

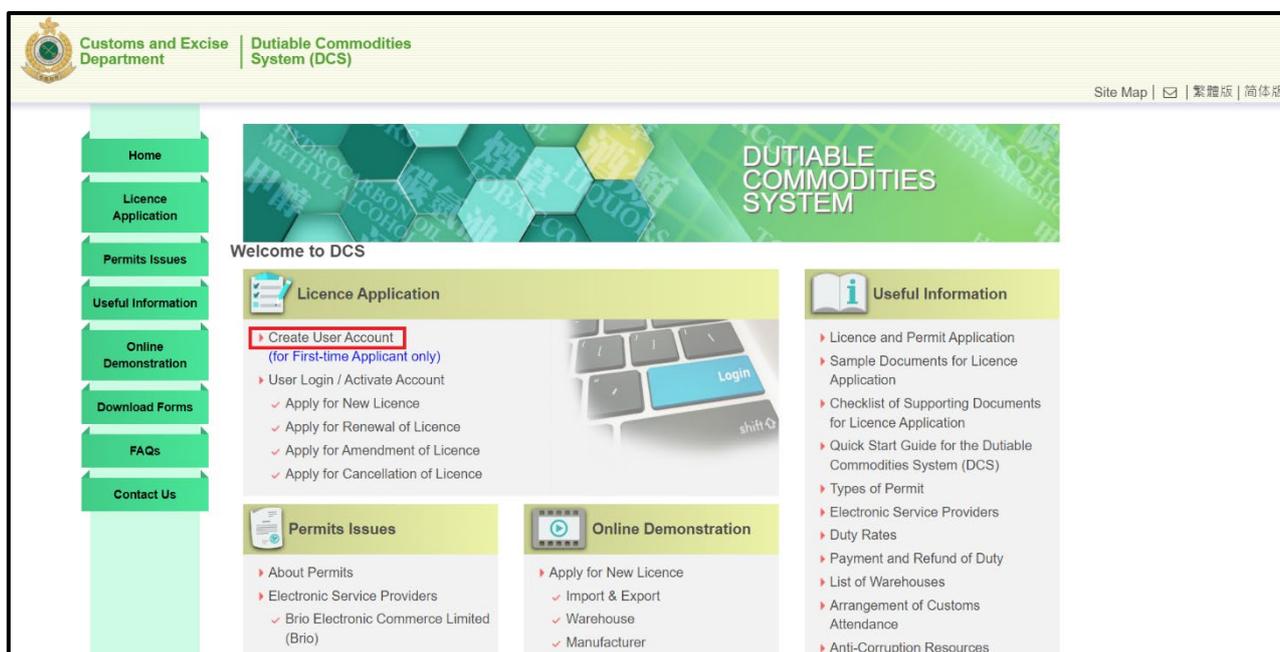
# Quick Start Guide for the Dutiable Commodities System (DCS)

## 1. Prepare Your E-Certificate and Supporting Documents/Information

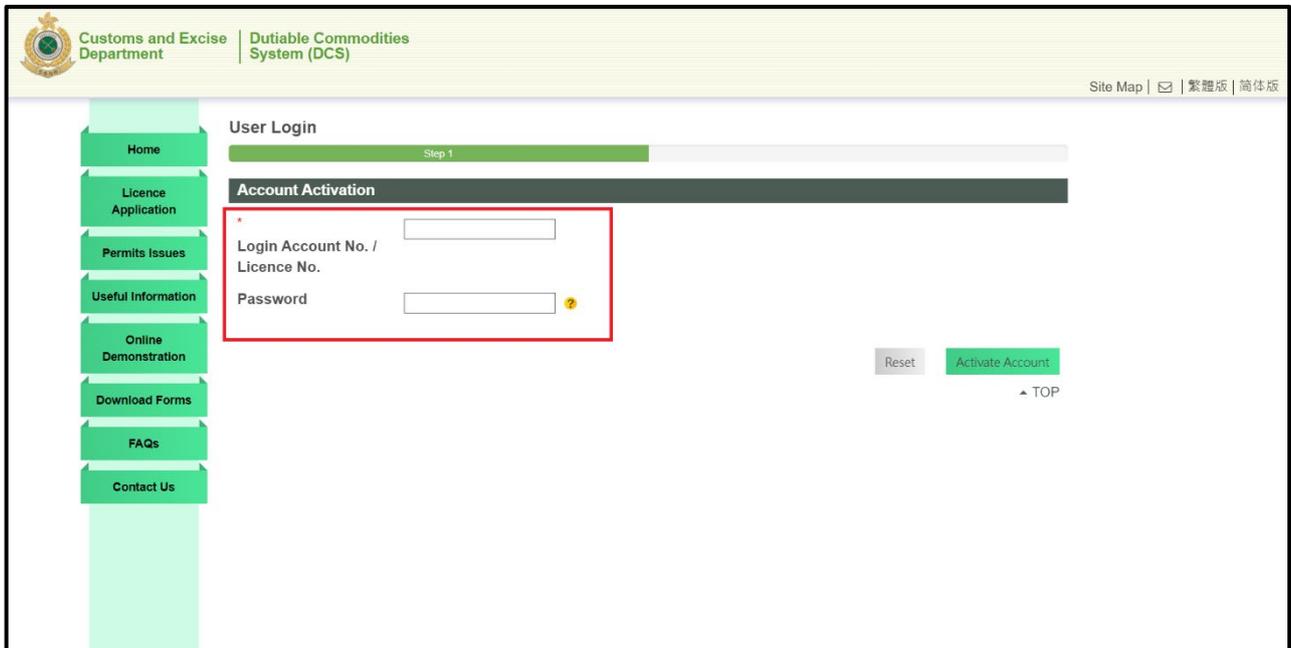
- A user has to use a [digital certificate \(Organisational\)](#) issued by the Recognized Certification Authorities in Hong Kong for signing a Dutiable Commodities Licence application in DCS.
- Please [click here](#) for more information about the details of supporting documents/information.

## 2. Create User Account (for First-time Applicant only)

- The user can create a user account via the website of DCS at <https://www.dcs.customs.gov.hk/en.html> (as shown below).

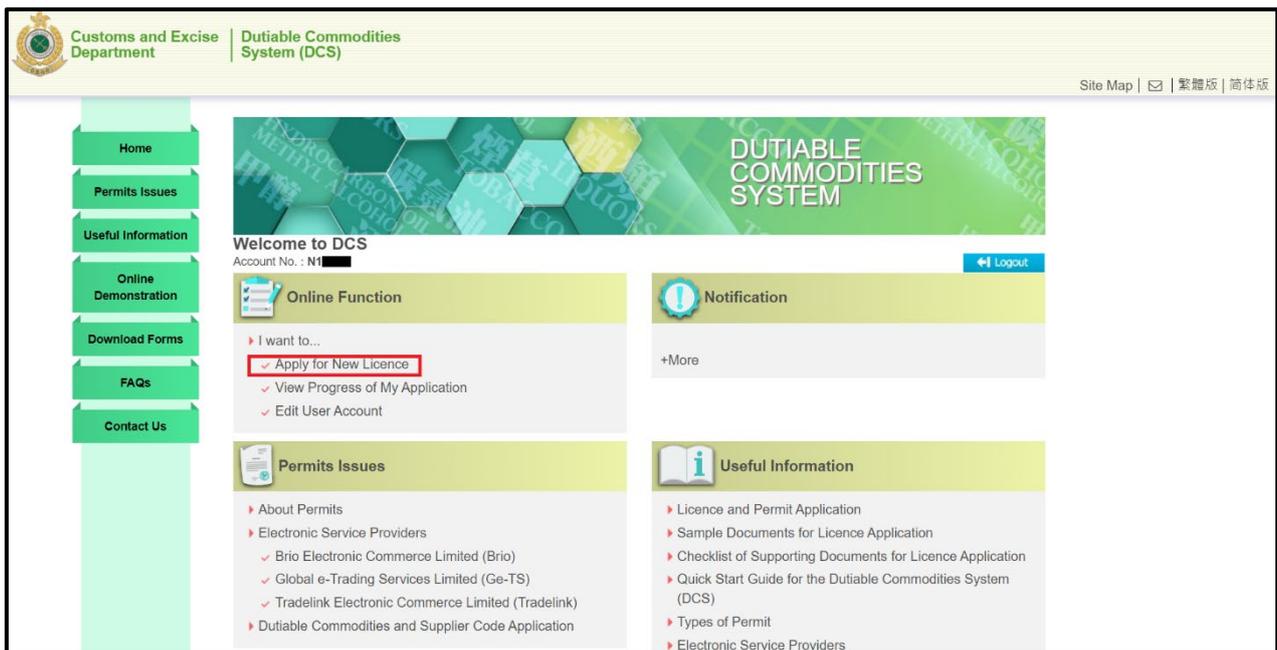


- The user has to input applicant's information, set up password and upload supporting documents.
- After signing by the digital certificate, the user will receive a computer generated email in an hour. The user is required to complete account activation via the link and account login ID provided in the email (as shown below).



### 3. User Login

- Upon account activation, the user can log on DCS for applying for a new licence (as shown below).



#### 4. New Licence Application

- The user has to accept terms and conditions for the purpose of licence application.
- The user has to choose the licence type and dutiable commodity/commodities in business (as shown below).

Customs and Excise Department | Dutiable Commodities System (DCS)

Site Map | 繁體版 | 簡體版

### New Licence Application

Step 2

#### Input Application Information

##### Section One Type of Licence Applied

\* Licence Type

\* Dutiable Commodities in Business  Liquor  Tobacco  Hydrocarbon Oil  Methyl Alcohol

##### Section Two Company Information

\* Business Registration No.  -

\* Company Status

\* Company Name (English)  (Chinese)

\* Telephone No.  Fax No.

\* Correspondence Phone No.

Contact Person(English)<sup>1</sup>  Contact Person(Chinese)<sup>1</sup>

- The user has to input company information and particulars of responsible personnel(s). Upon completion, the user has to upload supporting document(s) followed by signing e-certificate.
- After receiving the application, the Licence and Permit Division will contact the user for further follow-up at a later stage.

For further enquiries, please email to [lpd\\_enquiries@customs.gov.hk](mailto:lpd_enquiries@customs.gov.hk) or contact the Licence and Permit Division of Customs and Excise Department at 3759 2398.

(Version July 2024)