

**CUSTOMS AND EXCISE DEPARTMENT
HONG KONG**

ROAD CARGO SYSTEM

Registration Form for Agent (Company)

AC(E)

Part I Particulars of Applicant		<u>For official use only</u> Reference No.	
Company Name in English		Business Registration No.	
Company Name in Chinese		Business Registration Certificate Expiry Date	
Business Address in English		Telephone No.	Fax No.
Business Address in Chinese		Business Nature(s) in Hong Kong (Please ✓) <input type="checkbox"/> Cargo Freight Forwarding <input type="checkbox"/> Transportation of Cargo <input type="checkbox"/> Warehouse of Cargo <input type="checkbox"/> Others (Please specify, e.g. Data Entry Service Provider)	
Status Proprietorship / Partnership / Limited Company (Please delete where appropriate)			

Part II Particulars of Authorized Message Signatory(ies)

Name	HKID Card No. / Passport No.	Personal / Organizational Digital Certificate ^{Note1} HKP Subscriber Ref. No. / Digi-Sign ID-Cert Serial No.	Telephone No.	Email Address
1. English (Mr./Mrs./Ms.)		<input type="checkbox"/> HKP e-Cert <input type="checkbox"/> Digi-Sign ID-Cert		
Chinese (Mr./Mrs./Ms.)				
2. English (Mr./Mrs./Ms.)		<input type="checkbox"/> HKP e-Cert <input type="checkbox"/> Digi-Sign ID-Cert		
Chinese (Mr./Mrs./Ms.)				
3. English (Mr./Mrs./Ms.)		<input type="checkbox"/> HKP e-Cert <input type="checkbox"/> Digi-Sign ID-Cert		
Chinese (Mr./Mrs./Ms.)				
4. English (Mr./Mrs./Ms.)		<input type="checkbox"/> HKP e-Cert <input type="checkbox"/> Digi-Sign ID-Cert		
Chinese (Mr./Mrs./Ms.)				

^{Note1} If you cannot provide the number of your digital certificate when you submit this form, please make sure you can provide a valid digital certificate number when you subsequently approach a Registration Centre for completing the registration formalities.

Part III Particulars of Responsible Person^{Note2}

Name in English (Mr. / Mrs. / Ms)		HKID Card / Passport No.	Telephone No.
Name in Chinese (Mr. / Mrs. / Ms)		Position in Company	Email Address
Residential Address in English			
Residential Address in Chinese			
Digital Certificate ^{Note1} HKP Subscriber Ref. No. / Digi-Sign ID-Cert Serial No.		<input type="checkbox"/> HKP e-Cert <input type="checkbox"/> Digi-Sign ID-Cert	
^{Note2} The responsible person will be granted with the function right to de-activate the access right of any authorized message signatory(ies) in Part II when necessary.			

Enquiry

If you have any queries about the registration procedures, please send us an email at customsenquiry@customs.gov.hk or dial **3669 0000**.

Part IV Personal Information Collection Statement

Purpose of Collection

- The personal data you provided in this form (as well as subsequent updates) and the personal data, if any, to be submitted by you through the Road Cargo System as a registered user will be used by the Customs and Excise Department for one or more of the following purposes:
 - processing / recording of registration application;
 - exercising import and export control of cargo;
 - detection and prevention of crime;
 - discharging various duties and functions of the Customs and Excise Department; and / or
 - facilitating communications between you and any representative of the Customs and Excise Department.
- If you do not provide sufficient information for registration, you will not be able to submit cargo information through the Road Cargo System.

Disclosure of Information

- The personal data you provided in this form (as well as subsequent updates) and the personal data, if any, to be submitted by you through Road Cargo System as a registered user may be disclosed to other Government departments / bureaux and overseas enforcement agencies for any of the purposes mentioned in paragraph 1 above; or where such disclosure is authorized or required by law.

Access to Personal Data

- Under the Personal Data (Privacy) Ordinance, you have a right of access and correction with respect to your personal data you provided in this form. Your right of access includes the right to obtain a copy of your personal data you provided in this form. In accordance with the terms of the Ordinance, we have the right to charge a reasonable fee for the processing of any data access request.
- Enquiries concerning the personal data collected in this form, including the making of access and correction, should be made to:

Customs and Excise Department,
Office of Departmental Administration
Executive Officer (Personnel)³
31/F, Customs Headquarters Building
222 Java Road, North Point, Hong Kong

Part V(A) Declaration – for Authorized Message Signatory(ies) only

1. I understand that any person who knowingly furnishes any false or misleading information is liable to prosecution.
2. I am applying for registration with the Customs and Excise Department as a registered user of the Road Cargo System in the capacity as an agent. I declare the particulars provided by me herein are true and correct.
3. I understand the "Personal Information Collection Statement" printed herein.
4. I undertake to inform the consignor and consignee of the cargo whose particulars are to be submitted by me through the Road Cargo System of the contents of the "Personal Information Collection Statement".
5. By signing on this Form, each message signatory accepts the authorization to sign the electronic transactions for submitting information to the Road Cargo System. Each message signatory may at any time request in writing that his / her name be removed from the authorization list specified by the applicant.

Name and Signature of Authorized Message Signatory :	_____	Date :	_____
Name and Signature of Authorized Message Signatory :	_____	Date :	_____
Name and Signature of Authorized Message Signatory :	_____	Date :	_____
Name and Signature of Authorized Message Signatory :	_____	Date :	_____

Part V(B) Declaration – for Responsible Person of the Company only

1. I understand that any person who knowingly furnishes any false or misleading information is liable to prosecution.
2. I am applying for registration with the Customs and Excise Department as a registered user of the Road Cargo System in the capacity as an agent. I hereby authorize the message signatory(ies) with digital certificates specified in Part II to submit cargo information using the Road Cargo System on behalf of the company. I declare the particulars provided by me in support of my application are true and correct, and I undertake to notify the Customs and Excise Department in writing once there is any change of particulars regarding this registration.
3. I understand the "Personal Information Collection Statement" printed herein.
4. I undertake to inform the consignor and consignee of the cargo whose particulars are to be submitted by me through the Road Cargo System of the contents of the "Personal Information Collection Statement".

Name and Signature of Responsible Person:	_____	
Date:	_____	_____
		Company Chop

Notes to Applicant

- (1) Registered agent (company) shall immediately submit to the Customs and Excise Department an Information Change Form (Form CI(E)) to cancel its registration in the Road Cargo System once it terminates business. Companies found to have ceased business by Customs and Excise Department may have their status as a registered user of Road Cargo System revoked without prior notice.
- (2) In case any message signatory(ies) have left the company or ceased to be authorized by the company, the registered agent (company) shall immediately remove the message signatory(ies) in the Road Cargo System through on-line application or by sending the Customs and Excise Department an Authorized Message Signatory(ies) Change Form (Company / Organization) (Form CM(E)). The company shall still be liable for the electronic data submitted by the authorized message signatory(ies) after he / she has left the company or before the company has ceased to authorize him / her.
- (3) No signature / company chop is required on the registration form for submission through the Internet or by post, fax or the drop-in box.
- (4) Immediately after submission of on-line registration form, the applicant will be given a notice inviting its responsible person to turn up at any one of the Road Cargo System Registration Centres for completing the registration formalities. For hardcopy registration form, written notice will be sent to the applicant by post after his/her submission. If the applicant does not receive any response within 7 days after submission of his / her completed registration form, he/she is advised to contact the Customs and Excise Department by telephone no. 3669 0000 for assistance.
- (5) The responsible person then has to turn up at any one of the Road Cargo System Registration Centres with the invitation notice, his/her HKID card, the supporting documents such as authorized letter and certified true copy of Business Registration Certificate as listed on the invitation notice, and also company chop. Should the registration involve any staff authorized as message signatory(ies), the applicant will be required to inform them of bringing along with their HKID cards and digital certificates to the Registration Centre for issuance of Road Cargo System account.
- (6) At the Registration Centre, the counter staff will print the relevant registration form and check the details thereon against the HKID cards of the responsible person / message signatory(ies) and the required supporting documents. If found correct, the responsible person / message signatory(ies) have to sign on the form and stamp the company chop on it. Then the counter staff will activate the Road Cargo System account for the applicant and issue the secure pack (user ID and password) to the responsible person / message signatory(ies).
- (7) The responsible person must be the proprietor or a partner of the company, or a responsible person appointed in writing by the proprietor or a partner of the company. For a limited company, the responsible person should be a director of the company, or a person authorized in writing by the Board of Directors.
- (8) A registered agent shall be fully responsible for all information input into the Road Cargo System by the responsible person and message signatory(ies) as authorized in Part II of this Registration Form and all liabilities (civil and criminal) arising thereof.
- (9) A registered agent shall be responsible to check all the particulars of its client(s) and the cargo data for completeness and accuracy before submitting them to the Customs and Excise Department through the Road Cargo System. The Customs and Excise Department has the authority to issue warning letter or even suspend a registered agent from inputting any data into the Road Cargo System upon discovery of submitting inaccurate cargo information by the registered agent in addition to bearing its liabilities stated in Note 8. The responsible person and / or the authorized message signatory(ies) of the registered agent may be invited to attend an intensive training provided by the Customs and Excise Department before re-activating their Road Cargo System accounts.
- (10) If an agent wants to register as a shipper (company) as well, it can submit a Combined Registration Form for Shipper (Company) and Agent (Company) (Form SA(E)) to the Customs and Excise Department.

CUSTOMS AND EXCISE DEPARTMENT
ROAD CARGO SYSTEM
Notes of Registration Procedures

Introduction

The main objective of the Road Cargo System (ROCARS) is to facilitate and secure the flow of cross-boundary road cargoes, riding on the concept of electronic advance cargo information.

Now, using the ROCARS, shippers and truck drivers can respectively provide the Customs and Excise Department (C&ED) with information of road consignments and the cross-boundary trucks concerned electronically on a pre-shipment basis for enjoying enhanced customs clearance services.

Shippers and truck drivers importing / exporting road cargoes are required to register with the C&ED before they can use the ROCARS for submission of road cargo information.

Shippers and truck drivers may entrust the submission of road cargo information to their authorized agents. Authorized agents also have to register with the C&ED prior to using the ROCARS.

After registration, each and every shipper, truck driver and authorized agent will be issued with a ROCARS account with features as depicted below:

Role	Features of Various Types of ROCARS Accounts
Shipper	<ul style="list-style-type: none"> ■ <u>A shipper's account</u> can be registered in the name of an individual person or a company or an organization. ■ Personal Account <ul style="list-style-type: none"> ☞ A registered person will be issued with a unique user ID and a password for access to the ROCARS through the Internet. ☞ For sending information to the ROCARS, a personal digital certificate will also be needed for the registered person to sign to effect electronic transactions. ■ Company / Organization Account <ul style="list-style-type: none"> ☞ The responsible person of registered company / organization will be issued with a ROCARS account. ☞ Staff authorized by such company to submit cargo information to the ROCARS (authorized message signatory(ies)) will each be issued with a unique user ID and a password for access to the system. ☞ Digital certificates (personal or organizational) of the responsible person and authorized message signatory(ies) will also be required for authentication when they submit information to the ROCARS.
Truck driver	<ul style="list-style-type: none"> ■ <u>A truck driver's account</u> can be registered in the name of an individual person only (i.e. a cross-boundary driver). ■ For a truck driver's account, a unique user ID, a password together with a security token will be issued. ■ With the user ID, the password and the security token, the registered truck driver can connect to the ROCARS through the Internet or by phone by using its Interactive Voice Response System (IVRS) for submission of information.
Agent	<ul style="list-style-type: none"> ■ <u>An agent's account</u> can be registered in the name of a company only. ■ The responsible person of registered agent will be issued with a ROCARS account. ■ Staff authorized by such company to submit cargo information to the ROCARS (authorized message signatory(ies)) will each be issued with a unique user ID and a password for access to the system. ■ Digital certificates (personal or organizational) of the responsible person and authorized message signatory(ies) will also be required for authentication when they submit information to the ROCARS.

Notes to Applicants for Registration

To register for a company account, a responsible person must be the proprietor or partner of the company, or a responsible person appointed in writing by the proprietor or partner of the company. For a limited company, the responsible person should be a director of the company, or a person authorized in writing by the Board of Directors.

Registration

For registration, the applicant may fill in the on-line registration form at the ROCARS website www.rocars.gov.hk through the Internet or the hard copy of the registration form and submit it to the C&ED by:

- Post to P.O. Box No.38, General Post Office; or
- Fax to 2364 9772 / 2365 9755; or
- Dropping it into the collection boxes at any of the ROCARS Registration Centres listed below.

No signature / company chop is required on the registration form for submission through the Internet, the drop-in box or by post or fax.

The applicant then will be required to go to any one of the ROCARS Registration Centres with the invitation notice, his / her HKID card (together with a copy), the supporting documents as listed on the invitation notice and a company chop if applicable. Should the registration involve any staff authorized as message signatory(ies), the applicant will be required to inform them of bringing along with their HKID cards and digital certificates to the Registration Centre for issue of a ROCARS account.

At the Registration Centre, counter staff will print the relevant registration form and check the details thereon against the HKID cards of the applicant / message signatory(ies) and the required supporting documents. If found correct, the applicant / message signatory(ies) will be required to sign on the form and stamp the company chop on it if applicable. Then the counter staff will activate the ROCARS account for the applicant and issue the secure pack (with a user ID and a password) and a security token if applicable to the applicant / message signatory(ies).

Immediately after submission of an on-line registration form, the applicant will be returned a notice by ROCARS inviting him / her to go to any one of the ROCARS Registration Centres for completing the registration formalities. For the hard copy of the registration form, a written notice will be sent to the applicant by post after his / her submission. If the applicant does not receive any response within 7 days after submission of his / her registration form, he / she is advised to contact the C&ED by phone [telephone no. 3669 0000] for assistance.

Registration Forms

- Shipper (Company / Organization) – Form SC(E)
- Shipper (Person) – Form SP(E)
- Agent – Form AC(E)
- Truck Driver – Form TD(E)
- Shipper (Company) and Agent (Company) – Form SA(E) (For Combined Registration)
- Truck Driver and Shipper (Person) – Form TS(E) (For Combined Registration)

Registration Centres

For the details of ROCARS Registration Centres, please refer to www.rocars.gov.hk/rc_en .

Enquiry

If you have any queries about the above registration procedures, please send us an email at customsenquiry@customs.gov.hk or dial 3669 0000.

Customs & Excise Department