

Dear Traders,

## **42 types of Trade Documents now available in Trade Single Window**

We are pleased to inform you that the Phase 2 services of the TSW are now fully implemented with addition of eight types of trade documents as follows:

### **Customs and Excise Department**

- Import and Export Statements for Dutiable Commodities;

### **Department of Health**

- Import/Export Licence for Pharmaceutical Products and Medicines;
- Import/Export Licence and Import Certificate for Dangerous Drugs;
- Removal Licence for Dangerous Drugs;
- Diversion Licence for Dangerous Drugs;

### **Trade and Industry Department**

- Import/Export Licence for Rice;
- Kimberley Process Certificate; and
- Strategic Commodities Import/Export Licence

The TSW provides a one-stop electronic platform for trade members to lodge business-to-government trade documents for trade declaration and cargo clearance. 28 types of trade documents have been added to TSW under Phase 2 services. Together with the 14 types of trade documents covered in Phase 1, TSW services have been expanded to a total of 42 types of trade document (see Annex).

In addition to incorporating more trade documents, Phase 2 services of the TSW have also incorporated new functions to create a better user experience. These include advanced account management functions, full support for the “iAM Smart” Platform, seamless interface with the information systems of relevant Government departments, provision of notification service, etc. Through the TSW, users can apply for trade documents covered by Phases 1 and 2 at the same time and check the application progress in one go

without having to approach individual Government departments, thereby saving time and cost.

We understand that the business of your company involves the application of import and export licences/permits from the Trade and Industry Department. We therefore would like to invite your company to register as a TSW user and use the Phase 2 services so as to enjoy the benefits of the TSW as early as possible.

We have launched a comprehensive support, publicity and training programme, including large-scale seminars and training activities since March this year, to promote Phase 2 services to relevant trade members and enhance the trade's understanding of the TSW through practical training. You may register as a TSW user through the TSW website ([www.tradesinglewindow.hk](http://www.tradesinglewindow.hk)) and submit electronic applications for relevant documents.

The Office of Trade Single Window Operation of the Customs and Excise Department oversees the operation of the TSW system and provides support to TSW users through training, help-desk and hotline services. For enquiries, please contact the Office of Trade Single Window Operation (Enquiry hotline: 2117 3348 or Email address: [enquiry@tradesinglewindow.hk](mailto:enquiry@tradesinglewindow.hk)).

Thank you.

Best Regards,

Single Window Project Management Office  
Commerce and Economic Development Bureau

**Trade Documents covered by  
Trade Single Window**

<b>Government Department</b>	<b>Types of Trade Document</b>
Agriculture, Fisheries and Conservation Department	<ol style="list-style-type: none"> <li>1. Import/Export Licence for Pesticides</li> <li>2. Licence to Export/Re-export for Endangered Species</li> <li>3. Licence to Import for Endangered Species</li> <li>4. Permit for Import of Mammals from the Mainland and Animal Products</li> <li>5. Plant Import Licence</li> <li>6. Re-export Certificate for Species of non-Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) or not yet Controlled under the Protection of Endangered Species of Animals and Plants Ordinance (Cap. 586)</li> <li>7. Special Permit for Import of Animals and Birds from Overseas</li> <li>8. Special Permit for Import of Dogs and Cats from Overseas</li> <li>9. Special Permit for Import of Food/Pet Reptiles from Overseas</li> <li>10. Toothfish Import/Export/Re-export Licence</li> </ol>
Customs and Excise Department	<ol style="list-style-type: none"> <li>11. Authorization to Import/Export Controlled Chemicals<sup>1</sup></li> <li>12. Certificate of Non-manipulation under Free Trade Agreement Transshipment Facilitation Scheme</li> <li>13. Certification of Non-U.S. Frozen Chicken Products Transhipped to the Mainland through Hong Kong</li> <li>14. Declaration Form for Cross-boundary Transportation of Currency and Bearer Negotiable Instruments (CBNIs)</li> </ol>

<sup>1</sup> Some controlled chemicals also require the Import/Export Licence issued by the Department of Health.

<b>Government Department</b>	<b>Types of Trade Document</b>
Customs and Excise Department (Cont'd)	15. Import and Export Statements for Dutiable Commodities* 16. Licence for Optical Disc Mastering and Replication Equipment 17. Permit to Remove Controlled Chemicals in Transshipment 18. Transshipment Notification for Optical Disc Mastering and Replication Equipment
Civil Engineering and Development Department	19. Hong Kong Natural Sand Final User Certificate 20. Sand Removal Permit
Department of Health	21. Import/Export Licence of Chinese Herbal Medicines 22. Import/Export Licence of Proprietary Chinese Medicines 23. Import/Transshipment Permit for Biological Materials 24. Import Licence for Radioactive Substances and Irradiating Apparatus 25. Diversion Licence for Dangerous Drugs* 26. Import/Export Licence and Import Certificate for Dangerous Drugs* 27. Import/Export Licence for Pharmaceutical Products and Medicines* 28. Removal Licence for Dangerous Drugs*
Environmental Protection Department	29. Licence for Ozone Depleting Substances <sup>2</sup> 30. Licence for Scheduled Chemicals

<sup>2</sup> The Trade and Industry Department is also involved in the processing and issue of this licence.

<p>Food and Environmental Hygiene Department</p>	<p>31. Food Inspection Certificate</p> <p>32. Health Certificate for Foods of Animal Origin</p> <p>33. Import Licence for Frozen/Chilled Meat or Poultry</p> <p>34. Import Permission for Milk and Milk Beverages/ Cream/ Frozen Confections</p> <p>35. Permission for Import of Eggs</p> <p>36. Permission for Import of Game, Meat and Poultry</p> <p>37. Permission for Import of Meat or Poultry for the Purpose of Re-export</p>
<p>Office of the Communications Authority</p>	<p>38. Import and Export Permit for Radiocommunications Transmitting Apparatus</p> <p>39. Transshipment Notification for Radiocommunications Transmitting Apparatus</p>
<p>Trade and Industry Department</p>	<p>40. Import/Export Licence for Rice*</p> <p>41. Kimberley Process Certificate*</p> <p>42. Strategic Commodities Import/Export Licence*</p>

\* Trade documents covered starting from 30 December 2023.