

**CUSTOMS AND EXCISE DEPARTMENT
HONG KONG**

ROAD CARGO SYSTEM

Registration Form for Shipper (Person)

SP(E)

For official use only Reference No.
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Part I Particulars of Applicant

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

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 II 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.

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

Part III Declaration

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. I declare the particulars provided by me herein 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 the Applicant: _____ Date: _____

Notes to Applicant

- (1) No signature is required on the registration form for submission through the Internet or by post, fax or the drop-in box.
- (2) Immediately after submission of on-line registration form, the applicant will be given a notice inviting him/her 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.
- (3) The applicant then has to turn up at any one of the Road Cargo System Registration Centres with the invitation notice, his / her HKID card and the supporting documents as listed on the invitation notice.
- (4) At the Registration Centre, the counter staff will print the relevant registration form and check the details thereon against his / her HKID card and the required supporting documents. If found correct, the applicant has to sign on the form. Then the counter staff will activate the Road Cargo System account for the applicant and issue the secure pack (user ID and password) to him/her.
- (5) A registered shipper (person) shall be fully responsible for all information input into the Road Cargo System by him / her and all liabilities (civil and criminal) arising thereof.
- (6) If a shipper (person) also wants to register as a truck driver (provided he/she meets the relevant requirement) as well, he / she can submit a Combined Form for Truck Driver and Shipper (Person) (Form TS(E)) to 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