

**CUSTOMS AND EXCISE DEPARTMENT
HONG KONG**

CM(E)

ROAD CARGO SYSTEM

Authorized Message Signatory(ies) Change Form (Company / Organization)

Business Registration No.		For official use only Receipt Date
Company / Organization Name in English		
Company / Organization Name in Chinese		
HKID Card / Passport No. of Responsible Person (registered with Road Cargo System)		

(✓ as appropriate)

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

<input type="checkbox"/> Remove Authorized Message Signatory(ies)		
	Name	HKID Card No. / Passport No.
1.	English (Mr./Mrs./Ms.)	
	Chinese (Mr./Mrs./Ms.)	
2.	English (Mr./Mrs./Ms.)	
	Chinese (Mr./Mrs./Ms.)	
3.	English (Mr./Mrs./Ms.)	
	Chinese (Mr./Mrs./Ms.)	
4.	English (Mr./Mrs./Ms.)	
	Chinese (Mr./Mrs./Ms.)	

Enquiry

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

Personal Information Collection Statement

Purpose of Collection

1. 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:
 - (a) processing / recording of registration application;
 - (b) exercising import and export control of cargo;
 - (c) detection and prevention of crime;
 - (d) discharging various duties and functions of the Customs and Excise Department; and / or
 - (e) facilitating communications between you and any representative of the Customs and Excise Department.
2. 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

3. 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

4. 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.
5. 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

Declaration – for Added / New 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 a shipper and/or 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 : _____

Declaration – for Responsible Person of the Company / Organization only

1. I understand that any person who knowingly furnishes any false or misleading information is liable to prosecution.
2. I hereby authorize the added / new message signatory(ies) with digital certificates specified in this Form to submit cargo information using the Road Cargo System on behalf of the company / organization. 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 / Organization Chop

Notes to Applicant

- 1) For addition of authorized message signatory(ies), all the added / new authorized message signatory(ies) have to send this completed Authorized Message Signatory(ies) Change Form (CM(E)) to any one of the Registration Centres listed below or email to rocars_ci_cm_form@customs.gov.hk. He / She should complete the registration formalities in person at any one of the Registration Centres with the company / organization chops and the following supporting documents :
 - a) Copy of Business Registration Certificate
 - b) Copy of HKID Card / Passport of the responsible person
 - c) Copy(ies) of HKID Card / Passport of the added / new authorized message signatory(ies).
 - d) Notification of HK Post e-Cert (Personal or Organizational) Application Approval (with Subscriber Reference No.) / Digi-Sign PIN Mailer or ID-Cert (with ID-Cert Serial No.) of the added / new authorized message signatory(ies).
 - e) Stamped supporting letter (issued by the head of organization with organization name and address) proving exemption of business registration (for Organization only : e.g. schools).

At the Registration Centre, the counter staff will check the details against the HKID Card / Passport of the added / new authorized message signatory(ies) and the supporting documents. If found correct, the counter staff will issue the secure pack(s) (user ID and password) to the added / new message signatory(ies). Subsequently, the Customs and Excise Department will notify the applicant when the added / new authorized message signatory(ies) can submit information to the Road Cargo System through the applicant's registered email address.

- 2) For removal of authorized message signatory(ies), the responsible person has to send this completed and stamped Authorized Message Signatory(ies) Change Form (CM(E)) in person to any one of the Registration Centres listed below or email to rocars_ci_cm_form@customs.gov.hk.

Registration Centres*

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

Checklist of Supporting Documents

Added / New Authorized Message Signatory(ies) (Company / Organization)

	Checked	Collected
1. Copy of Business Registration Certificate	<input type="checkbox"/>	<input type="checkbox"/>
2. Copy of HKID Card / Passport of the responsible person	<input type="checkbox"/>	<input type="checkbox"/>
3. Copy of HKID Card(s) / Passport of the added / new authorized message signatory(ies)	<input type="checkbox"/>	<input type="checkbox"/>
4. Notification of HK Post e-Cert (Personal or Organizational) Application Approval (with Subscriber Reference No.) / Digi-Sign PIN Mailer or ID-Cert (with ID-Cert Serial No.) of the added / new authorized message signatory(ies)	<input type="checkbox"/>	
5. Stamped supporting letter (issued by the head of organization with the organization name and address) proving exemption of business registration (for Organization only : e.g. schools)	<input type="checkbox"/>	<input type="checkbox"/>

<u>For official use only</u>		
Documents checked by		Date / Time
Staff ID No. & Name (<i>in block letters</i>)	Signature:	