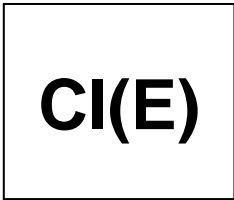


**CUSTOMS AND EXCISE DEPARTMENT
HONG KONG**



ROAD CARGO SYSTEM

Information Change Form

Road Cargo System User ID	Business Registration No.	<u>For official use only</u> Receipt Date
Company / Organization Name / Personal Name in English		
Company / Organization Name / Personal Name in Chinese		

Change of Company / Organization / Personal / Particulars (✓ as appropriate)

New Address / New Business Address / New Organization Address

(English) : _____

(Chinese) : _____

<input type="checkbox"/> New Fax No.	<input type="checkbox"/> New Telephone No.	<input type="checkbox"/> New Email Address
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Change of Responsible Person^{Note} or Particulars of Responsible Person

Name in English (Mr. / Mrs. / Ms.) : _____

Name in Chinese (Mr. / Mrs. / Ms.) : _____

HKID Card / Passport No. : _____ Position in Company / Organization : _____

Residential Address (English) : _____

Residential Address (Chinese) : _____

Telephone No. : _____ Email Address : _____

Digital Certificate	<input type="checkbox"/> HKP e-Cert	
HKP Subscriber Ref. No. / Digi-Sign ID-Cert Serial No.	<input type="checkbox"/> Digi-Sign ID-Cert	

Other Change(s) (Please specify)

Cancellation of Registration in Road Cargo System

Effective Date : _____

^{Note} The responsible person will be granted with the function right to de-activate the access right of any authorized message signatories when necessary.

Change of Vehicle Particulars

(✓ as appropriate)

Addition of Vehicle(s)

Vehicle Registration No. of the Newly Added Vehicle : _____

Closed Road Permit No. of the Newly Added Vehicle : _____

Vehicle Type (Please ✓)

Box truck Container truck Tow truck Others – Please specify _____

Name of the Registered Owner (English) : _____

Name of the Registered Owner (Chinese) : _____

Address of the Registered Owner (English) : _____

Address of the Registered Owner (Chinese) : _____

Cancellation of Registered Vehicle

Vehicle Registration No. : _____

Effective Date : _____

Change of the Particulars of Registered Vehicle

Vehicle Registration No. of the Registered Vehicle : _____

New Closed Road Permit No. of the Registered Vehicle : _____

Vehicle Type (Please ✓)

Box truck Container truck Tow truck Others – Please specify _____

Name of the Registered Owner (English) : _____

Name of the Registered Owner (Chinese) : _____

Address of the Registered Owner (English) : _____

Address of the Registered Owner (Chinese) : _____

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.
3. Video cameras are installed to record activities at the Customs Clearance Points. Video recording of you at the Customs Clearance Points may be used by the Customs and Excise Department for one or more of the purposes mentioned in paragraph 1 above.

Disclosure of Information

4. The personal data you provided in this form (as well as subsequent updates), the personal data, if any, to be submitted by you through Road Cargo System as a registered user and the video recording of you at the Customs Clearance Points 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.
5. In case your vehicle specified in Part II carries a consignment of cargo across the boundary, the HK vehicle registration number may be disclosed to the relevant shipper / agent of the cargo consignment as a facilitation measure.

Access to Personal Data

6. 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.
7. 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

1. I understand that any person who knowingly furnishes any false or misleading information is liable to prosecution.
2. I am making application to the Customs and Excise Department to register as a user / change the information or the status of my registration or the registration of the company / organization I represent in the Road Cargo System. I declare the particulars provided by me in support of this 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 registered owner(s) of the cross-boundary vehicle(s) / 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 Applicant /
Responsible Person: _____

Date: _____

Company / Organization Chop
Company / Organization only

Notes to Applicant

- 1) For change of responsible person or particulars of responsible person, the responsible person has to send this completed and stamped Information Change Form (CI(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 (i) copy of his / her HKID Card / Passport, (ii) authorization letter (issued by the proprietor or a partner or by Board of Directors) to appoint the applicant as responsible person for the company / organization unless he / she is the proprietor or a partner or a director, (iii) copy of Business Registration Certificate / a 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) and (iv) notification of HK Post e-Cert (Personal or Organizational) Application Approval (with Subscriber Reference No.) / Digi-Sign PIN Mail or ID-Cert (with ID-Cert Serial No.) of him / her.

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

- 2) For change of business / organization address, the responsible person has to send this completed and stamped Information Change Form (CI(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 (i) copy of Business Registration Certificate / a 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).
- 3) For change of residential address, the applicant has to send this completed Information Change Form (CI(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 (i) proof of address (e.g. electricity bill).
- 4) For change of vehicle registration number and / or registered vehicle owner, the applicant has to send this completed Information Change Form (CI(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 (i) copy of Hong Kong Vehicle Registration Document and (ii) copy of Closed Road Permit of the vehicle.
- 5) For cancellation of registration in the Road Cargo System, the responsible person has to send this completed and stamped Information Change Form (CI(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 (i) copy of his / her HKID Card / Passport, (ii) authorization letter (issued by the proprietor or a partner or by Board of Directors) to appoint the registered responsible person unless he / she is the proprietor or a partner or a director and (iii) copy of Business Registration Certificate / a 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).

Registration Centres*

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

Checklist of Supporting Documents

Information Change

	Checked	Collected
a) For change of responsible person or particulars of responsible person and cancellation of registration		
1. Copy of Business Registration Certificate	<input type="checkbox"/>	<input type="checkbox"/>
2. Authorization Letter to appoint the responsible person (issued by the proprietor or a partner or by Board of Directors) unless the responsible person is the proprietor or a partner or a director	<input type="checkbox"/>	<input type="checkbox"/>
3. Copy of HKID Card / Passport of the responsible person	<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 responsible person (Not required for cancellation of registration)	<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"/>
b) For change of business / organization address		
1. Copy of Business Registration Certificate	<input type="checkbox"/>	<input type="checkbox"/>
2. 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"/>
c) For change of residential address		
1. Proof of address (e.g. recent electricity bill)	<input type="checkbox"/>	
d) For change of vehicle registration number and / or registered vehicle owner		
1. Copy of Hong Kong Vehicle Registration Document	<input type="checkbox"/>	<input type="checkbox"/>
2. Copy of Closed Road Permit	<input type="checkbox"/>	<input type="checkbox"/>

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