Quick Start Guide for the Dutiable Commodities System (DCS)

- 1. <u>Prepare Your E-Certificate and Supporting Documents/Information</u>
- A user has to use a <u>digital certificate (Organisational)</u> issued by the Recognized Certification Authorities in Hong Kong for signing a Dutiable Commodities Licence application in DCS.
- Please <u>click here</u> 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).

Customs and Excis Department	e Dutiable Commodities System (DCS)	Site Map ☑ 繁體版 简体版
Home	User Login	
Licence Application	Account Activation	
Permits Issues	Login Account No. /	
Useful Information	Password	
Online Demonstration	Reset Activate Account	
Download Forms	▲ TOP	
FAQs		
Contact Us		

3. User Login

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

١	Customs and Excise Department	Dutiable Commodities System (DCS)		Site Map 🖸 繁體版 简体版
	Home Permits Issues Useful Information Online Demonstration	Welcome to DCS Account No.: N1	DUTIABLE COMMODITIES SYSTEM	
	Download Forms FAQs Contact Us	 I want to Apply for New Licence View Progress of My Application Edit User Account 	+More	
		Permits Issues About Permits Electronic Service Providers Brio Electronic Commerce Limited (Brio) Global e-Trading Services Limited (Ge-TS) Tradelink Electronic Commerce Limited (Tradelink) Dutiable Commodities and Supplier Code Application	Useful Information Licence and Permit Application Sample Documents for Licence Application Checklist of Supporting Documents for Licence Application Quick Start Guide for the Dutiable Commodities System (DCS) Types of Permit Electronic Service Providers	

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 Exc Department	cise Dutiable Commodities System (DCS)	Site Map ☑ 繁體版 简体版
Home	New Licence Application	
Permits Issues	Input Application Information	
Useful Information	Section One Type of Licence Applied	
Online Demonstration	Licence Type Please select Dutiable Commodities in Business Liquor Tobacco Hydrocarbon Oll Methyl Alcohol	
Download Forms	Section Two Company Information	
FAQs	* Business Registration No.	
Contact Us	*Company Status Please select	
	*Company Name (English) (Chinese)	
	* Telephone No. Fax No.	
	* Correspondence Phone No.	
	Contact Person(English) ¹ Contact Person(Chinese) ¹	

- 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 ecertificate.
- After receiving the application, the Licence and Permit Divison will contact the user for further follow-up at a later stage.

For further enquiries, please email to lpd_enquiries@customs.gov.hk or contact the Licence and Permit Division of Customs and Excise Department at 3759 2398.

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