user notification icon shows '49' unread items. The page title is 'Subscribe now'. Below the title, there are two tabs: 'My subscriptions' and 'Subscribe now'. A 'Select document' link is present. The main content area is titled 'Select department' and contains eight department cards. The 'Trade and Industry Department' card is highlighted with a red border.

Select department			
Agriculture, Fisheries and Conservation Department	Civil Engineering and Development Department	Customs and Excise Department	Department of Health
Environmental Protection Department	Food and Environmental Hygiene Department	Office of the Communications Authority	Trade and Industry Department

4. Search for “Strategic Commodities” and click “Subscribe”.

The screenshot shows the search results page on the 'Trade Single Window' website. The search bar contains 'Strategic Commodities'. The results are filtered by 'All status' and 'Trade and Industry Department'. The document code is set to 'Descending'. There are 8 results in total. The first result, 'Import Licence of Strategic Commodities', has a '+ Subscribe' button highlighted with a red box.

Document Code	Document Title	Department	Article	Action
Q46	Import Licence of Strategic Commodities	Trade and Industry Department	Article: Strategic Commodities	+ Subscribe
Q47	Export Licence of Strategic Commodities	Trade and Industry Department	Article: Strategic Commodities	
B10	Delivery Verification Certificate	Trade and Industry Department	Article: Strategic Commodities	
B11	International Import Certificate	Trade and Industry Department	Article: Strategic Commodities	

5. Review the Terms & Conditions.

(Reminder: An acceptable valid e-certificate is required for submission of licence/certificate applications. You may access to the website of Strategic Commodities Control System <https://www.stc.tid.gov.hk/english/eaccount/files/partIII.htm> for more information.)

Import / Export Licence of Strategic Commodities



Terms and Conditions

"Strategic Commodities Classification and Licensing System (SCCLS)" User Terms of Use

Reminder: A valid e-certificate is required for submission of licence/certificate applications. You may access to the website of Strategic Commodities Control System <https://www.stc.tid.gov.hk/english/eaccount/files/partIII.htm> for more information.

1. The following are the terms and conditions for subscription of SCCLS on "Trade Single Window". The Government of the Hong Kong Special Administrative Region agrees to provide services of the SCCLS via "Trade Single Window", and the subscriber of SCCLS agrees to use the services and comply with the terms and conditions set out herein. These conditions will be updated and revised by Trade and Industry Department (TID) from time to time by posting the revised version at the website of Strategic Commodities Control System <<https://www.stc.tid.gov.hk/eindex.html>> with prior notice to users in writing.

Subscription to SCCLS and link-up/creation of E-Accounts

- Users undertakes to provide true and accurate information, including the supporting documents as required. Users are also liable for all direct and indirect legal consequences, losses and damages arising out of or resulting from his/her failure to do so.
- TID reserves the right not to accept any subscription with an inappropriate account name which is considered likely to be offensive to a reasonable person, or has a connotation offensive to good taste or decency.

6. Tick the agreement box and click "Next".

16. TID will not be liable for any divulgence of those passwords or PIN or loss or damage arising from the E-Holder's failure to comply with the above conditions or the conditions for the use of any digital certificates in connection with any electronic applications made in the E-Accounts.

Disclaimer of Warranties and Liability

17. Users understand and agree that the use of services and information in the E-Account is at their own discretion and risk. TID will not accept any liability for loss or damage resulting from -
- the use of and inability to use the services and information obtained through or from the E-Account;
 - events of interrupted or delayed services and information; and,
 - unauthorised access to or alteration of applications and particulars made in the E-Accounts.

Contact

18. For enquiries in relation to the above terms and conditions, users may contact the Strategic Trade Control Branch of TID through -
- email (stc@tid.gov.hk); or
 - enquiry hotline (2398 5575).

Agreement

I agree to the terms and conditions (By checking "I agree to the terms and conditions", you acknowledge that you have read and understand these terms and conditions and agree to all of them.)

7. Click “Submit” to submit subscription request.

be deemed to be the use of the same by themselves as the E-Holders.

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- (a) the use of and inability to use the services and information obtained through or from the E-Account;
- (b) events of interrupted or delayed services and information; and,
- (c) unauthorised access to or alteration of applications and particulars made in the E-Accounts.

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- (a) email (stc@tid.gov.hk); or
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Agreement ✎ Edit

* I agree to the terms and conditions (By checking "I agree to the terms and conditions", you acknowledge that you have read and understand these terms and conditions and agree to all of them.)

8. Pop-up message will be shown as below -

Result of Submission

 You have submitted subscription request to Import / Export Licence of Strategic Commodities.
You will be redirected to E-Accounts in a moment to link up the user account.

Step D: Link-up Through Verification

1. For traders without E-Account, verification is required. The process will normally take no more than 2.5 clear working days. Complicated cases may however need a longer processing time. Below pop-up message will be shown.

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In Progress

Your link-up request is under examination by Trade and Industry Department. Please contact us by email (stc@tid.gov.hk) should you have any questions.

2. After verification, Traders can click “Apply” and “Go to E-Accounts”.

The screenshot shows the Trade Single Window website interface. At the top, there is a navigation bar with the logo '貿易單一窗口 Trade Single Window' and several menu items: 'Home', 'Apply' (highlighted with a red box), 'My Documents', 'Subscription', and 'Template'. On the right side of the navigation bar, there are icons for notifications, search, text size, and user profile. Below the navigation bar, the page title is 'Apply New Application'. There are two tabs: 'Recent Applications' and 'Apply New Application' (selected). Below the tabs, there is a search bar and filters for 'All departments' and 'Department: Ascending'. The main content area displays a list of applications with the following details:

Code	Title	Department	Article
Q46	Import Licence of Strategic Commodities	Trade and Industry Department	Article: Strategic Commodities
Q47	Export Licence of Strategic Commodities	Trade and Industry Department	Article: Strategic Commodities
B10	Delivery Verification Certificate	Trade and Industry Department	Article: Strategic Commodities
B11	International Import Certificate	Trade and Industry Department	Article: Strategic Commodities

Total 1 result

A red box highlights the 'Go to E-Accounts' button in the right-hand column of the application list.

3. A pop-up window showing the contact information. Traders should check and amend, if necessary. Click Login E-Accounts to finish link up.

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Contact information in E-Accounts

The registered address and contact no. in E-SC Accounts are as follows:

SCCLS
TI TOWER, 123 KOWLOON CITY TOARD, KOWLOON CITY, KOWLOON, HONG KONG SPECIAL ADMINISTRATIVE REGION

Company Tel: (852)-[REDACTED]
Company Fax: NIL

Contact Tel: (852)-[REDACTED]

[Login E-Accounts](#)

4. You would then be directed to the E-Account page as shown here. The link-up has been successful and you are ready to use E-SC services through TSW.

Strategic Commodities Control System
Trade and Industry Department
The Government of the Hong Kong Special Administrative Region

GOVHK 香港政府一站通 TEXT ONLY 繁體版 简体版 SEARCH [] SITE MAP []

Home [] [Press Ctrl-F to search content] Print [] Open Menu []

E-Accounts for Checking/Submitting Application

Login

- Check Application Status by Receipt Number
- Check by Receipt Date
- Check All Application Records
- User Preference / Change Password
- E-Applications
- Logout

Login Your E-Account []

Quick Check of Application Status []

Check Licence by Carriers []

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