AUTHORISATION FOR ELECTRONIC SUBMISSION OF CARGO MANIFEST (STATEMENT 2) AMENDMENT FORM
授權以電子數據交換形式遞交貨物艙單（聲明 2）修改表格

Please complete in BLOCK LETTERS 請以正楷填寫

Fields marked with "*" must be filled in "*"欄必須填寫

Manifest Information 艙單資料		FOR INTERNAL USE ONLY 此欄由服務站職員填寫
*Carrier Name 承運商名稱		
Carrier Address 承運商地址		
Contact Name 聯絡人姓名		
Carrier E-mail Address 承運商電郵地址		
*Unique Manifest Reference 艙單編號	*Tel. No. 聯絡電話	*Fax No. 傳真號碼
*Business Registration / Hong Kong ID No. 承運商商業登記證／香港身份證號碼	(Any bracket is not necessary 不需填寫括號)	
Responds to Government Query? 回覆政府查詢?	❑ YES 是 ❑ NO 不是	
If YES, Government Query No. 如是，政府查詢編號		

Amendment Details 修改詳情

	*Master B/L # or AWB # 主提單號碼或 空運提單號碼	House B/L # or AWB # 副提單號碼或 空運提單號碼	*Amend at Master Level 修改主提單層面 (Y/N)?	*Amend at House Level 修改副提單層面 (Y/N)?
1.			❑ YES 是 ❑ NO 不是	❑ YES 是 ❑ NO 不是
	*Originally Declared 原本申報資料			
	*Amended To 修改後資料			
	*Master B/L # or AWB # 主提單號碼或 空運提單號碼	House B/L # or AWB # 副提單號碼或 空運提單號碼	*Amend at Master Level 修改主提單層面 (Y/N)?	*Amend at House Level 修改副提單層面 (Y/N)?
2.			❑ YES 是 ❑ NO 不是	❑ YES 是 ❑ NO 不是
	*Originally Declared 原本申報資料			
	*Amended To 修改後資料			
	*Master B/L # or AWB # 主提單號碼或 空運提單號碼	House B/L # or AWB # 副提單號碼或 空運提單號碼	*Amend at Master Level 修改主提單層面 (Y/N)?	*Amend at House Level 修改副提單層面 (Y/N)?
3.			❑ YES 是 ❑ NO 不是	❑ YES 是 ❑ NO 不是
	*Originally Declared 原本申報資料			
	*Amended To 修改後資料			

Please attach copies of your bill of lading/air waybill to this form and submit to Ge-TS. 請把提單／空運提單副本連同此表格交予「商貿易」處理。

Amendment Details 修改詳情	(Continued. Use more pages if necessary 續 - 如有需要可附加紙張)			
	*Master B/L # or AWB # 主提單號碼或 空運提單號碼	House B/L # or AWB # 副提單號碼或 空運提單號碼	*Amend at Master Level 修改主提單層面 (Y/N)?	*Amend at House Level 修改副提單層面 (Y/N)?
4.			❑ YES 是 ❑ NO 不是	❑ YES 是 ❑ NO 不是
	*Originally Declared 原本申報資料			
	*Amended To 修改後資料			
	*Master B/L # or AWB # 主提單號碼或 空運提單號碼	House B/L # or AWB # 副提單號碼或 空運提單號碼	*Amend at Master Level 修改主提單層面 (Y/N)?	*Amend at House Level 修改副提單層面 (Y/N)?
5.			❑ YES 是 ❑ NO 不是	❑ YES 是 ❑ NO 不是
	*Originally Declared 原本申報資料			
	*Amended To 修改後資料			

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DECLARATION 聲明	(Please put a "x" at your selection ❑ 請於合適的格內填上 "x")
❑ Manifest includes Dutiable Commodities Information 此艙單載有應課稅品資料 (Please attach a photocopy of the Import/-Export Statement to this form 請附上進出口陳述書副本)	I hereby certify that the information in this manifest is true and correct to the best of my knowledge, giving particulars of each article as required in Section 17 of the Import and Export Ordinance (Cap 60). Any licences and/or notifications in paper form whose numbers are quoted in the manifest have been or are being delivered to the Director-General of Trade Industry. The information required to be furnished in the Import/Export Statement under Section 22 of the Dutiable Commodities Ordinance (Cap 109) has been fully provided in this manifest. 本人謹此證明，就本人所知，此艙單所載資料真確無誤，並根據《進出口條例》(第60章)第17條的規定，申報每件物品的詳情。在艙單註明編號的紙張進出口證及/或通知書，已交付工業貿易署署長或正安排交付。此艙單載有《應課稅品條例》(第109章)第22條規定進出口陳述書須載列的全部資料。 I hereby declare that the particulars given in this manifest statement and in the attached manifest details, which have been initialed by the signatory, are accurate and complete. I hereby authorise Global e-Trading Services Limited to generate the relevant codes in respect of the particulars given in this statement and in the attached manifest details, and to send and receive the electronic messages related to this manifest to and from Government. 本人謹此聲明，此艙單表格上之內容及已草簽之附件資料，全部準確而完整，本人茲授權商貿易服務有限公司根據本人所填報之資料及引用適當代號，傳送及接收與政府之間有關此艙單之電子信息。
❑ Manifest does NOT include Dutiable Commodities Information 此艙單未載有應課稅品全部資料	I hereby certify that the information in this manifest is true and correct to the best of my knowledge, giving particulars of each article as required in Section 17 of the Import and Export Ordinance (Cap 60). Any licences and/or notifications in paper form whose numbers are quoted in the manifest have been or are being delivered to the Director-General of Trade Industry. The information required to be furnished in the Import/Export Statement under Section 22 of the Dutiable Commodities Ordinance (Cap 109) has NOT been fully provided in this manifest. 本人謹此證明，就本人所知，此艙單所載資料真確無誤，並根據《進出口條例》(第60章)第17條的規定，申報每件物品的詳情。在艙單註明編號的紙張進出口證及/或通知書，已交付工業貿易署署長或正安排交付。此艙單所載資料，並非《應課稅品條例》(第109章)第22條規定進出口陳述書須載列的全部資料。 I hereby declare that the particulars given in this manifest statement and in the attached manifest details, which have been initialed by the signatory, are accurate and complete. I hereby authorise Global e-Trading Services Limited to generate the relevant codes in respect of the particulars given in this statement and in the attached manifest details, and to send and receive the electronic messages related to this manifest to and from Government. 本人謹此聲明，此艙單表格上之內容及已草簽之附件資料，全部準確而完整，本人茲授權商貿易服務有限公司根據本人所填報之資料及引用適當代號，傳送及接收與政府之間有關此艙單之電子信息。
❑ For Reserved Commodities 儲備商品	I hereby certify that this is an extract of the manifest in connection with the delivery of licences and/or notifications as required under the Import and Export Ordinance (Cap 60) and the Reserved Commodities Ordinance (Cap 296) and the information provided is true and correct to the best of my knowledge. The licences and/or notifications in paper form whose numbers are quoted in the manifest have been or are being delivered to the Director-General of Trade and Industry. 本人謹此證明，此文件是一份艙單摘錄，該艙單與根據《進出口條例》(第60章)及《儲備商品條例》(第296章)的規定交付進出口證及/或通知書有關。就本人所知，本摘錄所載資料真確無誤。在艙單註明編號的紙張進出口證及/或通知書的編號，已交付工業貿易署署長。 I hereby declare that the particulars given in this manifest statement and in the attached manifest details, which have been initialed by the signatory, are accurate and complete. I hereby authorise Global e-Trading Services Limited to generate the relevant codes in respect of the particulars given in this statement and in the attached manifest details, and to send and receive the electronic messages related to this manifest to and from Government. 本人謹此聲明，此艙單表格上之內容及已草簽之附件資料，全部準確而完整，本人茲授權商貿易服務有限公司根據本人所填報之資料及引用適當代號，傳送及接收與政府之間有關此艙單之電子信息。

*Signatory's Name 簽署人姓名		
*HKID No. 身份證號碼		
Designation 職位		
*Date 日期 (Year/Month/Day 年／月／日)		*Signature and Company Chop 簽署及公司蓋章

PERSONAL INFORMATION COLLECTION STATEMENT

Global e-Trading Services Limited (hereinafter referred to as "**Ge-TS**", "**we**", "**us**" and "**our**") values the privacy of your Personal Data and this statement (hereinafter referred to as the "**Statement**") serves as a notification pursuant to the requirements of the Personal Data (Privacy) Ordinance (Cap. 486 of the Laws of Hong Kong).

Definitions

Under the Statement, unless the context otherwise requires, the following words and expression shall have the following meanings:

- "**Services**" means the Government Electronic Trading Services provided by Ge-TS in accordance with the agreement between the Government of the Hong Kong Special Administrative Region and Ge-TS.
- "**Personal Data**" means the data that may be collected or held by Ge-TS from time to time in connection with the registration and establishment of user accounts or the Services.
- "**Data Subject(s)**" means the user(s) of the Services.

Purposes of Collection and Use of Personal Data

- When Data Subject(s) use the Services, we may, in the course of and in relation to provision of the Services, collect and process Personal Data.
- The provision of Personal Data is mandatory for subscribing Ge-TS's Services for processing trade-related documents under the agreement between the Government of the Hong Kong Special Administrative Region and Ge-TS. If a Data Subject fails to provide necessary information and particulars, we may be unable to provide the Services in full and carry out related activities.
- We shall have the rights to collect, hold, process and use a Data Subject's Personal Data in accordance with this Statement.

With regard to the use of the Services, we may collect and use Personal Data for one or more of the following purposes:

- processing applications for the Services;
- providing the Services;
- communicating with Data Subjects or their authorized entities;
- maintaining usage or transaction history of Data Subjects for evaluating and improving the Services;
- marketing the Services from time to time by Ge-TS or its affiliated companies;
- distributing publications of Ge-TS or its affiliated companies;
- complying with laws, rules, regulations, codes of practice or guidelines;
- performing legal proceedings, including collecting overdue amounts;
- other purposes expressly agreed between Ge-TS and Data Subject(s);
- any lawful purposes for assisting in law enforcement and investigations; and
- any other ancillary purposes directly relating to the purposes listed above.

Types of Personal Data

Personal Data may be collected or held by Ge-TS from time to time in connection with the registration and establishment of user accounts or the provision of the Services for Data Subjects:

- full name of contact person;
- company name and/or business title of contact person;
- business registration number;
- correspondence address and/or residential address;
- e-mail address;
- telephone number;
- fax number;
- Hong Kong identity card number or travel document number; and
- login and password details in connection with Ge-TS sign-in function.

Disclosure and Transfer of Personal Data

Personal Data held by Ge-TS relating to Data Subjects will be kept confidential but Ge-TS may provide and disclose (as defined in the Personal Data (Privacy) Ordinance) Personal Data to the following parties for the purposes set out in "Purposes of Collection and Use of Personal Data" stated above:

- the Government of the Hong Kong Special Administrative Region;
- personnel, agents, advisers, auditors, contractors, financial institutions, and service providers in connection with Ge-TS's operations or Services;
- any Ge-TS affiliates;
- any agent, contractor or third-party service provider who provides administrative, research, distribution, data processing, computer, payment, debt collection or other services to support the operation of or in connection with the Services;
- any law enforcement or regulatory authority; and
- any person under a duty of confidentiality to any members of Ge-TS and its subsidiaries (including accountants, legal advisers and other advisers).

Transfer or disclose of Personal Data will only be made to one or more of the parties specified above. We shall not disclose or transfer Personal Data to any other party not specified above without the express consent of Data Subject(s).

Retention of Personal Data

All Personal Data will be retained for the duration as may be necessary for the above-mentioned purposes and for as long as required by applicable laws.

Data Subjects' Rights to their Personal Data

By using Ge-TS's Services, Data Subjects should acknowledge the collection and use of their Personal Data as outlined in this Statement. If a Data Subject does not agree with the use of his/her Personal Data as set out in this Statement, please do not use the Services.

Under the Personal Data (Privacy) Ordinance, a Data Subject has the right to:

- check whether we hold his/her Personal Data, and access such data;
- require us to correct inaccurate data; and
- ascertain our policies and practices in relation to Personal Data and the kind of Personal Data held by us.

(hereinafter referred to as "**request(s)**")

If you wish to exercise one of the above-mentioned rights and/or raise questions or complaints, please contact us at the following address:

Data Protection Officer
Global e-Trading Services Limited
22nd Floor of Dah Sing Financial Tower,
No.36 Heung Yip Road
Wong Chuk Hang
Hong Kong

In accessing, updating, correcting and/or deleting your Personal Data, we may ask the Data Subject to authenticate his/her identity in order to protect the safety of the Personal Data.

To the extent permitted by relevant laws and regulations, we reserve the right to refuse unreasonable requests.

To the extent permitted by relevant laws and regulations, we reserve the right to charge a reasonable fee for the costs of processing any request.

[Last update: Aug 2026]

個人資料收集聲明

商貿易服務有限公司（下文簡稱「**商貿易**」或「**我們**」）重視 閣下的個人資料私隱。本聲明（下文簡稱「**聲明**」）旨在根據香港法例第 486 章《個人資料（私隱）條例》規定而發出通知。

釋義

根據聲明，除非文義另有所指，以下詞彙具有以下涵義：

- 「服務」指根據與香港特別行政區政府的協議由商貿易提供的政府電子貿易服務。
- 「個人資料」指商貿易可能不時就登記及建立用戶賬戶或服務而收集或持有的資料。
- 「資料當事人」指使用服務的用戶。

收集及使用個人資料的目的

- 當資料當事人使用服務時，我們可能於提供服務的過程中收集及處理個人資料。
- 根據香港特別行政區政府與商貿易的協議，登記服務以處理貿易相關文件時須提供個人資料。倘資料當事人未有提供所需資料及詳情，我們可能無法提供完整的服務及進行相關活動。
- 我們有權根據聲明收集、保存、處理及使用資料當事人的個人資料。

就使用服務而言，我們可就以下一項或多項目的收集及使用個人資料：

- 處理服務申請；
- 提供服務；
- 聯絡資料當事人或其授權團體；
- 維護資料當事人的使用或交易記錄以評估及改良服務；
- 透過商貿易或其聯屬公司不時營銷服務；
- 發佈商貿易或其聯屬公司的刊物；
- 遵守任何適用法律、規則、法規、行為準則或指引；
- 進行法律程序，包括追討逾期款項；
- 商貿易及資料當事人明確協定的其他目的；
- 任何協助執法或調查的合法目的；及
- 與上述目的直接相關的任何其他輔助用途。

個人資料類型

商貿易可能不時收集或持有個人資料，用於註冊和建立用戶帳戶或為資料當事人提供服務：

- 聯絡人全名；
- 聯絡人公司名稱及／或職銜；
- 商業登記號碼；
- 聯絡地址及／或住址；
- 電郵地址；
- 電話號碼；
- 傳真號碼；
- 香港身分證號碼或旅遊證件號碼；及
- 與商貿易登錄功能相關的登錄和密碼詳細信息。

披露及轉移個人資料

商貿易持有關於資料當事人的個人資料將予以保密，但根據上文「收集及使用個人資料的目的」所述，商貿易可向以下團體或人士提供及披露（定義見《個人資料(私隱)條例》）個人資料：

- 香港特別行政區政府；
- 與商貿易的業務或服務有關的工作人員、代理、顧問、核數師、承辦商、金融機構或服務提供者；
- 任何商貿易聯屬公司；
- 就支持服務的營運或與服務有關的事宜，向商貿易提供行政、研究、分銷、數據處理、電腦、付款、債務追討或其他服務的代理、承辦商或第三方服務提供者；
- 任何執法或監管機構；及
- 對商貿易及其附屬公司（包括會計師、法律顧問及其他顧問）的任何成員負有保密責任的人。

我們僅會向上述一個或多個團體或人士轉移或披露個人資料，在未取得資料當事人的明確同意下，我們將不會披露或轉移個人資料予其他上述未有提及之團體或人士。

保留個人資料

所有個人資料將在上述目的期限內及在適用法律要求的範圍內保留。

資料當事人對其個人資料的權利

資料當事人如使用服務，即表示確認我們可按聲明收集及使用其個人資料。如果資料當事人不同意我們按聲明使用他／她的個人資料，請勿使用服務。

根據《個人資料（私隱）條例》，資料當事人有權：

- 檢查我們是否持有他／她的個人資料及查閱該等資料；
- 要求我們更正不準確的資料；及
- 查明我們有關個人資料的政策及做法，以及我們所持有的個人資料的類型。

（下稱「**要求**」）

若 閣下希望行使上述任何一種權利及／或提出問題或投訴，請來函以下地址：

香港
黃竹坑香葉道 36 號
大新金融廣場 22 樓
商貿易服務有限公司
個人資料私隱主任

於存取、更新、修正及／或刪除 閣下的個人資料時，我們可能要求資料當事人核實其身分以保障個人資料安全。

在相關法律及法規允許的情況下，我們保留拒絕不合理要求的權利。

在相關法律及法規允許的情況下，我們保留就處理任何要求的成本收取合理費用的權利。

[更新日期：二零二六年八月]