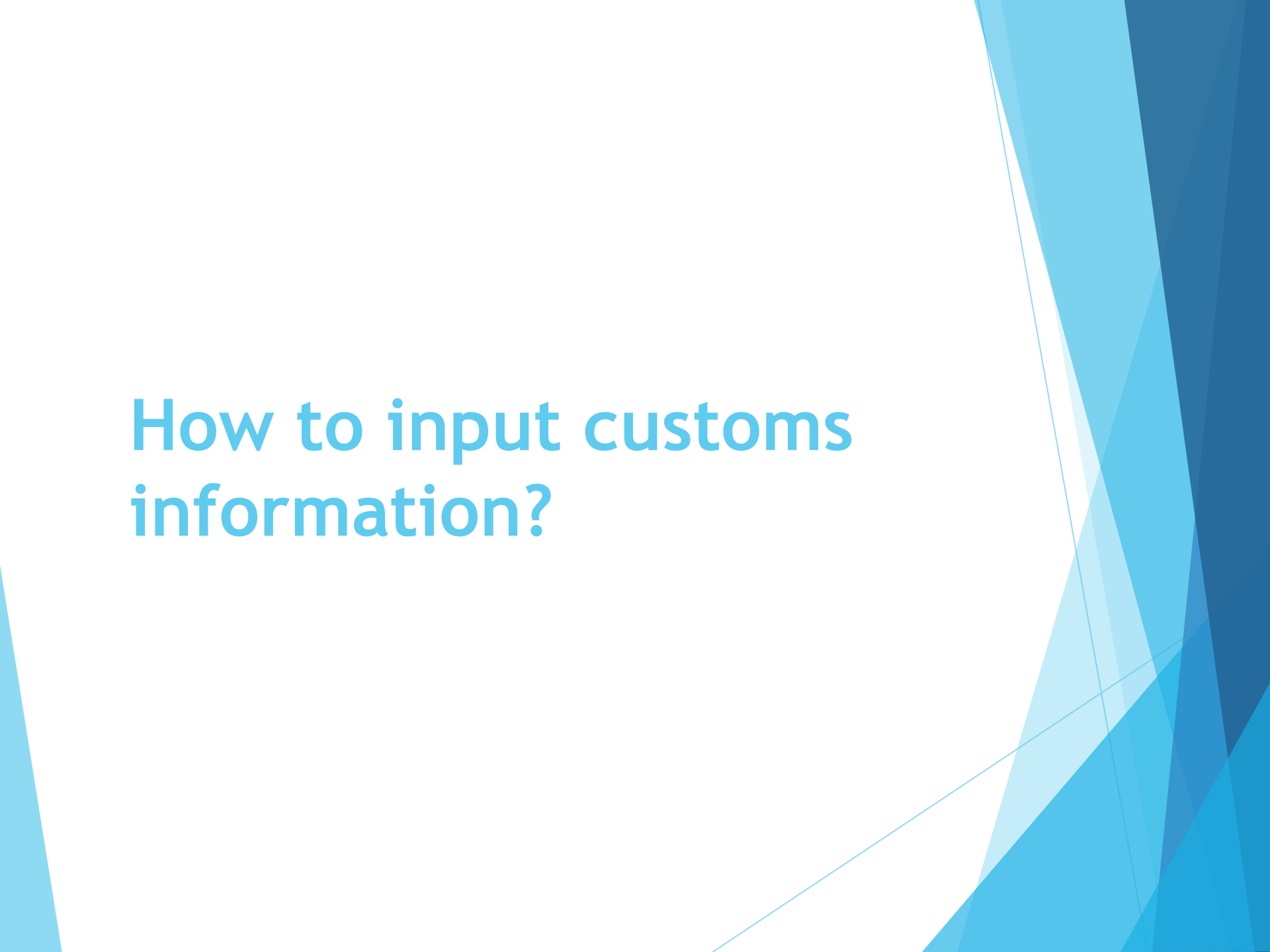


# Easy PreCustoms Self-service Station

## Function 2 : Input Customs Information

Having filled-in the handwritten posting form for the relevant mail item, customer can input the customs information via this self-service station.

The background features abstract, overlapping geometric shapes in various shades of blue, ranging from light sky blue to deep navy blue. These shapes are primarily located on the right side of the frame, creating a modern, dynamic feel. The text is positioned on the left side of the white background.

**How to input customs  
information?**



輕鬆自助提供電子報關資料  
轻松自助提供电子报关资料  
A simple way to provide  
e-Customs information

繁體中文

简体中文

ENGLISH

Select language on the main page.

註： 本自助平台只適用於特快專遞急件、空郵及平郵包裹

注： 本自助平台只适用于特快专递急件、空邮及平邮包裹

Note: This self-help station is applicable to Speedpost items, Air and Surface Parcels only.



## Terms and Conditions

### Hongkong Post "Easy PreCustoms" Self-service Station Terms and Conditions

Before using the Service, please carefully read the Terms and Conditions, the Privacy Statement and the Disclaimer, which constitute an Agreement between you and the Government of the Hong Kong as represented by the Postmaster General ("HKP"). When you confirm that "I read and agree the Terms and Conditions of this platform", you have read and fully understood this Agreement and agree to observe and be bound by the same.

#### 1. USING THE SERVICE

On using the Service, you represent, undertake and warrant that:

1.1 you have submitted true and accurate personal, delivery and customs information to HKP;

1.2 your personal, delivery and customs information provided shall be the same as that indicated on the posting label affixed on the mail item.

1.3 you shall take full responsibility for any actions undertaken after provision of your personal, delivery and customs information.

#### 2. THE SERVICE AND YOUR CELLULAR PHONE /COMPUTER SYSTEM

2.1 You shall at your own costs and expenses ensure that your Cellular phone/Computer system is compatible with the Service of HKP. HKP will not

Please click "Accept" for accepting the relevant Terms and Conditions

After reading the terms and conditions, scroll the window to the bottom and then click Accept.

Home

Accept

## Please select postal service



Air Parcel



Surface Parcel



Air  
Registered  
Packet



Surface  
Registered  
Packet



Air  
Ordinary  
Packet



Surface  
Ordinary  
Packet

Select a postal service



# Easy PreCustoms




領取投寄標籤  
Collect the posting label




## Print posting labels only

(Applicable to the mail items with posting and customs information provided on the "Easy PreCustoms" online platform or mobile application. Simply scan the QR code\* acquired from "Easy PreCustoms" will do.)



## Input customs information

(Applicable to mail items with handwritten posting form being filled)



## Prepare and print new posting labels

Select "Input customs information".

Home

## Input item number

Please scan or input the item number on the handwritten posting form



CP 935 417 193 HK

PLEASE WRITE OR PRINT FIRMLY

PLEASE ADVISE: Name and address of sender  
Chea Tai Mui  
3/F, Sun Building  
Mandarin HK

PLEASE ADVISE: Name and address of addressee  
Happy Town  
240 Murray St.  
Tully, Cairns, Australia

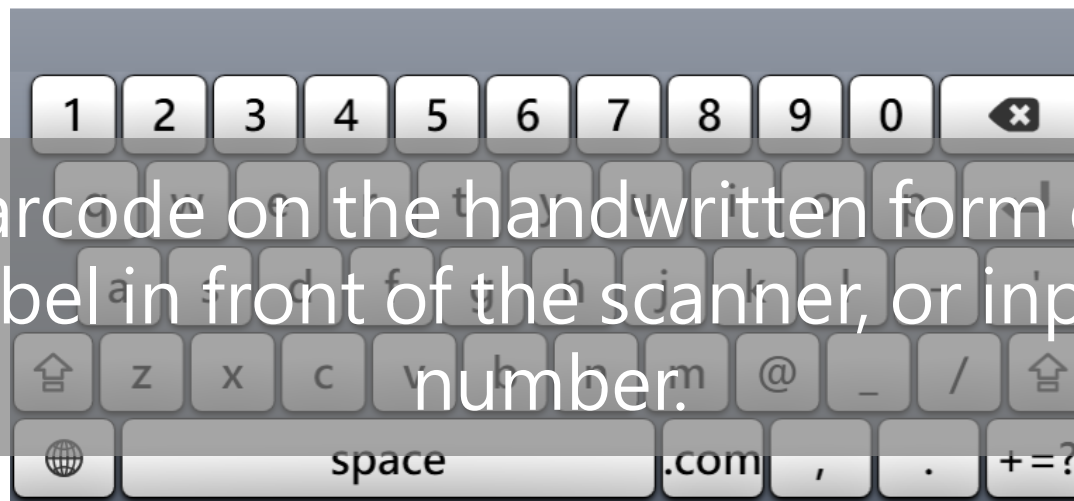
ITEMS

DESCRIPTION	QUANTITY	UNIT	WEIGHT	VOLUME
Green men shirt x 2	2	kg	300	
		kg	400	

Specimen 樣本

Back

Next



Put the barcode on the handwritten form or the mail barcode label in front of the scanner, or input the item number.





## Sender Information

1. Sender Name: \*

2. Address: \*

3. Country/Region: Hong Kong SAR

4. Phone No.:

5. Email Address:

\*Required Field

1. Please provide valid sender address in the case that the undeliverable item will be returned to the sender.
2. Please provide valid telephone number and the Email address both of which will be used for verification of sender's identity in retrieving the record.

Back

Next

Input sender information.





## Recipient Information

6. Recipient Name: \*

7. Address: \*

8. City: \*

9. Destination: \*

10. Zip Code: \*

11. Telephone No.:

12. Email Address:

\*Required Field

Back

Next

Input recipient information.





## Insurance Information

Subscribe Insurance  
Service

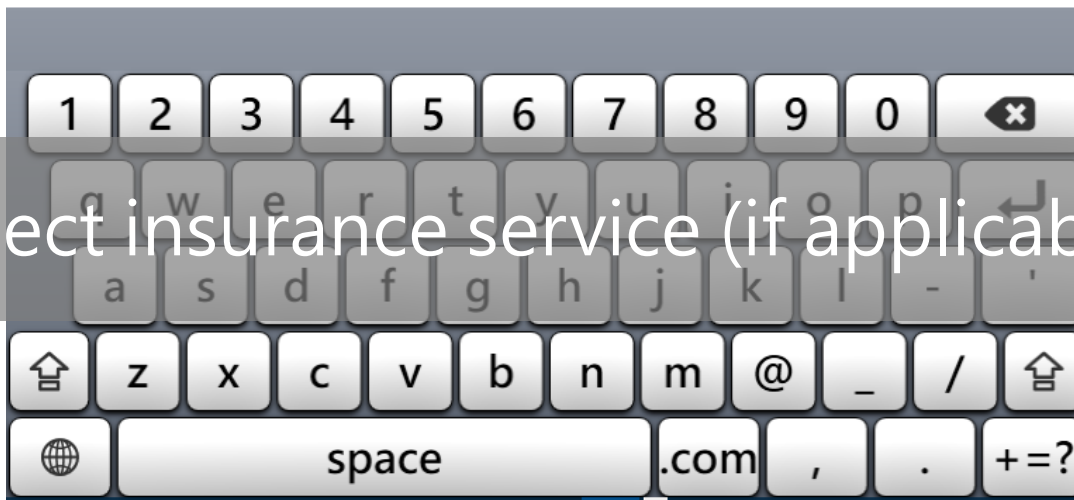
Yes  No

Insured Amount (HKD)

Back

Next

Select insurance service (if applicable).





## Item Category

Documents

Gift

Sales of goods

Commercial sample

Returned goods

Select item category.

Back

## Content Details

Category of item : **Gift**

Content Details	Quantity	Weight (KG)	Value (HKD)
<input type="checkbox"/> Skincare product Additional Info.			
<input type="checkbox"/> Toy Additional Info.			
<input type="checkbox"/> Clothes Additional Info.			
<input type="checkbox"/> Shoes Additional Info.			
<input type="checkbox"/> Stationery Additional Info.			
<input type="checkbox"/> Accessories Additional Info.			
<input type="checkbox"/> Health care product Additional Info.			
<input checked="" type="checkbox"/> BOOK	2	1	100

Back

Next



## Sender's instructions

Sender's instructions in case of non-delivery. \*

Return this parcel to the sender by the most appropriate means (air mail or surface mail). The sender shall pay for the

(1) charges incurred in returning the parcel (the charges will be collected by Hongkong Post on behalf of the destination postal administration)#

(2) Treat this parcel as abandoned

#The postal administration at the destination shall arrange for the return of the parcel by the most appropriate means in use, either by air or by surface.

\*Required Field

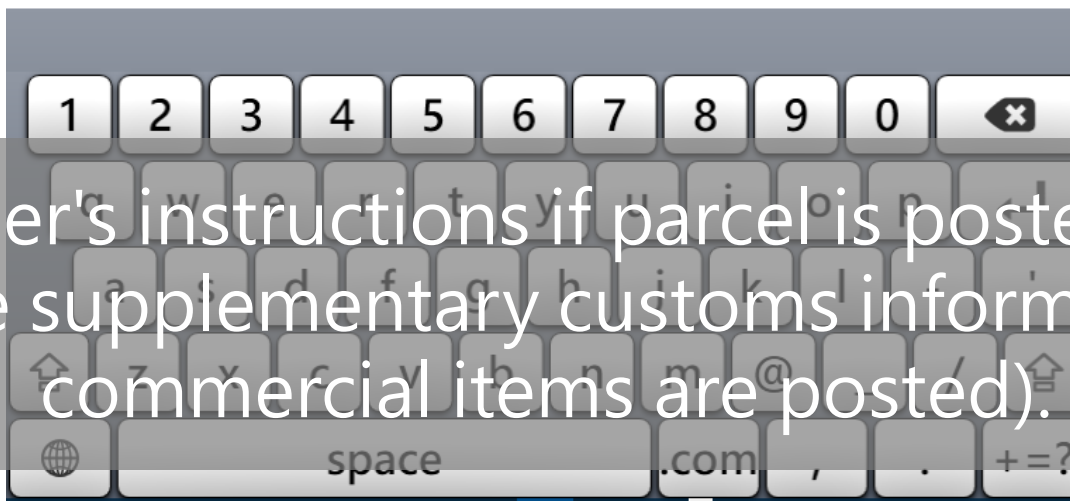
Supplementary information for customs declaration forms (commercial items only)?

YES  NO

Back

Next

Select sender's instructions if parcel is posted, and then provide supplementary customs information (if commercial items are posted).





## Supplementary customs information

(Page 1, Total 2 Pages)

Sender's Customs Reference

Importer's Reference (If known)   
(tax code / VAT No./ importer code - optional)

Importer's Telephone Number (If known)

Importer's Fax Number (If known)

Importer's Email Address (If known)

Back

More



## Supplementary customs information

(Page 2, Total 2 Pages)

Comments   
(e.g.: goods subject to quarantine, sanitary / phytosanitary inspection or other restrictions)

Licence

Certificate

Invoice #   
(An invoice should be attached to each commercial item)

Back

Next



Provide supplementary customs information (if applicable).



## Information Entered

Name and address of sender

[Edit](#)

Chan Tai Man  
Rm 301, 3/F, Ho Fat Building, 231 Castle  
Peak Road, Cheung Sha Wan  
Hong Kong SAR

Telephone number : 22222222

Name and address of addressee

[Edit](#)

Noah O De Boos  
96 Cunningham Street  
MEANDARRA  
4422  
Destination : Australia (WA)  
Telephone number :  
E-Mail :

Category of item : Gift

[Edit](#)

	Detailed description of contents	Net Weight	Value	Quantity	HS tariff number	Country of origin of goods
1	BOOK	1.000	HKD 100.00	2		
Total weight 1.000 kg			Total value HKD 100.00			

Sender's instructions in case of non-delivery

[Edit](#)

Return this parcel to the sender by the most appropriate means (air mail or surface mail).  
The sender shall pay for the charges incurred in returning the parcel (the charges will be

Supplementary customs information

[Edit](#)

Sender's Customs Reference :

AD88766134  
Importer's reference (tax code/VAT No./importer code):  
1124112  
Importer's telephone/fax/e-mail :  
Company  
Licence No (s) :

After checking the entered information, click Submit to complete the data entry procedure.

[Back](#)[Submit](#)





Customs information submitted  
successfully.  
Please post the mail item at the  
service counter.

The mail item can be posted at the counter after the handwritten posting form or mail barcode label is being affixed properly.

**Complete and Exit(6)**

End