

**Pharmaceuticals Licence Application  
and  
Movement Monitoring System  
(PLAMMS)**

**USER GUIDE FOR PUBLIC**

Version: 2.12

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## 1. DEFINITIONS AND CONVENTIONS

### 1.1 DEFINITIONS

<b>Import</b>	It means to bring, or cause to be brought, into Hong Kong any article.
<b>Export</b>	It means to take, or cause to be taken, out of Hong Kong any article.
<b>Batch Number</b>	A defined quantity of pharmaceutical products processed in a single process or series of processes so that the products are expected to homogenous.

### 1.2 CONVENTIONS

The following acronyms are used in the text of this Guide:

<b>DHDO</b>	Drug Office – Department of Health
<b>PLAMMS</b>	Pharmaceuticals Licence Application and Movement Monitoring System
<b>HS code</b>	Harmonized system code
<b>HK Ref no</b>	Hong Kong reference no
<b>F.O.B</b>	Freight On Board
<b>C.I.F</b>	Cost Insurance and Freight
<b>UPP</b>	Unregistered Pharmaceutical Product



## **2. INTRODUCTION**

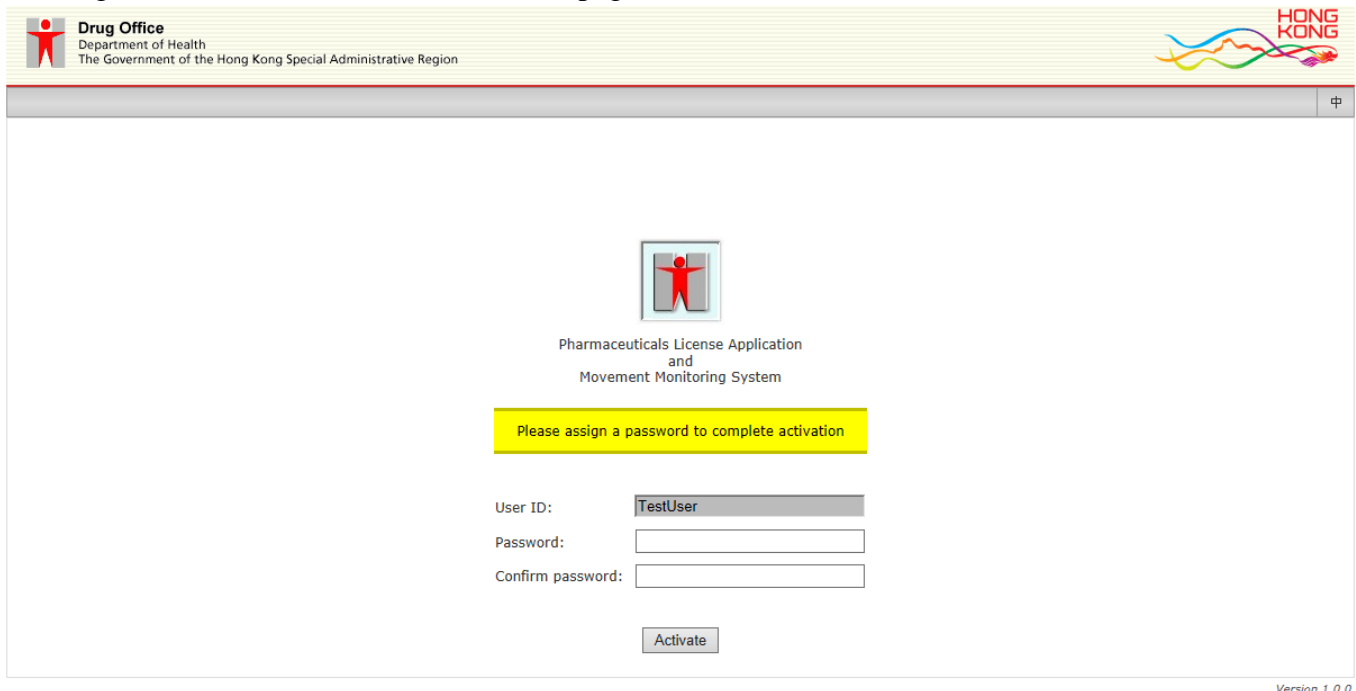
The Pharmaceuticals Licence Application and Movement Monitoring System (PLAMMS) enables licensee or certificate holder to access the Internet access efficiently and reliably for their daily operational and business needs. The PLAMMS are so designed to facilities the unregistered drug enlisting before applying the import and export licence. This document provides guidelines on the steps that users will involve when using the unregistered drug enlisting in the PLAMMS.

### 3. CREATE AND ACTIVATE A NEW USER ACCOUNT

1. Please refer "[Create user account](#)" to create new user account
2. Activation email will send to the new user's email account. Following is the email sample:

Dear Sir/Madam,  
 Your request for account creation is received. The requested account has been created at 13-Jan-2014 17:12:03.  
 Please click below link to activate the account within 24 hours  
 User id: TestUser  
 Activation link: [https://www.drugoffice.gov.hk/PlammsInterWeb/jsp/initActivation.jsp?act\\_code=r8yvSO8qAVUrmfgwgRaB3w%3D%3D&user\\_id=TestUser](https://www.drugoffice.gov.hk/PlammsInterWeb/jsp/initActivation.jsp?act_code=r8yvSO8qAVUrmfgwgRaB3w%3D%3D&user_id=TestUser)  
 Regards,  
 PLAMMS

3. New user shall click the activation link within 24 hours.
4. Page will be redirected to the activation page.



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Movement Monitoring System

Please assign a password to complete activation

User ID:

Password:

Confirm password:

Activate

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5. Input Password
6. Input Confirm password
7. Click "Activate" button

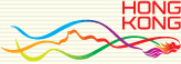
Validation Rules for Password:

Validation	Warning Messages
Missing password	Please input password.
Missing confirm password	Please confirm password.
Password is less than 8	Minimum password length is 8.


Violate password Policy	<p>Violate password policy</p> <p>New password should contains all of below</p> <ol style="list-style-type: none"> <li>1. Uppercase character (A-Z)</li> <li>2. Lowercase character (a-z)</li> <li>3. Digit (0-9)</li> <li>4. Non-alphanumeric character (!@#\$%^&amp;*()-_+={}[] &lt;&gt;?~:;,.)</li> <li>5. No space</li> </ol>
New password should not contain user id	Password should not contain user id
Password is the same as latest 10 password (If the account is re-activate)	Password was recently used (10 times) and is not valid for reuse.
Password and confirm password do not match	Password and confirm password do not match.

Login page will be shown if passed the validation.


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Account activated, please login.

☒ Password Login
 ☐ E-cert Login

User ID:

Password:

[Download user manual](#)

Version 1.0.0

## 4. REACTIVATE USER ACCOUNT

1. Follow the steps of “[Create user account](#)” at “User Guide - Supervisor”
2. Reactivation email will send to the user’s email account. Below shows the email sample:

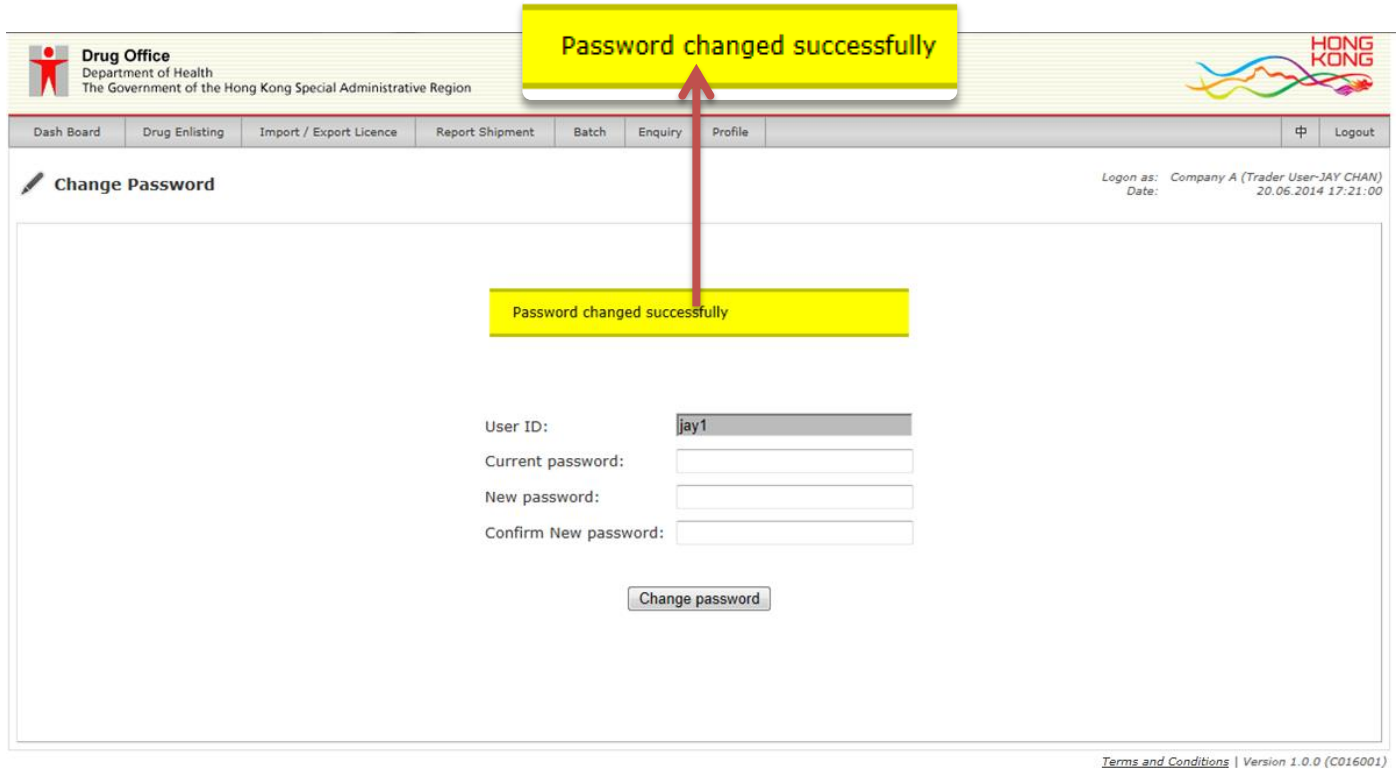
Dear Sir/Madam,  
 Your account is reset at 13-Jan-2014 17:18:31.  
 Please click below link to re-activate the account within 24 hours  
 User id: TestUser  
 Activation link: [https://www.drugoffice.gov.hk/PlammsInterWeb/jsp/initActivation.jsp?act\\_code=3HAY690ai9FBIRK5hl4sVw%3D%3D&user\\_id=TestUser](https://www.drugoffice.gov.hk/PlammsInterWeb/jsp/initActivation.jsp?act_code=3HAY690ai9FBIRK5hl4sVw%3D%3D&user_id=TestUser)  
 Regards,  
 PLAMMS

3. Click the activation link within 24 hours.
4. Follow the steps 4 - 7 of “Create and activate a new user account” to assign a new password.

Validation Rules for New Password:

Validation	Warning Messages
Missing current password	Please input current password.
Missing new password	Please input new password.
Missing confirm new password	Please confirm new password.
New password and confirm new password not match	New password and confirm new password do not match.
Current password is not correct	Invalid information, please verify that the user ID and the current password are correct.
Password is less than 8	Minimum password length is 8
Violate password Policy	Violate password policy Password should contains all of bellows 1. Uppercase character (A-Z) 2. Lowercase character (a-z) 3. Digit (0-9) 4. Non-alphanumeric character (!@#\$\$%^&*()-_+= { } []   < > ? : ; , . ) 5. No space
Password is the same as latest 10 password	Password was recently used (10 times) and is not valid for reuse.

If the validation has been passed, “Password changed successfully” will be shown.



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Dash Board Drug Enlisting Import / Export Licence Report Shipment Batch Enquiry Profile 中 Logout

**Change Password** Logon as: Company A (Trader User-JAY CHAN)  
Date: 20.06.2014 17:21:00

**Password changed successfully**

**Password changed successfully**

User ID: jay1

Current password:

New password:

Confirm New password:

Change password

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## 5. USER GUIDE

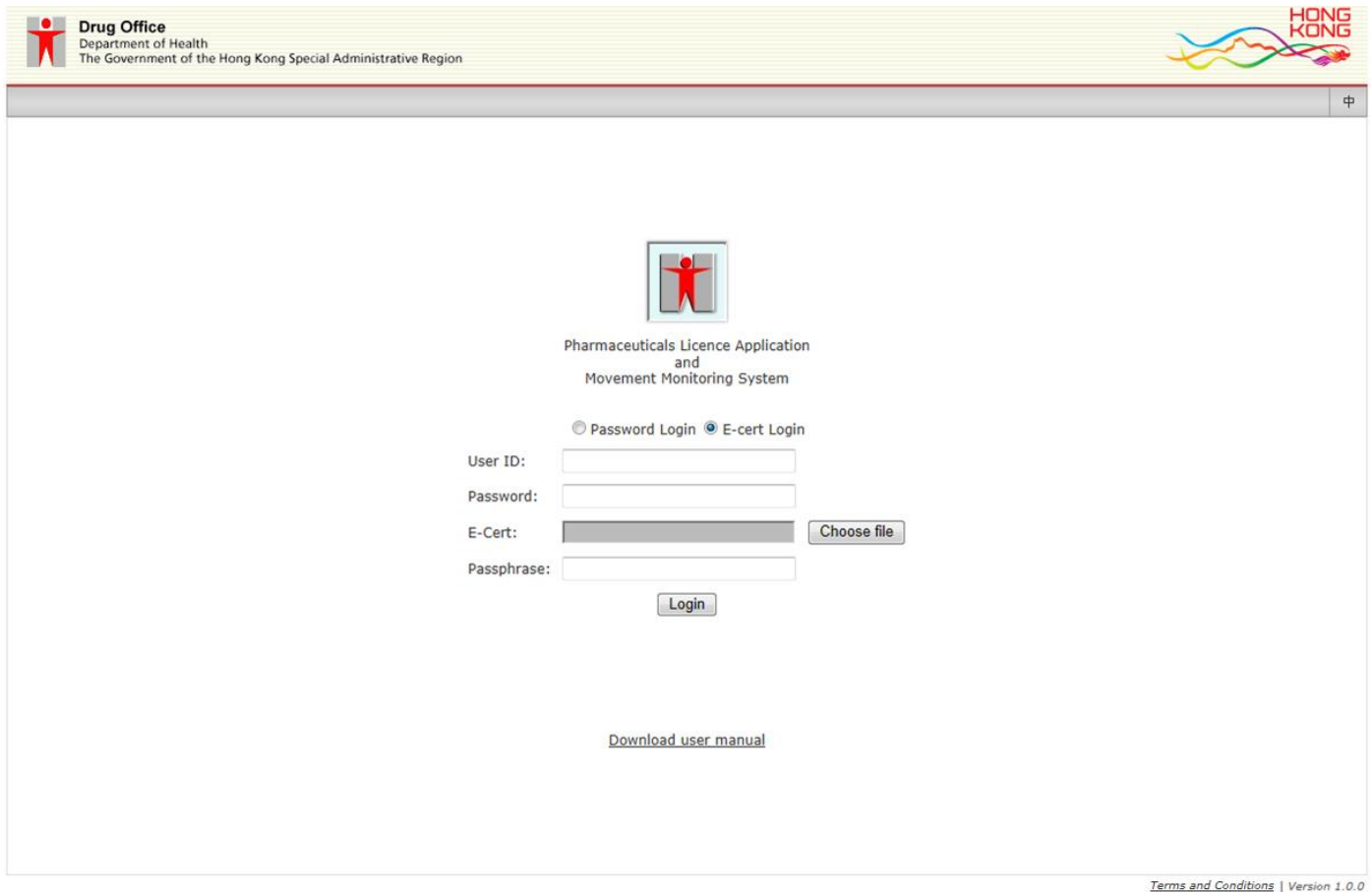
### 5.1 LOGIN AND DASH BOARD

1. Enter PLAMMS via Drug Office website ([www.drugoffice.gov.hk](http://www.drugoffice.gov.hk)) → Pharmaceutical Trade → Login - Pharmaceuticals License Application and Movement Monitoring System (PLAMMS)

The screenshot shows the Drug Office website interface. The top navigation bar includes links for Home, Safety Alerts and Products Recalls, Other Useful Information, About Us, Guidelines & Forms, Certificates / Licences / Specified Forms, ADR reporting, Related Links, Registered Pharmaceutical Products, Licensed Drug Dealers, Search Drug Dealers, Briefing Seminars, News Subscription, Login - Electronic Services, Login - PLAMMS (highlighted), Login - PRS 2.0, Pharmaceutical Manufacturers (English Only), Consumer Healthcare Providers, Letters issued by Registration Committee from 2015 on labelling, New regulatory Control of Products containing Vitamins and Glucosamine, PIC's, The Pharmacy and Poisons Board of Hong Kong, and PIC's GMP Requirements for Registration of Pharmaceutical Products.

The main content area features a large banner for the 'Code of Practice for Holder of Wholesale Dealer Licence' and a sidebar with links for Press Release, Frequently Asked Question, Search Drug Dealers, and Search Drug. Below the banner, there are sections for Safety Alert, Medicines Recall, and Newly Registered Medicines. A callout box points to the 'Login - PLAMMS' link in the sidebar, indicating it leads to the 'Pharmaceuticals Licence Application and Movement Monitoring System'.

2. Drug Office website will open a new window popup for PLAMMS Login page.
3. Select “E-cert Login”
4. Select the e-cert from file system
5. Input passphrase
6. Input password
7. Click “Login” button, page will redirect to “Dash Board” page



The screenshot shows the PLAMMS Login page. At the top left is the Drug Office logo with the text "Drug Office", "Department of Health", and "The Government of the Hong Kong Special Administrative Region". At the top right is the Hong Kong logo. The main content area has a central icon of a person with arms raised, followed by the title "Pharmaceuticals Licence Application and Movement Monitoring System". Below the title are two radio buttons: "Password Login" (unselected) and "E-cert Login" (selected). There are four input fields: "User ID:", "Password:", "E-Cert:", and "Passphrase:". The "E-Cert:" field has a "Choose file" button next to it. A "Login" button is positioned below the "Passphrase:" field. At the bottom center is a link "Download user manual". At the bottom right is the text "Terms and Conditions | Version 1.0.0".

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Pharmaceuticals Licence Application  
and  
Movement Monitoring System

☐ Password Login ☒ E-cert Login

User ID:

Password:

E-Cert:

Passphrase:

[Download user manual](#)


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## Validation Rules for User Account Login:

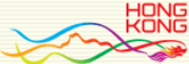
Validation	Warning messages
Trader supervisor account used password login	Trader supervisor should login via e-cert login
Missing user ID	Please input user ID
Missing password	Please input password
Missing ecert file	Please select ecert file
Missing passphrase	Please input passphrase
Fail to open p12 file	Fail to open p12 file
Passphrase/ ecert is not valid	Passphrase/ ecert is not valid
User ID or password incorrect	User ID/ password incorrect
User account is not activated	Account need activation, please check your registered email
User account is suspended	User account is suspended
User account is locked	User account is locked
Ecet is not issued by Hong Kong Post Office	Ecet is not issue by Hong Kong Post Office
Ecet email is not match	Ecet email is not match.
Ecet has been revoked	Ecet has been revoked
Ecet is not a valid Hong Kong Post Office Ecet (Organization)	Ecet is not a valid Hong Kong Post Office Ecet (Organizational)
Ecet's BR number is not match	Ecet br. number not match
Ecet is not yet valid	Ecet is not yet valid
Ecet has been expired	Ecet has been expired
Login session expired	Login session expired, please login again




**\*Remark: PLAMMS has a fine grain password policy implemented and require password change every 90 days.**



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[中](#) [Logout](#)



Pharmaceuticals License Application  
and  
Movement Monitoring System

Password expired, please change the password now.

User ID:

Current password:

New password:

Confirm New password:


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#### Validation Rules for New Password:


Validation	Warning messages
Missing current password.	Please input current password.
Current password and user ID not match	Invalid information; please verify that the user ID and the current password are correct.
Missing new password	Please input new password.
Missing confirm new password	Please confirm new password.
Password is less than 8	Minimum password length is 8.
New password and confirm new password do not match	New password and confirm new password do not match.
New password should not contain user id	Password should not contain user id

Violate password Policy	<p>Violate password policy</p> <p>New password should contains all of below</p> <ol style="list-style-type: none"> <li>1. Uppercase character (A-Z)</li> <li>2. Lowercase character (a-z)</li> <li>3. Digit (0-9)</li> <li>4. Non-alphanumeric character (!@#\$%^&amp;*()-_+={}[] &lt;&gt;?~:;,.)</li> <li>5. No space</li> </ol>
Password is the same as latest 10 password	Password was recently used (10 times) and is not valid for reuse.

Login page will be redirected for user to login again. User shall use the new password to login.


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Pharmaceuticals License Application  
and  
Movement Monitoring System

Password changed successfully, please login again.

☒ Password Login
 ☐ E-cert Login

User ID:

Password:

[Download user manual](#)

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## 5.1.1 Dash Board (Page ID: C000001)

DASH BOARD is a summary of status. User could click on the result to navigate the details.

**Drug Office**  
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The Government of the Hong Kong Special Administrative Region

Logon as: Company A (Trader Supervisor - User One)  
Date: 23.06.2014 10:54:30

Outstanding task	Trader			DHDO		
	Draft	DH replied	Follow up (DH replied)	Completed	Pending	Approved
Drug enlisting (Unregistered drug)	10	0	0	5	18	28
Import licence	4	--	--	1	5	6
Export licence	2	--	--	1	--	3
Export period extension	1	0	0	1	0	0
Disposal	0	0	0	1	1	0

Report shipment		Outstanding	Draft	Completed	Approved
Report actual imported shipment		0	0	2	2

**Result Status**

Reminders System alerts

Page 1 / 1

Date	Type	Message
17.06.2014	Drug enlist	UR00000096 was approved by DH.
14.05.2014	Drug enlist	UR00000047 was approved by DH.

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Status name	Status description
<b>Draft</b>	Applications are open for edit and delete.
<b>DH replied</b>	Applications are replied by DHDO, trader need to follow DH officer's instruction before re-submit them.
<b>Follow up(DH replied)</b>	Follow up application are replied by DHDO
<b>Completed</b>	Applications are completed by normal users / supervisors, forms are ready to submit.
<b>Pending</b>	Applications are pending of process in DHDO
<b>Rejected</b>	Applications are rejected by DHDO
<b>Approved</b>	Applications are approved by DHDO

## 5.2 DRUG ENLISTING

### 5.2.1 Drug Search (Page ID: C002001)

User can select menu “Drug Enlist” → “Drug Search”

1. Select Prepared by; or
2. Input Drug name (support partial match); or
3. Select Licence required; or
4. Input HS code (support wildcard search by input % for full list or any 3 consecutive characters); or
5. Select Status; or
6. Select First enlistment date range (all enlisted applications will be shown within this period); and
7. Click “Search” button, result will be displayed in the result pane.

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Dash Board Drug Enlisting Import / Export Licence Report Shipment Batch Enquiry Profile 中 Logout

Logon as: Company A (Trader Supervisor - User One)  
Date: 23.06.2014 10:54:30

**Drug Search - Unregistered**

Prepared by: [Dropdown]  
Drug name: [Text Field]  
Licence required: [Dropdown]  
HS code (for TDEC reference only): [Text Field]  
Status: ☒ All ☐ Draft ☐ DH replied ☐ Follow up (DH replied) ☐ Completed ☐ DH Pending ☐ Approved ☐ Rejected  
☐ Delisted ☐ Suspended  
First enlisting date (dd.mm.yyyy): [Text Field] to [Text Field] [Clear date field]

**1 - 6**

**7**

**Search**

**Click link to view / edit the application form**

Page 1 / 7

Drug name	Licence required	Temp ID	First enlisting date (dd.mm.yyyy)	Prepared by	Status	Status update date (dd.mm.yyyy)	Action
<a href="#">ANGUS TEST LEDGER</a>	ASP+IE Cert	UR00028685	20.11.2013	Trader Supervisor - User One	Approved	20.11.2013	<a href="#">Delist</a>
<a href="#">ANGUS TESTING LEGDER</a>	AP	UR00028045	10.10.2013	Trader Supervisor - User One	Approved	10.10.2013	<a href="#">Delist</a>
<a href="#">TESTING DRUG</a>	AP	UR00028025		Trader Supervisor - User One	Completed	11.02.2014	<a href="#">Reopen</a>
<a href="#">KEITHTESTING2014</a>	AP	UR00027985	28.02.2014	Trader Supervisor - User Two	Approved	28.02.2014	<a href="#">Delist</a>
<a href="#">ANGUS TEST DOWNLOAD</a>	IE Cert	UR00027945		Trader Supervisor - User One	Draft	14.04.2014	<a href="#">Delete</a>
<a href="#">N/A</a>	AP	UR00027931		Trader Supervisor - User Two	Draft	10.12.2013	<a href="#">Delete</a>
<a href="#">TEST DRUG NAME5</a>	AP	UR00027930	04.12.2013	Trader Supervisor - User One	Approved	04.12.2013	<a href="#">Delist</a>
<a href="#">NEW TEST DRUG</a>	AP	UR00027929	03.12.2013	Trader Supervisor - User One	Approved	03.12.2013	<a href="#">Delist</a>
<a href="#">TEST DRUG NAME3</a>	AP	UR00027928	03.12.2013	Trader User-JAY CHAN	Approved	03.12.2013	<a href="#">Delist</a>
<a href="#">TEST DRUG NAME2</a>	AP	UR00027927		Trader User-JAY CHAN	Pending DH	03.12.2013	

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## 5.2.2 Create, Preview and Submit Drug Enlist Application (Page ID: C002002)

1. select menu “Drug Enlist” → “Drug Enlist Application”
2. Fill-in the Drug name; and
3. Select HS Code (Input % for full list or any 3 consecutive characters for wildcard search); and
4. Select Dosage form; and
5. Provide Pack size (Unit/Quantity unit); and
6. Fill-in Manufacturer; and
7. Select Country of origin; and
8. Fill-in at least one registered active ingredient (Input % for full list or any 3 consecutive characters for wildcard search) or other active ingredient; and
9. Select Licence obtained to handle the above drug; and
10. Tick the checkbox of “Declaration” for the term’s agreement.

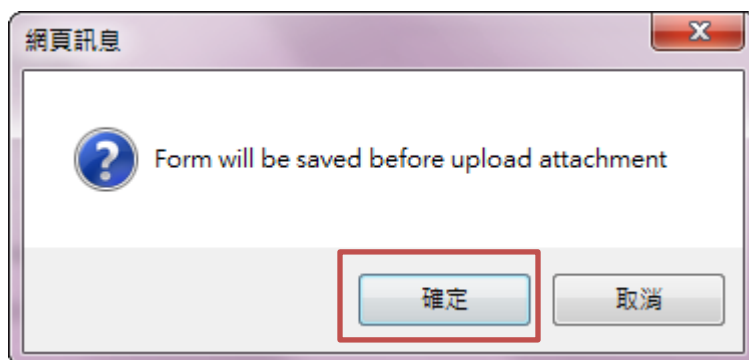
The screenshot shows the 'Drug Enlist Application (Unregistered drug) - Create' form. The form is divided into several sections with numbered callouts indicating the steps:

- 1**: The 'Create' button in the top navigation bar.
- 2**: The 'Drug name' input field.
- 3**: The 'HS Code (for TDEC reference only)' input field.
- 4**: The 'Dosage form' dropdown menu.
- 5**: The 'Pack size (Unit)/(Quantity unit)' input field.
- 6**: The 'Manufacturer' input field.
- 7**: The 'Country of origin' dropdown menu.
- 8**: The 'Registered active ingredient' input field.
- 9**: The 'Licence obtained to handle the above drug' dropdown menu.
- 10**: The 'Declaration' checkbox.
- 11**: The 'Upload attachment' button.

The form also includes a 'Preview' button, a 'Submit' button, and a 'Save as draft' button. The bottom right corner shows the 'Terms and Conditions' link and the version number 'Version 1.0.0 (C002002)'.

## 11. (Optional) Upload the supporting documents,

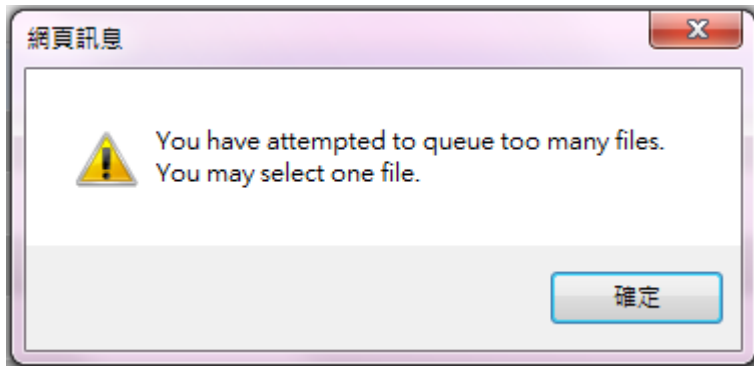
- i. Click “Upload attachment” to start the upload process. (Form will be saved before uploading the supporting documents). Click “確定”.



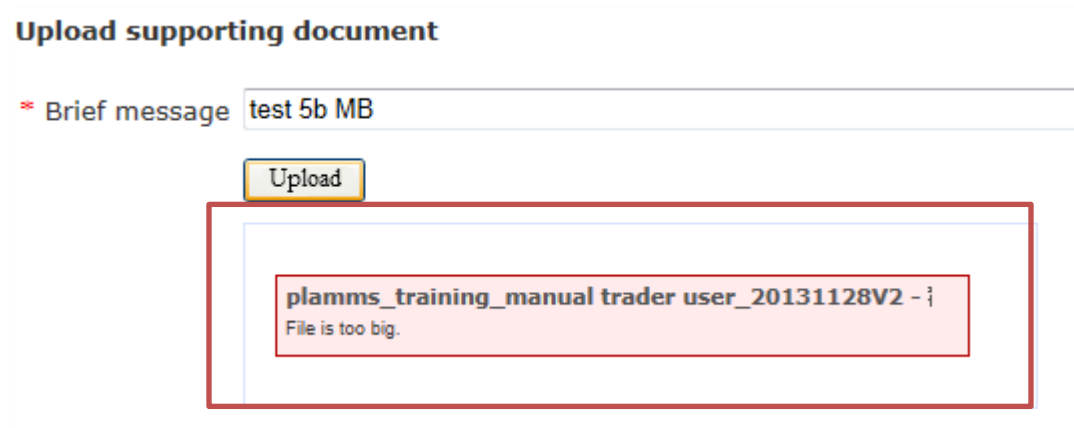
- ii. Show the “Drug Enlist Application (Unregistered drug) – Upload supporting document”
- iii. Input the Brief message
- iv. Click the “Upload” button for upload supporting document.
- v. (Optional ) More than one supporting document please Repeat **step iii – iv**, else click the “Back” and save the Drug Enlist Application form.

**Remarks:**

1. Maximum upload 10 supporting documents at the same time. Otherwise, the following warning message will be shown.



2. Each file size cannot over 5Mb. Otherwise, the following warning message will be shown.



3. The file type of the supporting document is restricted in pdf, doc and docx only.

The uploaded supporting documents will be shown in the Drug Enlist Application Form.

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Dash Board Drug Enlisting Import / Export Licence Report Shipment Batch Enquiry Profile Logout

**Drug Enlist Application (Unregistered drug) - Create** Logon as: Company A (Trader Supervisor - User One) Date: 23.06.2014 10:54:30

1 Create >>> 2 Preview >>> 3 Submit

Temp ID: UR00000098

\*Drug name:

\*HS Code (for TDEC reference only):  ?

\*Dosage form:

\*Pack size (Unit)/(Quantity unit): 0  /

Source: Imported

\*Manufacturer:

\*Country of origin:

**\*Active Ingredient**

Registered active ingredient:

1.  2.  3.

Add active ingredient

Other active ingredient (not yet registered):

1.  2.  3.

Add other active ingredient (Not yet registered)

\*Licence obtained to handle the above drug:  ?

**\*Declaration**

☐ I hereby declare that all particulars given in this application are true and complete to the best of my knowledge and belief.

	Brief message	Date (dd.mm.yyyy)	Supporting document	Action
Licensee	Support document 2	23.06.2014	test.docx	Delete
Licensee	Support document 1	23.06.2014	test.docx	Delete

Upload attachment

Save as draft Preview Cancel

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If the wrong supporting document is uploaded, you can click "Delete" button to delete it.

Save as draft Preview Cancel

Terms and Conditions | Version 1.0.0 (C002002)

12  
i



12. Finish the form filling, supervisor can

- i. Click “Preview” button to the Preview page

Validation Rules for Drug Enlist Application:

Validation	Warning messages
Missing drug name	Please input drug name
Missing harmonized system code	Please input HS code
Harmonized system code is invalid	Please input a valid HS code, a full list of HS code would be displayed if typing “LIST” in HS Code field
Missing dosage form	Please select dosage form
Missing pack size	Please input number (greater than 0.01) for pack size
Missing manufacturer	Please input the manufacturer
Missing country code	Please select country code
Missing registered active ingredient or other ingredient	Please input registered active ingredient or other active ingredient
Missing licence obtained to handle the above drug	Please select licence obtained to handle the above drug
Missing quantity unit	Please select quantity unit
Invalid registered active ingredient	XXX is not registered active ingredient, please input under “Other active ingredient” text box. Only registered active ingredients could be selected in “registered active ingredient” drop down list.
Duplicated registered active ingredient	Ingredient duplicated
Duplicated other active ingredient	Other ingredient duplicated

Preview page show the completed information, supervisor can click “Back” button to re-edit the form.

- ii. Click “Submit” button for submit the form to DHDO.

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HONG KONG

Dash Board Drug Enlisting Import / Export Licence Report Shipment Batch Enquiry Profile 中 Logout

**Drug Enlist Application (Unregistered drug) - Preview** Logon as: Company A (Trader Supervisor - User One)  
Date: 23.06.2014 10:54:30

① Create >>> ② Preview >>> ③ Submit

Temp ID: UR00000098  
Status: **Completed**  
Prepared by: Trader Supervisor - User One  
Drug name: TOLCAPONE  
Dosage form: Inhalation - Inhalation-Others  
Pack size (Unit)/(Quantity unit): 10 (dose) / (box)  
Source: Imported  
HS code (for TDEC reference only): Acyclic hydrocarbons, unsaturated, nesoi (29012900)  
Manufacturer: COMPANY A  
Country of origin: Brazil (BR)

**Active Ingredient**  
Registered active ingredient:  
1. FINASTERIDE  
Others active ingredient (Not yet registered):  
Licence obtained to handle the above drug: IE Cert

**Declaration**  
☒ I hereby declare that all particulars given in this application are true and complete to the best of my knowledge and belief.

	Brief message	Date (dd.mm.yyyy)	Supporting document
Licensee	Support document 2	23.06.2014	<a href="#">test.docx</a>
Licensee	Support document 1	23.06.2014	<a href="#">test.docx</a>

Back Submit

[Terms and Conditions](#) | Version 1.0.0 (C0020028)

Back Submit

[Terms and Conditions](#) | Version 1.0.0 (C0020028)

12 ii

The page of “Preview” information is correct, supervisor can click the “Submit” button to submit the drug enlist application.

Link for another enlist application

Application (Temp ID: **UR00000098**) is submitted to DH successfully, please wait for approval from DH, click [here](#) for another application.

Dash Board Drug Enlisting Import / Export Licence Report Shipment Batch Enquiry Profile 中 Logout

**Drug Enlist Application (Unregistered drug) - Submit** Logon as: Company A (Trader Supervisor - User One)  
Date: 23.06.2014 10:54:30

① Create >>> ② Preview >>> ③ Submit

Application (Temp ID: **UR00000098**) is submitted to DH successfully, please wait for approval from DH, click [here](#) for another application.

Temp ID: UR00000098  
Status: **Pending DH**  
Prepared by: Trader Supervisor - User One  
Drug name: TOLCAPONE  
Dosage form: Inhalation - Inhalation-Others  
Pack size (Unit)/(Quantity unit): 10 (dose) / (box)  
Source: Imported  
HS code (for TDEC reference only): Acyclic hydrocarbons, unsaturated, nesoi (29012900)  
Manufacturer: COMPANY A  
Country of origin: Brazil (BR)

**Active Ingredient**  
Registered active ingredient:  
1. FINASTERIDE  
Others active ingredient (Not yet registered):  
Licence obtained to handle the above drug: IE Cert

**Declaration**  
☒ I hereby declare that all particulars given in this application are true and complete to the best of my knowledge and belief.

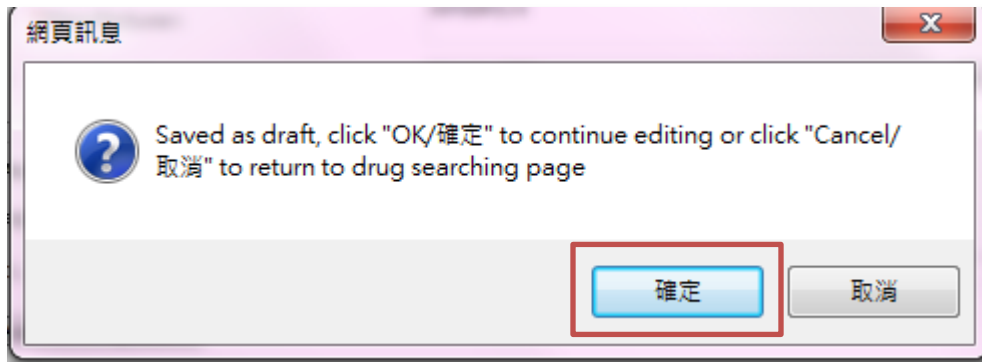
	Brief message	Date (dd.mm.yyyy)	Supporting document
Licensee	Support document 2	23.06.2014	<a href="#">test.docx</a>
Licensee	Support document 1	23.06.2014	<a href="#">test.docx</a>

[Back to drug search](#)

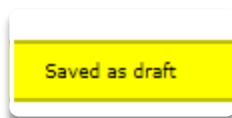
[Terms and Conditions](#) | Version 1.0.0 (C002002C)

Click “Back to drug search” button to page back at “Drug Enlist Search Page”.


- iii. Click “Save as draft” to save the draft for future editing, and Click “Confirm” / “確定” in the following pop up message box.




The successful message will be shown.



- iv. Click “Cancel” to leave the form and back to drug search page



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[Dash Board](#)
[Drug Enlisting](#)
[Import / Export Licence](#)
[Report Shipment](#)
[Batch](#)
[Enquiry](#)
[Profile](#)

[Logout](#)

**Drug Enlist Application (Unregistered drug) - Create**

Logon as: Company A (Trader Supervisor - User One)  
 Date: 23.06.2014 10:54:30

1 Create

>>>

2 Preview

>>>

3 Submit

Temp ID: UR00000098

\*Drug name:

\*HS Code (for TDEC reference only):  ?

\*Dosage form:

\*Pack size (Unit)/(Quantity unit):   /

Source: Imported

\*Manufacturer:

\*Country of origin:

**\*Active Ingredient**

Registered active ingredient:

[Add active ingredient](#)

Other active ingredient (not yet registered):

[Add other active ingredient \(Not yet registered\)](#)

\*Licence obtained to handle the above drug:  ?

**\*Declaration**

☒ I hereby declare that all particulars given in this application are true and complete to the best of my knowledge and belief.

	Brief message	Date (dd.mm.yyyy)	Supporting document	Action
Licensee	Support document 2	23.06.2014	<a href="#">test.docx</a>	<a href="#">Delete</a>
Licensee	Support document 1	23.06.2014	<a href="#">test.docx</a>	<a href="#">Delete</a>

[Upload attachment](#)

[Save as draft](#)
[Preview](#)
[Cancel](#)

[Terms and Conditions](#) | Version 1.0.0 (C002002)



## Validation Rule for Drug Name


Validation	Warning Messages
System detected the drug name is duplicated to a processing or an enlisted unregistered drug	Drug name is duplicated, an unregistered drug with same name is proceeding/ already enlisted

Submit page will be shown if all data are valid, the form is sent to DHDO

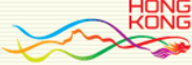
### 5.2.3 Delete a Saved Draft (Page ID: C002001)

Only draft can be deleted, supervisor can delete draft with below steps.

1. Go to menu “Drug Enlist” → “Drug Search” or redirect from Dash Board
2. Search application with the status “Draft” selected
3. Click “Search” button
4. Click “Delete” button on related record
5. Click “確定” on the popup box



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Dash Board   Drug Enlisting   **Import / Export Licence**   Report Shipment   Batch   Enquiry   Profile
中   Logout

**Drug Search - Unregistered**
1

Logon as: Company A (Trader Supervisor - User One)  
 Date: 23.06.2014 16:03:46

Prepared by:

Drug name:

Licence required:

HS code (for TDEC reference only):

Status:
 
☐ All  
 ☒ Draft  
 ☐ DH replied  
 ☐ Follow up(DH replied)  
 ☐ Completed  
 ☐ DH Pending  
 ☐ Approved  
 ☐ Rejected  
☐ Delisted  
☐ Suspended

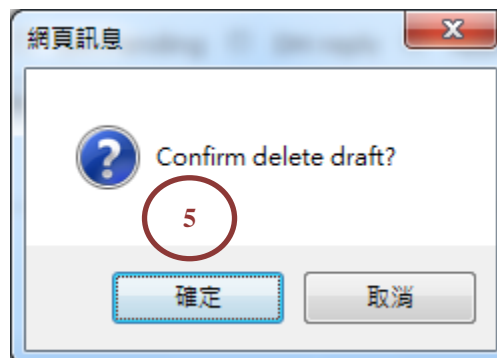
First enlisting date (dd.mm.yyyy):  to 
Clear date field

3 Search

Page 1 / 2

Drug name	Licence required	Temp ID	First enlisting date (dd.mm.yyyy)	Prepared by	Status	Status update date (dd.mm.yyyy)	Action
ANGUS TEST DOWNLOAD	IE Cert	UR00027945		Trader Supervisor - User One	Draft	14.04.2014	<span style="border: 2px solid red; border-radius: 50%; padding: 2px 5px;">4</span> Delete
N/A	AP	UR00027931		Trader Supervisor - User Two	Draft	10.12.2013	Delete
TEST DRUG NAME2	AP	UR00027926		Trader Supervisor - User One	Draft	03.12.2013	Delete
N/A	AP	UR00027907		Trader Supervisor - User Two	Draft	04.12.2013	Delete
N/A	AP	UR00027906		Trader Supervisor - User One	Draft	15.11.2013	Delete
N/A	AP	UR00027885		Trader Supervisor - User One	Draft	15.11.2013	Delete
N/A	AP	UR00027866		Trader Supervisor - User One	Draft	14.11.2013	Delete
N/A	AP	UR00027826		Trader Supervisor - User Two	Draft	03.09.2013	Delete
N/A		UR00000097		Trader Supervisor - User One	Draft	23.06.2014	Delete
TEST	AP+WPL+DDWL (6A)	UR00000092		Trader User-JAY CHAN	Draft	11.06.2014	Delete


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## 5.2.4 Delist Application (Page ID: C002001)

Only approved application can be delisted, supervisor can delist application with below steps.

1. Go to menu “Drug Enlist” → “Drug Search” or redirect from Dash Board
2. Search application with the status “Approved” selected
3. Click “Search” button
4. Click “Delist” button on related record
5. Click “確定” on the popup box


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Drug Search - Unregistered **1**

 Logon as: Company A (Trader Supervisor - User One)  
 Date: 23.06.2014 16:03:46

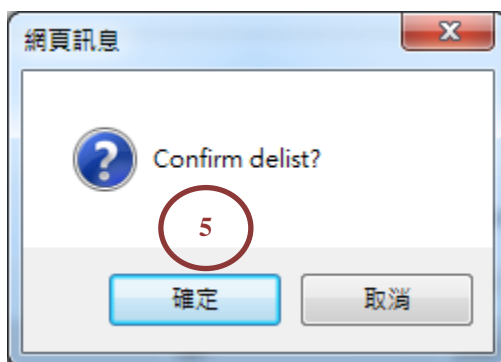
Prepared by:   
 Drug name:   
 Licence required:   
 HS code (for TDEC reference only):   
 Status:
 ☐ All
 ☐ Draft
 ☐ DH replied
 ☐ Follow up(DH replied)
 ☐ Completed
 ☐ DH Pending
 ☒ Approved
 ☐ Rejected
 ☐ Delisted
 ☐ Suspended  
 First enlisting date (dd.mm.yyyy):  to  
**2** **3**

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Drug name	Licence required	Temp ID	First enlisting date (dd.mm.yyyy)	Prepared by	Status	Status update date (dd.mm.yyyy)	Action
ANGUS TEST LEDGER	ASP+IE Cert	UR00028685	20.11.2013	Trader Supervisor - User One	Approved	20.11.2013	<b>4</b> <input type="button" value="Delist"/>
ANGUS TESTING LEGDER	AP	UR00028045	10.10.2013	Trader Supervisor - User One	Approved	10.10.2013	<input type="button" value="Delist"/>
KEITHTESTING2014	AP	UR00027985	28.02.2014	Trader Supervisor - User Two	Approved	28.02.2014	<input type="button" value="Delist"/>
TEST DRUG NAME5	AP	UR00027930	04.12.2013	Trader Supervisor - User One	Approved	04.12.2013	<input type="button" value="Delist"/>
NEW TEST DRUG	AP	UR00027929	03.12.2013	Trader Supervisor - User One	Approved	03.12.2013	<input type="button" value="Delist"/>
TEST DRUG NAME3	AP	UR00027928	03.12.2013	Trader User-JAY CHAN	Approved	03.12.2013	<input type="button" value="Delist"/>
TEST DRUG NAME	AP	UR00027925	03.12.2013	Trader User-JAY CHAN	Approved	03.12.2013	<input type="button" value="Delist"/>
ANGUS TESTING AJAX 01	AP	UR00027825	03.09.2013	Trader Supervisor - User One	Approved	03.09.2013	<input type="button" value="Delist"/>
TESTING IE 10 DRUG 02	AP	UR00027772	19.08.2013	Trader Supervisor - User Two	Approved	19.08.2013	<input type="button" value="Delist"/>
TEST IE10 DRUG 01	AP	UR00027771	19.08.2013	Trader Supervisor - User Two	Approved	19.08.2013	<input type="button" value="Delist"/>

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### 5.2.5 Completed Application (Page ID: C002001)

Supervisor can reopen the completed drug enlist application to the preparing user with below steps.

1. Go to menu “Drug Enlist” → “Drug Search” or redirect from Dash Board
2. Search application with the status “Completed” selected
3. Click “Search” button
4. Click “Reopen” button on related record
5. Click “確定” on the popup box

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Dash Board | Drug Enlisting | Import / Export Licence | Report Shipment | Batch | Enquiry | Profile | 中 | Logout

Drug Search - Unregistered

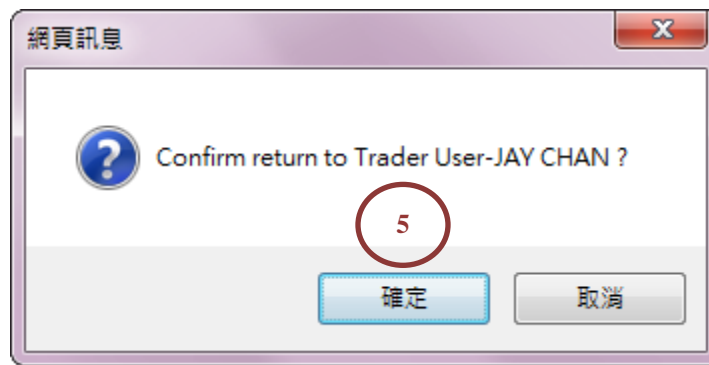
Logon as: Company A (Trader Supervisor - User One)  
 Date: 23.06.2014 16:03:46

Prepared by:   
 Drug name:   
 Licence required:   
 HS code (for TDEC reference only):   
 Status: ☐ All ☐ Draft ☐ DH replied ☐ Follow up(DH replied) ☒ Completed ☐ DH Pending ☐ Approved ☐ Rejected  
☐ Delisted ☐ Suspended  
 First enlisting date (dd.mm.yyyy):  to

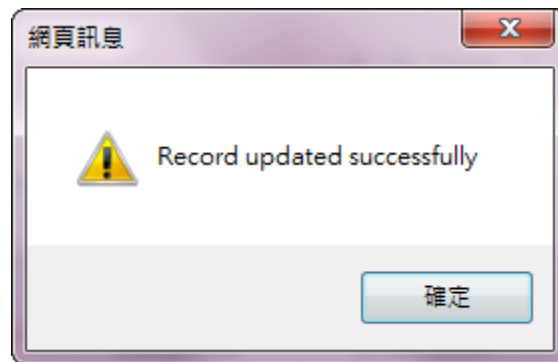
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Drug name	Licence required	Temp ID	First enlisting date (dd.mm.yyyy)	Prepared by	Status	Status update date (dd.mm.yyyy)	Action
TOLCAPONE	IE Cert+AP	UR00000095		Trader User-JAY CHAN	Completed	12.06.2014	Reopen
TEST DRUG NAME	WPL	UR00000094		Trader User-JAY CHAN	Completed	11.06.2014	Reopen
TEST	WPL	UR00000093		Trader User-JAY CHAN	Completed	11.06.2014	Reopen
TESTING DRUG	AP	UR00028025		Trader Supervisor - User One	Completed	11.02.2014	Reopen
TESTDRAFT	AP	UR00027808		Trader User-JAY CHAN	Completed	20.11.2013	Reopen

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The successful message box will be shown.



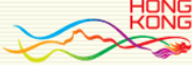
The related drug enlist application will reopen.

Supervisor can reopen the completed drug enlist application to the other users with below steps.

1. Go to menu "Drug Enlist" → "Drug Search" or redirect from Dash Board
2. Search application with the status "Completed" selected
3. Click "Search" button
4. Click the link to open the related application
5. Click "Reopen to others" button to reopen the related application to other users



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Batch
Enquiry
Profile
中
Logout

**Drug Search - Unregistered**
1

Logon as: Company A (Trader Supervisor - User One)  
 Date: 23.06.2014 16:03:46

Prepared by:

Drug name:

Licence required:

HS code (for TDEC reference only):

Status:   
☐ All ☐ Draft ☐ DH replied ☐ Follow up(DH replied) ☒ Completed ☐ DH Pending ☐ Approved ☐ Rejected   
☐ Delisted ☐ Suspended

First enlisting date (dd.mm.yyyy):  to  Clear date field

2


3
Search

Page 1 / 1

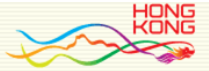
Drug name	Licence required	Temp ID	First enlisting date (dd.mm.yyyy)	Prepared by	Status	Status update date (dd.mm.yyyy)	Action
<u>TOLCAPONE</u>	IE Cert+AP	UR00000095		Trader User-JAY CHAN	Completed	12.06.2014	<span>Reopen</span>
<u>TEST DRUG NAME</u>	WPL	UR00000094		Trader User-JAY CHAN	Completed	11.06.2014	<span>Reopen</span>
<u>TEST</u>	WPL	UR00000093		Trader User-JAY CHAN	Completed	11.06.2014	<span>Reopen</span>
<u>TESTING DRUG</u>	AP	UR00028025		Trader Supervisor - User One	Completed	11.02.2014	<span>Reopen</span>
<u>TESTDRAFT</u>	AP	UR00027808		Trader User-JAY CHAN	Completed	20.11.2013	<span>Reopen</span>

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中
Logout


**Drug Enlist Application (Unregistered drug) - Preview & submit**

Logon as: Company A (Trader Supervisor - User One)  
 Date: 07.07.2014 16:09:53

① Create
➤➤➤
② Preview
➤➤➤
③ Submit

- ▶ Temp ID: UR00000094
- ▶ Status: **Completed**
- ▶ Prepared by: Trader User-JAY CHAN
- ▶ Drug name: TEST DRUG NAME
- ▶ Dosage form: External - Gel
- ▶ Pack size (Unit)/(Quantity unit): 10 (g) / (amp)
- ▶ Source: Imported
- ▶ HS code (for TDEC reference only): Propene (propylene) (29012200)
- ▶ Manufacturer: Company A
- ▶ Country of origin: Afghanistan (AF)

**Active Ingredient**

Registered active ingredient:

1. ACARBOSE

Others active ingredient (Not yet registered):

Licence obtained to handle the above drug: WPL

**Declaration**

☒ I hereby declare that all particulars given in this application are true and complete to the best of my knowledge and belief.

	Brief message	Date (dd.mm.yyyy)	Supporting document
Licensee	Supporting Document 2	11.06.2014	<a href="#">test.docx</a>
Licensee	Supporting Document 1	11.06.2014	<a href="#">test.docx</a>

Back to drug search
Reopen to preparing user
Reopen to others
Submit

[Terms and Conditions](#) | Version 1.0.0 (C002002F)

Back to drug search
Reopen to preparing user
Reopen to others
Submit

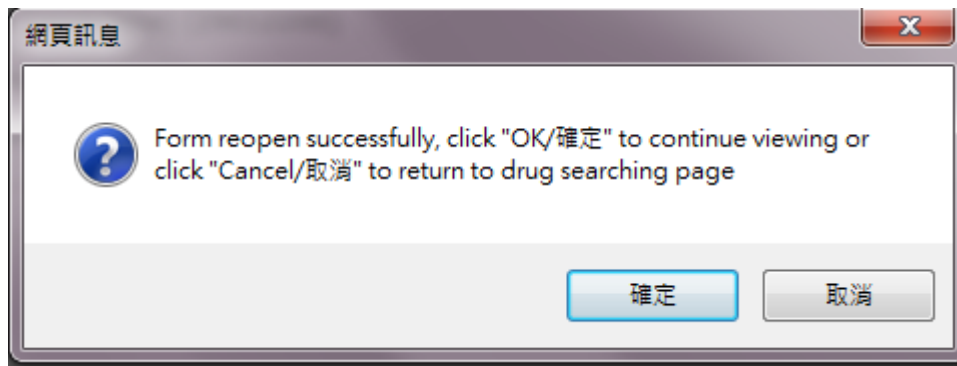
[Terms and Conditions](#) | Version 1.0.0 (C002002F)

6. Select the staff to handle the related application and Click the “Submit” button

Please assign staff to handle

Submit
Cancel

## 7. Click “確定” in the pop up box



The successful message “Form reopen successfully” will be shown.

**Form reopen successfully**

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HONG KONG

Dash Board Drug Enlisting Import / Export Licence Report Shipment Batch Enquiry Profile 中 Logout

Drug Enlist Application (Unregistered drug) - View Logon as: Company A (Trader Supervisor - User One) Date: 07.07.2014 16:09:53

**Form reopen successfully**

Temp ID: UR00000094  
Status: **Draft**  
Prepared by: Trader Supervisor - User Two  
Drug name: TEST DRUG NAME  
Dosage form: External - Gel  
Pack size (Unit)/(Quantity unit): 10 (g) / (amp)  
Source: Imported  
HS code (for TDEC reference only): Propene (propylene) (29012200)  
Manufacturer: Company A  
Country of origin: Afghanistan (AF)

**Active Ingredient**  
Registered active ingredient:  
1. ACARBOSE  
Others active ingredient (Not yet registered):  
Licence obtained to handle the above drug:WPL

**Declaration**  
☒ I hereby declare that all particulars given in this application are true and complete to the best of my knowledge and belief.

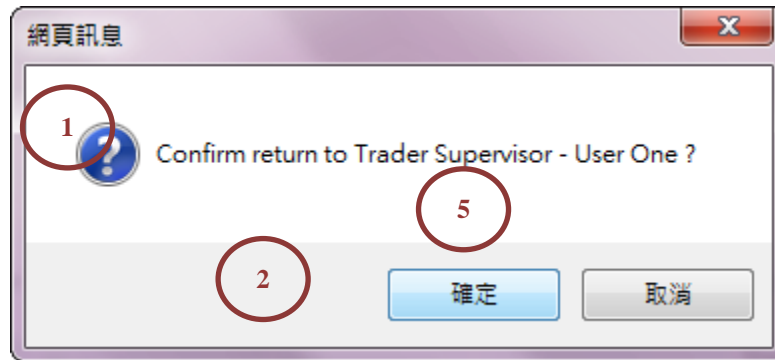
	Brief message	Date (dd.mm.yyyy)	Supporting document
Licensee	Supporting Document 2	11.06.2014	<a href="#">test.docx</a>
Licensee	Supporting Document 1	11.06.2014	<a href="#">test.docx</a>

Back to drug search

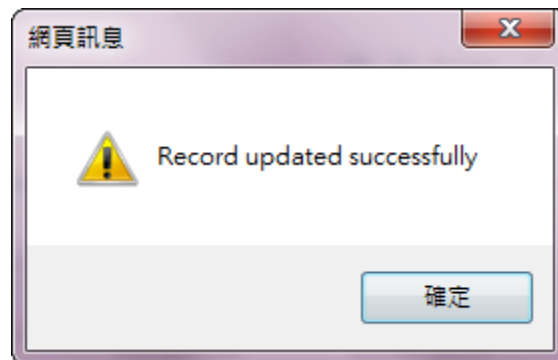
### 5.2.6 DH Replied Application (Page ID: C002001)

Supervisor can reopen the DH Replied drug enlist application to the preparing user with below steps.

1. Go to menu “Drug Enlist” → “Drug Search” or redirect from Dash Board
2. Search application with the status “DH replied” selected
3. Click “Search” button
4. Click “Reopen” button on the related record
5. Click “Reopen to others” button to reopen the related application to other users



The successful message box will be shown.



The related drug enlist application will reopen.

Supervisor can reopen the DH Replied drug enlist application to the preparing user with below steps.

1. Go to menu “Drug Enlist” → “Drug Search” or redirect from Dash Board
2. Search application with the status “DH replied” selected
3. Click “Search” button
4. Click the link to open the related application
5. Click “Reopen to others” button to reopen the related application to other users

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Dash Board Drug Enlisting Import / Export Licence Report Shipment Batch Enquiry Profile 中 Logout

Logon as: Company A (Trader Supervisor - User One)  
Date: 23.06.2014 16:03:46

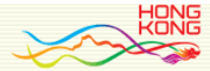
**Drug Search - Unregistered** 1

Prepared by: [Dropdown]  
Drug name: [Text Field] P  
Licence required: 2 [Dropdown] P  
HS code (for TDEC reference only): [Text Field]  
Status: ☐ All ☐ Draft ☒ DH replied ☐ Follow up(DH replied) ☐ Completed ☐ DH Pending ☐ Approved ☐ Rejected  
☐ Delisted ☐ Suspended  
First enlisting date (dd.mm.yyyy): [Text Field] to [Text Field] Clear date field 3 Search

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Drug name	Licence required	Temp ID	First enlisting date (dd.mm.yyyy)	Prepared by	Status	Status update date (dd.mm.yyyy)	Action
TOLCAPONE 4	IE Cert	UR00000098		Trader Supervisor - User One	DH replied	23.06.2014	Reopen

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### Drug Enlist Application (Unregistered drug) - Handle reply

Logon as: Company A (Trader Supervisor - User One)  
Date: 07.07.2014 16:09:53

Temp ID: UR00000108  
Status: **DH replied**  
Prepared by: Trader Supervisor - User One  
Drug name: TEST REOPEN 07072014  
Dosage form: Ear/Eye/Nasal - Spray  
Pack size (Unit)/(Quantity unit): 100 (g) / (box)  
Source: Imported  
HS code (for TDEC reference only): Buta-1,3-diene and isoprene (29012400)  
Manufacturer: COMPANY ABCD  
Country of origin: Democratic Republic of the Congo (CD)

#### Active Ingredient

Registered active ingredient:

1. ABCIXIMAB
2. ABATACEPT

Others active ingredient (Not yet registered):

Licence obtained to handle the above drug: ASP

#### Declaration

☒ I hereby declare that all particulars given in this application are true and complete to the best of my knowledge and belief.

	Brief message	Date (dd.mm.yyyy)	Supporting document
DH replied	test DH replied for reopen.	07.07.2014	

Back to drug search Reopen to preparing user Reopen to others

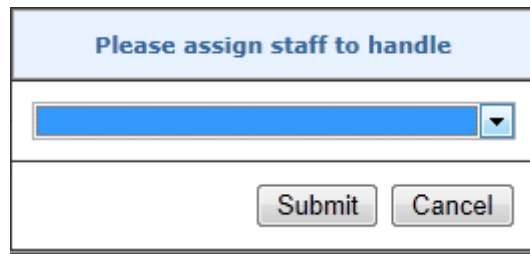
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Back to drug search Reopen to preparing user Reopen to others

5

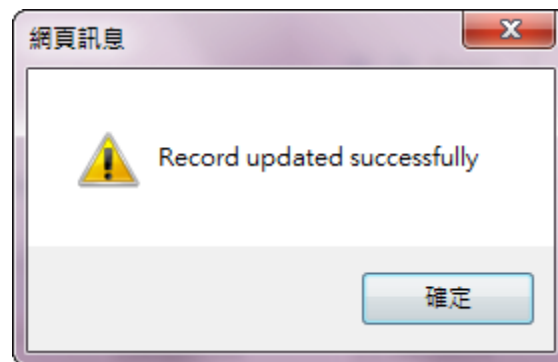


6. Select the staff to handle the related application and Click the “Submit” button



The dialog box has a light blue header with the text "Please assign staff to handle". Below the header is a dropdown menu with a blue bar and a downward arrow. At the bottom right are two buttons: "Submit" and "Cancel".


7. The successful message box will be shown.

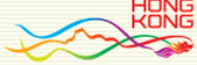


The related drug enlist application will reopen.

## 5.2.7 Printing Approved Application (Page ID: C002001E)

1. Go to menu “Drug Enlist” → “Drug Search” or redirect from Dash Board
2. Search application with the status “Approved” selected
3. Click “Search”
4. Click link on the related record
5. Page will redirect to “View” page.





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Dash Board | Drug Enlisting | Import / Export Licence | Report Shipment | Batch | Enquiry | Profile | 中 | Logout

**Drug Search - Unregistered**

Logon as: Company A (Trader Supervisor - User One)  
 Date: 24.06.2014 10:00:15


Prepared by:   
 Drug name:    
 Licence required:    
 HS code (for TDEC reference only):    
 Status:   
☐ All ☐ Draft ☐ DH replied ☐ Follow up(DH replied) ☐ Completed ☐ DH Pending ☒ Approved ☐ Rejected  
☐ Delisted ☐ Suspended  
 First enlisting date (dd.mm.yyyy):  to

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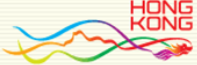
Drug name	Licence required	Temp ID	First enlisting date (dd.mm.yyyy)	Prepared by	Status	Status update date (dd.mm.yyyy)	Action
<a href="#">ANGUS TEST LEDGER</a>	ASP+IE Cert	UR00028685	20.11.2013	Trader Supervisor - User One	Approved	20.11.2013	<input type="button" value="Delist"/>
<a href="#">ANGUS TESTING LEGDER</a>	AP	UR00028045	10.10.2013	Trader Supervisor - User One	Approved	10.10.2013	<input type="button" value="Delist"/>
<a href="#">KEITHTESTING2014</a>	AP	UR00027985	28.02.2014	Trader Supervisor - User Two	Approved	28.02.2014	<input type="button" value="Delist"/>
<a href="#">TEST DRUG NAME5</a>	AP	UR00027930	04.12.2013	Trader Supervisor - User One	Approved	04.12.2013	<input type="button" value="Delist"/>
<a href="#">NEW TEST DRUG</a>	AP	UR00027929	03.12.2013	Trader Supervisor - User One	Approved	03.12.2013	<input type="button" value="Delist"/>
<a href="#">TEST DRUG NAME3</a>	AP	UR00027928	03.12.2013	Trader User-JAY CHAN	Approved	03.12.2013	<input type="button" value="Delist"/>
<a href="#">TEST DRUG NAME</a>	AP	UR00027925	03.12.2013	Trader User-JAY CHAN	Approved	03.12.2013	<input type="button" value="Delist"/>
<a href="#">ANGUS TESTING AJAX 01</a>	AP	UR00027825	03.09.2013	Trader Supervisor - User One	Approved	03.09.2013	<input type="button" value="Delist"/>
<a href="#">TESTING IE 10 DRUG 02</a>	AP	UR00027772	19.08.2013	Trader Supervisor - User Two	Approved	19.08.2013	<input type="button" value="Delist"/>
<a href="#">TEST IE10 DRUG 01</a>	AP	UR00027771	19.08.2013	Trader Supervisor - User Two	Approved	19.08.2013	<input type="button" value="Delist"/>

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Press “Ctrl” + “P” on the keyboard can print out current screen, user can attach this screen for import / export license application instead of attaching full copy of documents of the un-registered drug.




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**Drug Enlist Application (Unregistered drug) - View**

5

Logon as: Company A (Trader Supervisor - User One)  
 Date: 24.06.2014 10:00:15

▶ Temp ID:	UR00027925
▶ Status:	<b>Approved</b>
▶ First enlisting date: (dd.mm.yyyy)	03.12.2013
▶ Prepared by:	Trader User-JAY CHAN
▶ Drug name:	TEST DRUG NAME
▶ Dosage form:	Ear/Eye/Nasal - Cream
▶ Pack size (Unit)/(Quantity unit):	10 (g) / (bottle)
▶ Source:	Imported
▶ HS code (for TDEC reference only):	o-Xylene (29024100)
▶ Manufacturer:	ABCD
▶ Country of origin:	Hong Kong (HK)

**Active Ingredient**

Registered active ingredient:

1. ACEROLA
2. BACITRACIN
3. AMBROXOL

Others active ingredient (Not yet registered):

Licence obtained to handle the above drug:AP

**Declaration**

☒ I hereby declare that all particulars given in this application are true and complete to the best of my knowledge and belief.

Brief message

Date (dd.mm.yyyy)

Supporting document

[Back to drug search](#)

### 5.3 OPENING BALANCE (PAGE ID: C012001)

User is required to provide an opening balance for each newly enlisted pharmaceutical product. From the navigation menu, user can select “Batch” → “Opening Balance”

#### 5.3.1 Search Opening Balance (Page ID: C012001)

1. Input HK Ref. no (support partial match); or
2. Input Manufacturer batch no (support partial match); or
3. Input Drug name (support partial match); and
4. Click “Search” button to start the search

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HONG KONG

Dash Board Drug Enlisting Import / Export Licence Report Shipment Batch Ledger Profile 中 Logout

Opening Balance

Logon as: Company A (Trader Supervisor - User One)  
Date: 28.07.2014 10:38:13

HK Ref No:

Manufacturer batch no:

Drug Name:

**1 - 3**

**4**

Search New

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HK Ref No	Drug Name	Manufacturer batch no	Expiry date (dd.mm.yyyy)	Export out before (dd.mm.yyyy)	Batch Quantity
UR00000002	KEITHTEST17032014V2	AX312	03.05.2017	14.05.2015	200(tablet)
UR00000002	KEITHTEST17032014V2	ZXC2345	01.05.2015	14.05.2015	600(tablet)
UR00000047	KEITH03042014				0(gram)
UR00000047	KEITH03042014	1234	29.05.2014	29.05.2015	100(gram)
UR00000047	KEITH03042014	%%%	29.05.2014	29.05.2015	100(gram)
UR00000096	TEST BATCH UPLOAD DRUG 17062014				0(milliliter)
UR00000101	TEST NEW DRUG				0(milliliter)
UR00000102	NEW DRUG 07072014				0(milliliter)
UR00000103	NEW DRUG 2 07072014	O001	07.07.2014	07.07.2015	1000000(gram)
UR00000104	BATCH UPLOAD OPENING BAL 07072014				0(gram)

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### 5.3.2 Create Opening balance (Page ID: C012001)

User is required to provide an opening balance for each batch of newly enlisted pharmaceutical product in PLAMMS that match with existing storage record.

1. Click “New” button to create an opening balance

**Opening Balance**

Logon as: Company A (Trader Supervisor - User One)  
Date: 28.07.2014 10:38:13

Search New

HK Ref No	Drug Name	Manufacturer batch no	Expiry date (dd.mm.yyyy)	Export out before (dd.mm.yyyy)	Batch Quantity
UR00000002	KEITHTEST17032014V2	AX312	03.05.2017	14.05.2015	200(tablet)
UR00000002	KEITHTEST17032014V2	ZXC2345	01.05.2015	14.05.2015	600(tablet)
UR00000047	KEITH03042014				0(gram)
UR00000047	KEITH03042014	1234	29.05.2014	29.05.2015	100(gram)
UR00000047	KEITH03042014	%%%	29.05.2014	29.05.2015	100(gram)
UR00000096	TEST BATCH UPLOAD DRUG 17062014				0(milliliter)
UR00000101	TEST NEW DRUG				0(milliliter)
UR00000102	NEW DRUG 07072014				0(milliliter)
UR00000103	NEW DRUG 2 07072014	0001	07.07.2014	07.07.2015	1000000(gram)
UR00000104	BATCH UPLOAD OPENING BAL 07072014				0(gram)

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2. Input Drug Name (Input %%% for full list or any 3 consecutive characters for wildcard search) and
3. A) If there is no existing stock, then
  - i. Tick on the “Opening Balance is empty” box

Opening Balance is empty ☒

Drug Name	Manufacturer batch no	Expiry date (dd.mm.yyyy)	Pack Size(Unit)	No of pack	Batch Quantity	Batch Unit
NEW DRUG 07072014			100(milliliter/bottle)	0	0	milliliter

Add Submit Cancel

Add Submit Cancel

4A 4B

B) If stock is available, then input following:

- i. Manufacturer batch no.; and
- ii. Select expiry date; and
- iii. Input number of pack

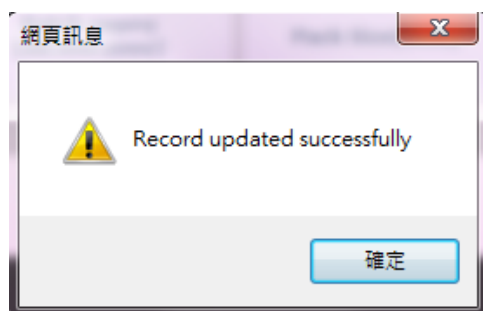
Opening Balance is empty	Drug Name	Manufacturer batch no	Expiry date (dd.mm.yyyy)	Pack Size(Unit)	No of pack	Batch Quantity	Batch Unit
<input type="checkbox"/>	NEW DRUG 2 07072014	0001	07.07.2014	100(gram/bottle)	x 10000	= 1000000	gram
	2	3B) i	3B) ii	3B) iii	Add Submit Cancel		

Add Submit Cancel

4A 4B

4. A) Click "Submit" button to submit the form

“Record uploaded successfully” message box will be shown and click “確定” button.



User could search the opening balance record according to the procedure mentioned in section 5.3.1.

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[Logout](#)

**Opening Balance**

Login as: Company A (Trader Supervisor - User One)  
Date: 07.07.2014 11:51:12

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HK Ref No	Drug Name	Manufacturer batch no	Expiry date (dd.mm.yyyy)	Export out before (dd.mm.yyyy)	Batch Quantity
UR00000101	TEST NEW DRUG				0(milliliter)
UR00027929	NEW TEST DRUG	0001	31.12.2014	03.12.2014	0(gram)
UR00000103	NEW DRUG 2 07072014	0001	07.07.2014	07.07.2015	1000000(gram)
UR00000102	NEW DRUG 07072014				0(milliliter)

B) Click “Cancel” button to terminate the Opening Balance Initialization.

Validation Rules for Opening Balance Initialization:

Validation	Warning messages
Duplicate record exist with the same HK Ref no / drug name	Opening balance for drug are already existing
Incorrect HK Ref no	Invalid HK Ref No was inputted
Invalid number of batch quantity	Invalid Batch Quantity format
Missing manufacturer batch no	Manu Batch No is blank
Missing Expiry date	Expiry Date is blank
Missing batch quantity	Batch Quantity is blank
Duplicate record exist with the same HK Ref no	The record was repeated input
No of pack must be greater than zero	No of pack must be greater than zero
Invalid number of pack	Invalid format number of pack
Duplicate record exist with the same HK Ref no and batch no	Drug related batch are already existed

### 5.3.3 Group Upload Opening Balance (Page ID: C011001)

PLAMMS allows user to create opening balance for the newly enlisted products in group by excel file, in the same format as the template file (#1 in the following screen capture), downloaded from PLAMMS. From the navigation menu, user can select “Batch” → “Group Upload Opening Balance”

1. Download the template file, fill-in the information into the downloaded template file and save it into local computer
2. Click “Upload” button and select the corresponding file from local computer
3. Upload the selected file

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HONG KONG

Dash Board Drug Enlisting Import / Export Licence Report Shipment Batch Ledger Profile 中 Logout

Group Upload Opening Balance Logon as: Company A (Trader Supervisor - User One) Date: 28.07.2014 11:55:03

① Create >>> ② Complete

Upload excel file

Upload **2** **1** Download template file


Hk Ref No	Batch no	Batch quantity	Batch unit	Message	Status
Submit					


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## 4. Click “Submit” button if all records are valid.

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Dash BoardDrug EnlistingImport / Export LicenceReport ShipmentBatchEnquiryProfile中Logout

Group Upload Opening Balance

Logon as: Company A (Trader Supervisor - User One)  
Date: 07.07.2014 11:51:12

① Create >>> ② Complete

**Upload excel file**[Download template file](#)

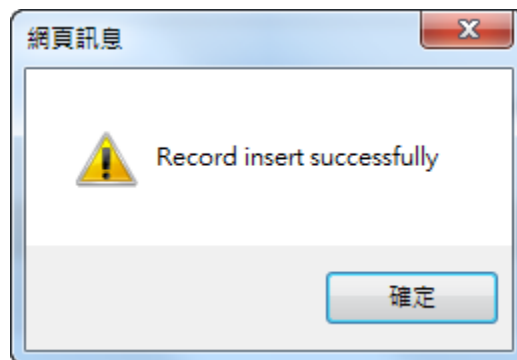
Upload

openingBalanceNormalCase.xlsx  
Complete

Hk Ref No	Batch no	Batch quantity	Batch unit	Message	Status
UR00000104		0			✓

4Submit

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## Validation Rules for Group Upload Opening Balance


Validation	Warning messages
Incorrect HK ref no	Invalid HK Ref No
Incorrect batch quantity	Please input batch quantity as number value
Incorrect Expiry date	Invalid date format of Expiry date
Missing Drug id or batch quantity or batch No or Expiry date or batch unit	Empty field value
Duplicate HK Ref no	HK Ref No is existed
Incorrect batch unit	Invalid batch unit
Duplicate record exist with the same drug id	Duplicate record with Temp ID with no opening balance
Max length of batch quantity more than 10 character	Max length of batch quantity
Max length of batch no more than 10 character	Max length of batch No
Returns the remainder after batch quantity is divided by pack size	Invalid value of pack quantity (batch quantity)/pack size (pack size) return the remainder
Incorrect drug type	Drug type should be unregistered drug

## 5.4 IMPORT LICENCE


### 5.4.1 Import Licence Search (Page ID: C003001)

In order to search specific record, user can select menu “Import/Export Licence” → “Import Licence Search” redirect from Dash Board and then:

1. Select Prepared by or
2. Input Licence number (support wildcard search by input %%% for full list or any 3 consecutive characters) or
3. Input HK Ref No (support partial match) or
4. Input Drug name (support partial match) or
5. Select Drug type or
6. Select Licence expired or
7. Select Licence date range or
8. Select Status and
9. Click “Search” button, result will be displayed in the result table



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Logout

### Import Licence Search

Logon as: Company A (Trader Supervisor - User One)  
 Date: 24.06.2014 10:00:15

Prepared by:

Licence number:

HK Ref No.:

Drug name:

Drug type:

Licence expired:

Late submit application:

Licence date: (dd.mm.yyyy)  to  [Clear date field](#)

Status: ☒ All ☐ Draft ☐ Completed ☐ DH Pending ☐ Approved ☐ Rejected ☐ Voided

Remark: \*Late submit application

9

1 - 8

9

Click link to view / edit the application form


/

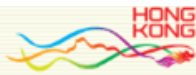
Licence number	Date of issue (dd.mm.yyyy)	Licence type	Foreign exporter	Drug type	HK Ref No.	Drug name	Prepared by	Status	Status update date (dd.mm.yyyy)	Action
<a href="#">TI00000355</a>		For re-export	Simple exporter	unregistered drug	UR00000096	TEST BATCH UPLOAD DRUG 17062014	Trader User-JAY CHAN	Draft	17.06.2014	<a href="#">Delete</a>
<a href="#">TI00000353</a>		For re-export	USER MANUAL INFO	unregistered drug	UR00027772	TESTING IE 10 DRUG 02	Trader User-JAY CHAN	Completed	16.06.2014	<a href="#">Reopen</a>
<a href="#">TI00000132</a>		For re-export	Angus Test new Flow	unregistered drug	UR00027666	DUTASTERIDE CAP. 0.5MG	Trader Supervisor - User One	Draft	10.04.2014	<a href="#">Delete</a>
<a href="#">TI00000118</a>		For re-export	Angus test new flow	unregistered drug	UR00027667	CLINDAMYCIN 1% LOTION	Trader User-JAY CHAN	Draft	17.04.2014	<a href="#">Delete</a>
<a href="#">TI00000117</a>		For re-export	Angus test reminder 01	unregistered drug	UR00027671	ETHOSUXIMIDE CAPSULE	Trader User-JAY CHAN	Draft	09.04.2014	<a href="#">Delete</a>
<a href="#">02100312</a>	18.06.2014	For re-export	TEST USER MANUAL	unregistered drug	UR00027771	TEST IE10 DRUG 01	Trader User-JAY CHAN	Approved	18.06.2014	
<a href="#">02100311</a>	16.06.2014	For re-export	USER MANUAL EXAMPLE	unregistered drug	UR00027771	TEST IE10 DRUG 01	Trader Supervisor - User One	Approved	16.06.2014	
<a href="#">02100310</a>	16.06.2014	For re-export	EXPORTER ABCD	unregistered drug	UR00027677	ATOPICA	Trader Supervisor - User One	Approved	16.06.2014	
<a href="#">02100143</a>	17.04.2014	For re-export	Angus Test New Flow	unregistered drug	UR00027666 UR00027667	CLINDAMYCIN 1% LOTION DUTASTERIDE CAP. 0.5MG	Trader Supervisor - User One	Approved	17.04.2014	
<a href="#">02100142</a>	17.04.2014	For re-export	Angus Test New Import	unregistered drug	UR00027666	DUTASTERIDE CAP. 0.5MG	Trader Supervisor - User One	Pending DH	17.04.2014	

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## 5.4.2 Create Import Licence Application (Page ID: C003002)

1. Go to menu “Import/Export Licence” → “Add Import Licence”
2. Fill-in Foreign exporter name and
3. Fill-in Foreign export address and
4. Select Country of origin and
5. Select Estimated date of arrival or
6. (**Optional**) Select Late submit application and
7. Select Transport mode or
8. (**Optional**) Fill-in Transport no. and
9. Select exporting place and
10. Fill-in Importer Tel. No. and
11. Select Importer Address and
12. Select Drug type and
  - 12.1 Fill-in at least one HK Ref no (input %%% for full list or any 3 consecutive characters for wildcard search) and
  - 12.2 Fill-in No of pack and
  - 12.3 Fill-in CIF and
  - 12.4 Fill-in Description of drug and
  - 12.5 Select Place of origin and
13. Make deduction by putting a tick in the import licence declaration box
14. Fill-in Re-export to


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Dash Board | Drug Enlisting | **Import / Export Licence** | Report Shipment | Batch | Enquiry | Profile | Logout

**Import Licence - Create**
Logon as: Company A (Trader Supervisor - User One)  
Date: 24.06.2014 11:53:45

1 Create >>> 2 Preview >>> 3 Submit

Foreign exporter
 

Name:
 Address:
 Country:

Estimated date of arrival: (dd.mm.yyyy)  
 Late submit application  
 Transport mode:  
 Transport no:  
 Exporting place:

Importer
 

Tel. No. 28272228  
 Address:

Drug type: Unregistered drug

HK Ref no.	Manufacturer	Pack size (Unit)	No of pack	Quantity Unit	Total (Unit)	C.I.F. (Value in HKD.)
Drug name	Description of drug	Marks and nos. container no.	Place of origin	HS code		

Add item
 C.I.F. total: 0

Conditions of issue of this licence including the following:
 

- (I) The original of this licence shall be the only valid copy against which the goods described herein may be released by the carriers to the importer on arrival in Hong Kong unless special authority to permit release against a certified true copy is granted by the Director-General of Trade and Industry or an officer authorised by him.
- (II) This licence must be correctly endorsed by the importer with shipment arrival details (see reverse) and the importer must not take delivery of the goods until the licence has been so endorsed; the original of the licence duly endorsed must then be passed to the shipping, airline or transportation company who should check details given by the importer and return the licence to the Trade and Industry Department together with the relevant manifest.
- (III) The importer must lodge import declarations in respect of items on this licence within 14 days of shipment.
- (IV) This licence is valid for six months from the date of issue. Extension of validity may be granted on application.

☐ I hereby declare that I am the importer of the goods in respect of which this declaration is made and that the particulars given in this declaration are true and that the goods imported shall be as described. I further declare that the goods are for
 

☐ Local consumption  
☒ Re-export to

Save as draft Preview Cancel  
[Terms and Conditions](#) | Version 1.0.0 (C003002)

Save as draft Preview Cancel  
[Terms and Conditions](#) | Version 1.0.0 (C003002)

(**Optional**) If you provide supporting document for import licence, press “Upload attachment” button to upload file.

For file upload, maximum 1 file can be submitted.

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HONG KONG

Dash Board Drug Enlisting Import / Export License Report Shipment Batch Enquiry Profile 中 Logout

**Import License - Upload supporting document** Logon as: TRADER1 (Trader Supervisor - User Two)  
Date: 04.12.2013 11:23:51

① Create >>> ② Preview >>> ③ Submit

**Upload supporting document**


Upload 1

Supporting document


Back

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15. A) After all information is filled, trader supervisor can click “Preview” button and redirected to the Preview page



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Enquiry
Profile
Logout

---

**Import Licence - Preview**

Logon as: Company A (Trader Supervisor - User One)  
 Date: 24.06.2014 16:50:12

① Create
➡➡➡ ② Preview
➡➡➡ ③ Submit

➤ Licence number: TI00000357

➤ Status: **Completed**

➤ Prepared by: Trader Supervisor - User One

➤ Estimated date of arrival: 24.06.2014  
(dd.mm.yyyy)

➤ Transport mode: Air

➤ Transport no: A1234

➤ Exporting place: Antarctica (AQ)

**Foreign exporter**

➤ Name: IMP LIC 24062014

➤ Address: RD 1234 ST ABCD

➤ Country: Algeria (DZ)

**Importer**

➤ Tel. No. 28272228

➤ Address 43, 43, CENTRAL PLAZA HARBOUR RD

Drug type: Unregistered drug

Item no.	HK Ref no.	Manufacturer	Pack size (Unit)	x	No of pack	Quantity Unit	=	Total (Unit)	C.I.F. (Value in HKD.)
Drug name			Description of drug		Marks and nos. container no.		Place of origin		HS code
1.	UR00027928	123	10(g/strip)	x	100	strip	=	1000(g)	12345
TEST DRUG NAME3								Isle of Man (IM)	29024400
								<b>C.I.F. total:</b>	<b>12345</b>

Conditions of issue of this licence including the following:

- (I) The original of this licence shall be the only valid copy against which the goods described herein may be released by the carriers to the importer on arrival in Hong Kong unless special authority to permit release against a certified true copy is granted by the Director-General of Trade and Industry or an officer authorised by him.
- (II) This licence must be correctly endorsed by the importer with shipment arrival details (see reverse) and the importer must not take delivery of the goods until the licence has been so endorsed; the original of the licence duly endorsed must then be passed to the shipping, airline or transportation company who should check details given by the importer and return the licence to the Trade and Industry Department together with the relevant manifest.
- (III) The importer must lodge import declarations in respect of items on this licence within 14 days of shipment.
- (IV) This licence is valid for six months from the date of issue. Extension of validity may be granted on application.

☒ I hereby declare that I am the importer of the goods in respect of which this declaration is made and that the particulars given in this declaration are true and that the goods imported shall be as described. I further declare that the goods are for

☐ Local consumption

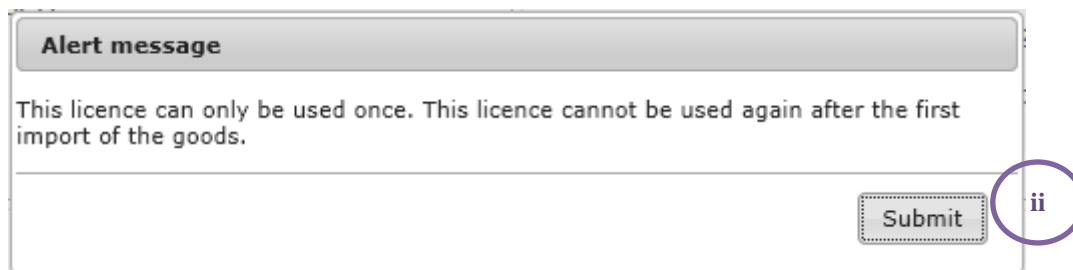
☒ Re-export to USA

Back
Submit

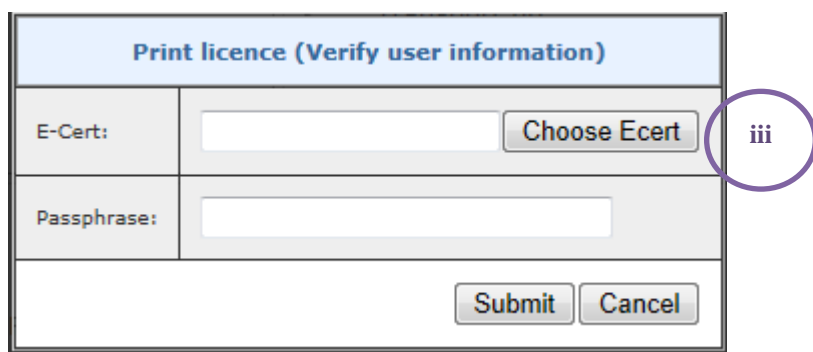
[Terms and Conditions](#) | Version 1.0.0 (C0030028)



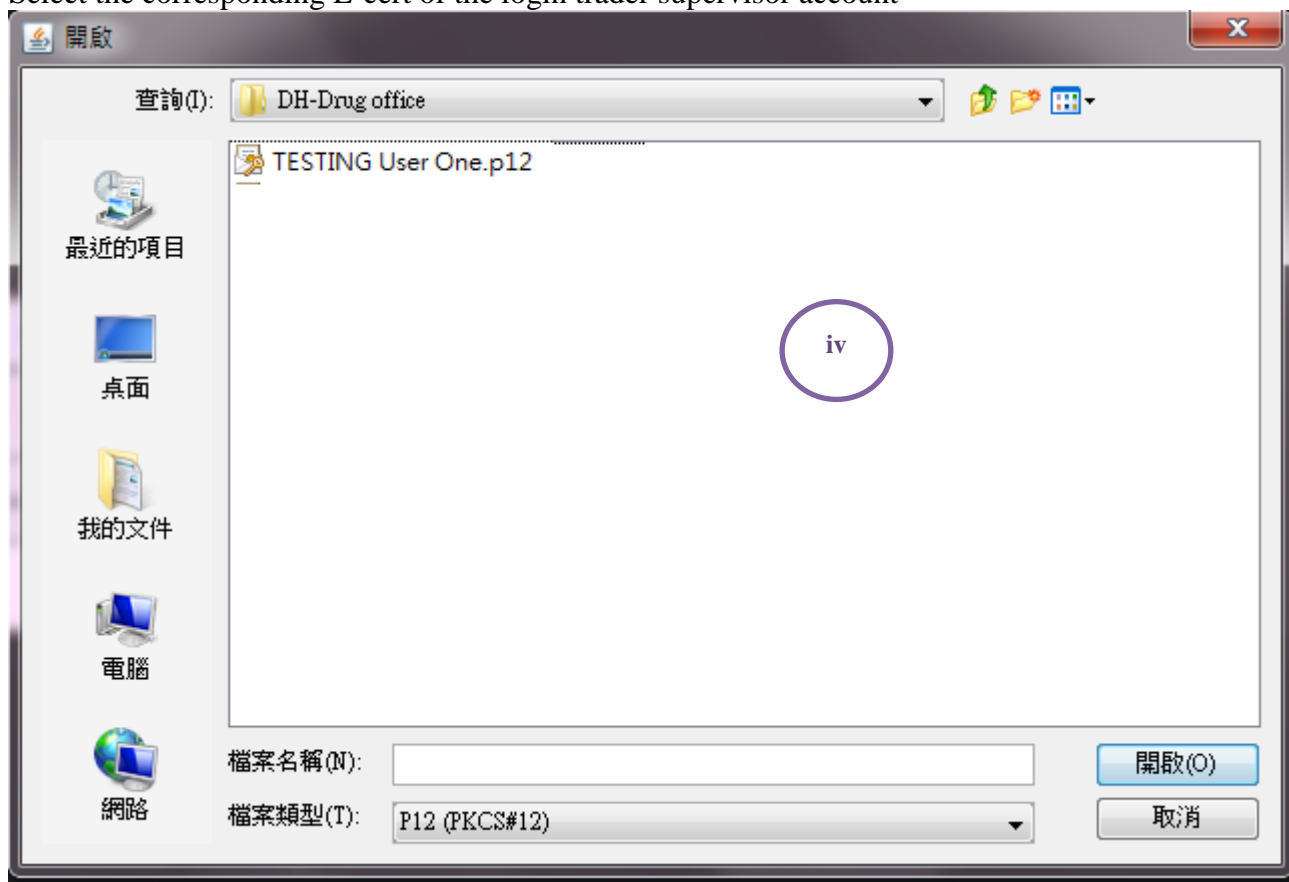
- i) Click “Submit” button to submit the import licence application
- ii) Click “Submit” button of the Alert message box



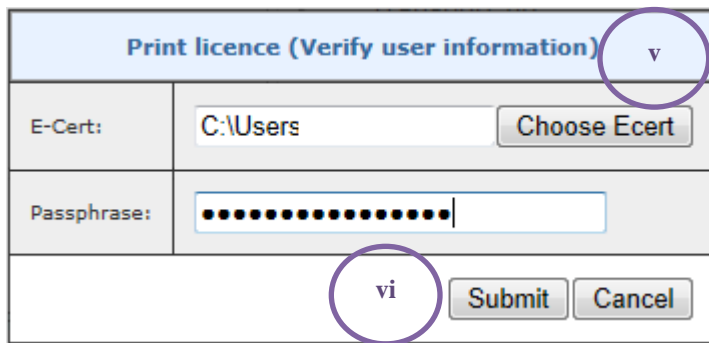
- iii) Click “Choose Ecert” button



- iv) Select the corresponding E-cert of the login trader supervisor account




- v) Input the corresponding Passphrase of the login trader supervisor account



Print licence (Verify user information) <span>v</span>	
E-Cert:	C:\Users <span>Choose Ecert</span>
Passphrase:	.....
<span>vi</span> <span>Submit</span> <span>Cancel</span>	

- vi) Click “Submit” button to agree that you’re represent your company for the application
- vii) The successful message of the import licence application will be shown.

**Link for another import licence application**



Licence number: 02100313 is submitted successfully, and will expire on 24.06.2015(dd.mm.yyyy), click [here](#) for another application.

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**Import Licence - Submit**

Logon as: Company A (Trader Supervisor - User One)  
 Date: 24.06.2014 16:50:12

1 Create

>>>

2 Preview

>>>

3 Submit

Licence number: 02100313 is submitted successfully, and will expire on 24.06.2015(dd.mm.yyyy), click [here](#) for another application.

Licence number: 02100313  
 Status: **Approved**  
 Prepared by: Trader Supervisor - User One

Foreign exporter  
 Name: IMP LIC 24062014  
 Address: RD 1234 ST ABCD  
 Country: Algeria (DZ)

Estimated date of arrival: 24.06.2014  
 Transport mode: Air  
 Transport no: A1234  
 Exporting place: Antarctica (AQ)

Importer  
 Tel. No: 28272228  
 Address: 43, 43, CENTRAL PLAZA HARBOUR RD

Drug type: Unregistered drug

Item no.	HK Ref no.	Manufacturer	Pack size (Unit)	x	No of pack	Quantity Unit	=	Total (Unit)	C.I.F. (Value in HKD.)
Drug name			Description of drug		Marks and nos. container no.		Place of origin		HS code
1.	UR00027928	123	10(g/strip)	x	100	strip	=	1000(g)	12345
TEST DRUG NAME3							Isle of Man (IM)		29024400
C.I.F. total:									12345

Conditions of issue of this licence including the following:  
 (I) The original of this licence shall be the only valid copy against which the goods described herein may be released by the carriers to the importer on arrival in Hong Kong unless special authority to permit release against a certified true copy is granted by the Director-General of Trade and Industry or an officer authorised by him.  
 (II) This licence must be correctly endorsed by the importer with shipment arrival details (see reverse) and the importer must not take delivery of the goods until the licence has been so endorsed; the original of the licence duly endorsed must then be passed to the shipping, airline or transportation company who should check details given by the importer and return the licence to the Trade and Industry Department together with the relevant manifest.  
 (III) The importer must lodge import declarations in respect of items on this licence within 14 days of shipment.  
 (IV) This licence is valid for six months from the date of issue. Extension of validity may be granted on application.

☒ I hereby declare that I am the importer of the goods in respect of which this declaration is made and that the particulars given in this declaration are true and that the goods imported shall be as described. I further declare that the goods are for  
☐ Local consumption  
☒ Re-export to USA

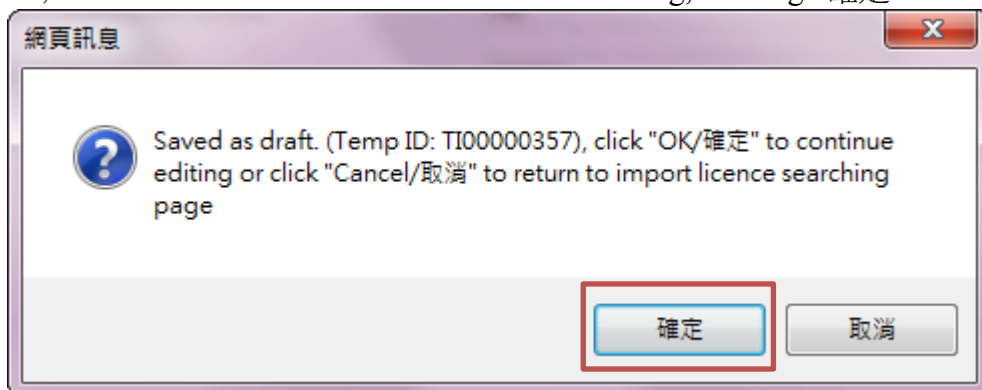
Void licence

Print licence

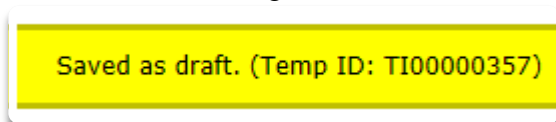
Back to licence search

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B) Or, click the “Save as draft” button for future editing, clicking “確定” to confirm



The successful message will be shown.



C) Or, click “Cancel” button to leave the form and back to search page

Validation Rules for Import Licence Application:

Validation	Warning messages
Missing foreign exporter name	Please input name
Missing foreign exporter address	Please input address
Missing country of origin	Please input country
Missing estimated date of arrival	Please input arrival date
Missing transport mode	Please input transport mode
Invalid transport no (air)	The length must be at least 3 characters and must not exceed 8 characters. All characters must be alphanumeric. Embedded spaces and special characters are not allowed.
Invalid transport no (rail)	The length must not exceed 17 characters. All characters must be alphanumeric. Embedded spaces are allowed but special characters are not allowed.
Invalid transport no (road)	The length must not exceed 25 characters. All characters must be alphanumeric. Embedded spaces are allowed but special characters are not allowed.
Invalid transport no (ocean voyage number)	The length must not exceed 17 characters. All characters must be alphanumeric. Embedded spaces and special characters are not allowed.
Invalid transport no (ocean vessel name)	The length must not exceed 35 characters. All characters must be alphanumeric. Embedded spaces are allowed but special characters are not allowed.
Missing No. of Pack	Please input no. of pack

Invalid format of No. of Pack	Please input no of pack larger than zero or integer format
Missing CIF	Please input c.i.f.
Invalid format of CIF	Please input c.i.f. as integer format
Missing place of origin	Please input origin
Missing consent declaration of import licence	Please check declaration
Missing answer declaration question	Please answer a declaration question
Missing select either local consumption or re-export	Please input re-export
System detected drug status is inactive	Inactive drug status HK Ref No. XXXXXXXXXXXX may be expired or delisted. Please click the void button or reopen button and change it.
Missing export place	Please input exporting place
Missing importer address	Please input importer address
Invalid arrival date	Arrival date should be less than 56 days

Preview page will show if the validation is passed, supervisor can click “Back” button to re-edit the form. Or click “Submit” button to submit the form to DHDO.

Import License - Preview

Logon as: TRADER1 (Trader Supervisor - User Two)  
Date: 06.12.2013 12:44:25

1 Create
2 Preview
3 Submit

License number: TI00002889  
Status: **Completed**  
Prepared by: Trader Supervisor - User Two

Foreign exporter

Name: Simple  
Address: application  
Country: Angola (AO)

Estimated date of arrival: 27.12.2013  
(dd.mm.yyyy)  
Transport mode: Ocean - vessel name  
Vessel name: XZX1234  
Tel. No. 28271988  
Exporting place: Aruba (AW)

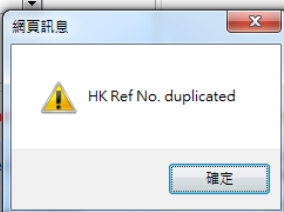
**\*Remark****1) Maximum of import licence item is 5.****2) Duplicated HK Ref no is not allowed as follow figure illustrated.**

Country: Azerbaijan (AZ) Exporting place: Antigua & Barbuda (AG)

Drug type: Unregistered drug \* (Single license should contain only one unregistered drug)

HK Ref no.	Manufacturer	Pack size	Quantity Unit	Total (Unit)	C.I.F. (Value in HKD.)
UR00027685	paracetamol producer limited	30 (milliliter/strip)	x 2000 strip	= 60000 (milliliter)	10000
ESSENTIAL OIL					
UR00027685	paracetamol producer limited	30 (milliliter/strip)	x strip	= (milliliter)	
ES UR00027680 - GLUCOPHAGE TAB 500MG 100'S - testing - capsule					
UR00027685 - ESSENTIAL OIL - paracetamol producer limited - milliliter					

Add item C.I.F. total: 10000



If import licence needs for approval from DHDO as follow figure illustrated.

**Drug Office**  
Department of Health  
The Government of the Hong Kong Special Administrative Region

HONG KONG

Dash Board Drug Enlisting Import / Export License Report Shipment Batch Enquiry Profile 中 Logout

**Import License - Submit**

Logon as: TRADER1 (Trader Supervisor - User Two)  
Date: 02.01.2014 09:37:09

① Create >>> ② Preview >>> ③ Submit

License number: TI00002897 is submitted successfully, please wait for approval from DH, click [here](#) for another application.

▶ License number: TI00002897  
▶ Status: **Pending DH**  
▶ Prepared by: Trader User-JAY CHAN

## 5.4.3 Delete a Draft Import Licence Application (Page ID: C003001)

Only draft record can be deleted, the steps show as follows.

1. Go to menu “Import/Export Licence” → “Import Licence Search” or redirect from Dash Board
2. Search application with the status “Draft” selected
3. Click “Search” button
4. Click “Delete” button on related record
5. Click “確定” on the popup box

**Drug Office**  
Department of Health  
The Government of the Hong Kong Special Administrative Region

HONG KONG

Dash Board Drug Enlisting Import / Export Licence Report Shipment Batch Enquiry Profile 中 Logout

Import Licence Search 1

Logon as: Company A (Trader Supervisor - User One)  
Date: 25.06.2014 15:24:56

Prepared by:   
 Licence number:   
 HK Ref No.:   
 Drug name:   
 Drug type:   
 Licence expired:   
 Late submit application   
 Licence date: (dd.mm.yyyy)  to    
 Status: ☐ All ☒ Draft ☐ Completed ☐ DH Pending ☐ Approved ☐ Rejected ☐ Voided  
 Remark: \*Late submit application 2

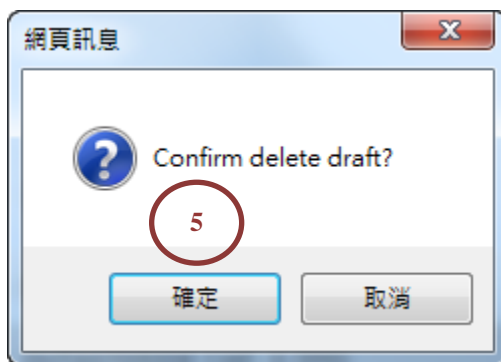
3

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Licence number	Date of issue (dd.mm.yyyy)	Licence type	Foreign exporter	Drug type	HK Ref No	Drug name	Prepared by	Status	Status update date (dd.mm.yyyy)	Action
TI00000355		For re-export	Simple exporter	unregistered drug	UR00000096	TEST BATCH UPLOAD DRUG 17062014	Trader User-JAY CHAN	Draft	17.06.2014	<input type="button" value="Delete"/>
TI00000132		For re-export	Angus Test new Flow	unregistered drug	UR00027666	DUTASTERIDE CAP. 0.5MG	Trader Supervisor - User One	Draft	10.04.2014	<input type="button" value="Delete"/>
TI00000118		For re-export	Angus test new flow	unregistered drug	UR00027667	CLINDAMYCIN 1% LOTION	Trader User-JAY CHAN	Draft	17.04.2014	<input type="button" value="Delete"/>
TI00000117		For re-export	Angus test reminder 01	unregistered drug	UR00027671	ETHOSUXIMIDE CAPSULE	Trader User-JAY CHAN	Draft	09.04.2014	<input type="button" value="Delete"/>

4

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## 5.4.4 Group Upload Import Licence Application (Page ID: C009001)

1. Go to menu “Import/Export licence” → “Group upload import licence”
2. Download template file (Optional)
3. Click “Upload” button
4. Select a relevant excel file for upload

Drug Office  
Department of Health  
The Government of the Hong Kong Special Administrative Region

HONG KONG

Dash Board Drug Enlisting Import / Export Licence Report Shipment Batch Ledger Profile 中 Logout

Import Licence - Group Upload 1

Logon as: Company A (Trader Supervisor - User One)  
Date: 28.07.2014 11:36:45

1 Create >>> 2 Complete

Upload excel file

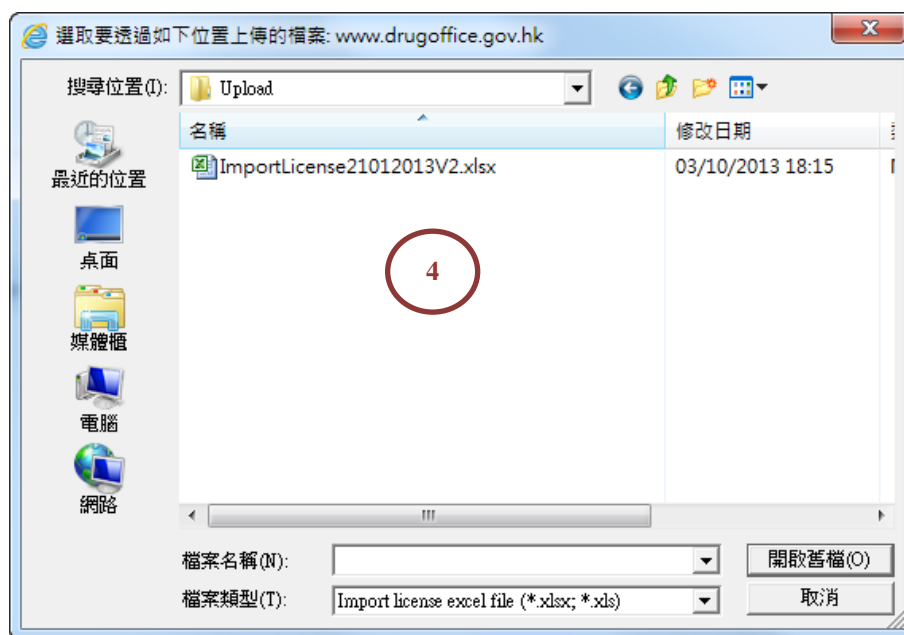
Upload 3

Download template file 4

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Import licence no	Drug name	Message
No record found		

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5. Only valid import licence record will provide detail and save as draft function. As following figure illustrated.

**Drug Office**  
Department of Health  
The Government of the Hong Kong Special Administrative Region

HONG KONG

Dash Board Drug Enlisting Import / Export Licence Report Shipment Batch Enquiry Profile 中 Logout

**Import Licence - Group Upload** Logon as: Company A (Trader Supervisor - User One)  
Date: 25.06.2014 15:24:56

1 Create >>> 2 Complete

**Upload excel file** [Download template file](#)

Upload

ImportLicense21012013V2.xlsx  
Complete.

**Click link to save the application form**

Page 1 / 1

Import licence no	Drug name	Message
1	GLUCOPHAGE TAB 500MG, TESTING2EC	Invalid hk ref no
1	GLUCOPHAGE TAB 500MG, TESTING2EC	Values empty
1	GLUCOPHAGE TAB 500MG, TESTING2EC	Each license only for one cigarette product
2	GLUCOPHAGE TAB 500MG	Values empty
2	GLUCOPHAGE TAB 500MG	Invalid hk ref no
3	04042014V1,04042014V2,04042014V3,04042014V4,24032014V2	Invalid hk ref no
3	04042014V1,04042014V2,04042014V3,04042014V4,24032014V2	Values empty
4	TESTING2EC	Values empty
4	TESTING2EC	Invalid hk ref no
5	TEST BATCH UPLOAD DRUG 17062014	

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## Validation Rules for Implication Licence – Group Upload:

Validation	Warning messages
Incorrect exporting place	Invalid exporting place
Incorrect country code	Invalid country code
Incorrect transport mode	Invalid transport mode
Incorrect HK ref no	Invalid HK Ref No
Incorrect place of origin	Invalid place of origin
Incorrect HS code	Invalid hs code
Missing value in mandatory column	Values empty
Incorrect pack size	Please input pack size as number format
Incorrect no of pack	Please input no of pack as number format
Incorrect C.I.F.	Please input CIF as number format
Missing local consumption	Please input local consumption as Y or N
Missing local consumption	Please input local consumption as N for unregistered drug
Invalid transport no (air)	Invalid transport no. The length must be at least 3 characters and must not exceed 8 characters. All characters must be alphanumeric. Embedded spaces and special characters are not allowed.
Invalid transport no (rail)	Invalid transport no. The length must not exceed 17 characters. All characters must be alphanumeric. Embedded spaces are allowed but special characters are not allowed.
Invalid transport no (road)	Invalid transport no. The length must not exceed 25 characters. All characters must be alphanumeric. Embedded spaces are allowed but special characters are not allowed.
Invalid transport no (ocean voyage number)	Invalid transport no. The length must not exceed 35 characters. All characters must be alphanumeric. Embedded spaces are allowed but special characters are not allowed.
Invalid transport no (ocean vessel name)	Invalid transport no. The length must not exceed 17 characters. All characters must be alphanumeric. Embedded spaces and special characters are not allowed.
Export name more than 35 character	A length of exporter name more than 35 characters
Exporter address more than 35 character	A length of exporter address more than 35 characters
Description of drug more than 255 character	A length of description of drug more than 255 characters
Re-export more than 255 character	A length of re-export more than 255 character


Drug type and HK ref no not match

Inconsistent of drug type and HK Ref No

6. Select the Importer address and
7. Make deduction by putting a tick in the import licence declaration box and
8. Click “Save as draft” button



**Drug Office**  
Department of Health  
The Government of the Hong Kong Special Administrative Region



Dash Board
Drug Enlisting
Import / Export Licence
Report Shipment
Batch
Enquiry
Profile
Logout

**Import Licence - Group Upload**

1 Create >>> 2 Complete

Logon as: Company A (Trader Supervisor - User One)  
Date: 23.06.2014 15:24:56

**Foreign exporter**

Name: Simple exporter

Address: application address

Country: Bangladesh (BD)

Estimated date of arrival: 12.06.2014

Transport mode: Land - rail transport

Transport no: B1817

Exporting place: Turkmenistan (TM)

**Importer**

Tel. No: 23198480

Address: 6

Drug type: Unregistered drug

HK Ref no.	Manufacturer	Pack size (Unit)	No of pack	Quantity Unit	Total (Unit)	C.I.F. (Value in HKD.)
UR00000098	COMPANY ABC	10 (ml/amp)	x 30000	amp	= 300000 (ml)	10000
<b>TEST BATCH UPLOAD DRUG 17082014</b>						
<span style="color: red;">✗</span>			x		=	
<span style="color: red;">✗</span>			x		=	
<b>C.I.F. total:</b>						<b>10000</b>

Conditions of issue of this licence including the following:

(I) The original of this licence shall be the only valid copy against which the goods described herein may be released by the carriers to the importer on arrival in Hong Kong unless special authority to permit release against a certified true copy is granted by the Director-General of Trade and Industry or an officer authorised by him.

(II) This licence must be correctly endorsed by the importer with shipment arrival details (see reverse) and the importer must not take delivery of the goods until the licence has been so endorsed; the original of the licence duly endorsed must then be passed to the shipping, airline or transportation company who should check details given by the importer and return the licence to the Trade and Industry Department together with the relevant manifest.

(III) The importer must lodge import declarations in respect of items on this licence within 14 days of shipment.

(IV) This licence is valid for six months from the date of issue. Extension of validity may be granted on application.

7 ☒ I hereby declare that I am the importer of the goods in respect of which this declaration is made and that the particulars given in this declaration are true and that the goods imported shall be as described. I further declare that the goods are for

☐ Local consumption

☒ Re-export to USA

8 Save as draft Back

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Successful message will be displayed if all fields of the form are valid.

**Import licence draft saved**

The Government of the Hong Kong Special Administrative Region

Dash Board
On-going Enlisting
Import / Export Licence
Report Shipment
Batch
Enquiry
Profile
Logout

**Import Licence - Group Upload**

Login as: Company A (Trader Supervisor - User One)  
 Date: 23.06.2014 15:24:56

1 Create
>>>
2 Complete

**Import licence draft saved**

Licence number: TI00000358  
 Status: **Draft**  
 Prepared By: Trader Supervisor - User One

**Foreign exporter**  
 Name: Simple exporter  
 Address: application address  
 Country: Bangladesh (BD)

Estimated date of arrival: (dd.mm.yyyy) 12.06.2014  
 Transport mode: Land - rail transport  
 Transport no: B1817  
 Exporting place: Turkmenistan (TM)

**Importer**  
 Tel. No. 23198460  
 Address 43, 43, CENTRAL PLAZA HARBOUR RD

Drug type: Unregistered drug

Item no.	HK Ref no.	Manufacturer	Pack size (Unit)	x	No of pack	Quantity Unit	=	Total (Unit)	C.I.F. (Value in HKD.)
Drug name			Description of drug		Marks and nos. container no.		Place of origin		HS code
1.	UR00000096	COMPANY ABC	10(ml/amp)	x	30000	amp	=	300000(ml)	10000
TEST BATCH UPLOAD DRUG 17062014			test					Austria (AT)	29012300
<b>C.I.F. total:</b>									<b>10000</b>

Conditions of issue of this licence including the following:  
  
 (I) The original of this licence shall be the only valid copy against which the goods described herein may be released by the carriers to the importer on arrival in Hong Kong unless special authority to permit release against a certified true copy is granted by the Director-General of Trade and Industry or an officer authorised by him.  
  
 (II) This licence must be correctly endorsed by the importer with shipment arrival details (see reverse) and the importer must not take delivery of the goods until the licence has been so endorsed; the original of the licence duly endorsed must then be passed to the shipping, airline or transportation company who should check details given by the importer and return the licence to the Trade and Industry Department together with the relevant manifest.  
  
 (III) The importer must lodge import declarations in respect of items on this licence within 14 days of shipment.  
  
 (IV) This licence is valid for six months from the date of issue. Extension of validity may be granted on application.

☒ I hereby declare that I am the importer of the goods in respect of which this declaration is made and that the particulars given in this declaration are true and that the goods imported shall be as described. I further declare that the goods are for  


☐ Local consumption  
☒ Re-export to USA

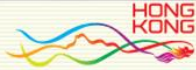
Back

[Terms and Conditions](#) | Version 1.0.0 (C009002)

## 5.4.5 Submit Import Licence application (Page ID: C003002A)

1. Go to menu “Import/Export Licence” → “Import Licence Search”, page will be redirect to create page and then:
2. Select Prepared by or
3. Input Licence number (support wildcard search by input %%% for full list or any 3 consecutive characters) or
4. Input HK Ref No (support partial match) or
5. Select Drug name (support partial match) or
6. Select Drug type or
7. Select Licence expired or
8. Select Licence date range or
9. Select Status as “Completed” and
10. Click “Search” button, result will be displayed in the result table
11. Click link on related record


**Drug Office**  
 Department of Health  
 The Government of the Hong Kong Special Administrative Region



Dash Board   Drug Enlisting   **Import / Export Licence**   Report Shipment   Batch   Enquiry   Profile   中   Logout

Import Licence Search **1**

 Logon as: Company A (Trader Supervisor - User One)  
 Date: 26.06.2014 10:26:26

Prepared by:   
 Licence number:  ?  
 HK Ref No.:  P  
 Drug name:  P  
 Drug type:  2 - 9  
 Licence expired:   
 Late submit application   
 Licence date: (dd.mm.yyyy)  to    
 Status: ☐ All ☐ Draft ☒ Completed ☐ DH Pending ☐ Approved ☐ Rejected ☐ Voided  
 Remark: \*Late submit application

**10**

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Licence number	Date of issue (dd.mm.yyyy)	Licence type	Foreign export	Drug type	HK Ref No	Drug name	Prepared by	Status	Status update date (dd.mm.yyyy)	Action
<b>T100000353</b>		For re-export	USER MANUAL INFO	unregistered drug	UR00027772	TESTING IE 10 DRUG 02	Trader User-JAY CHAN	Completed	16.06.2014	<input type="button" value="Reopen"/>

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## 12. Click the “Submit” button to submit the import licence application

**Drug Office**  
Department of Health  
The Government of the Hong Kong Special Administrative Region

HONG KONG

Dash Board Drug Enlisting Import / Export Licence Report Shipment Batch Enquiry Profile Logout

Import Licence - Preview & submit

Logon as: Company A (Trader Supervisor - User One)  
Date: 26.06.2014 10:26:26

1 Create >>> 2 Preview >>> 3 Submit

> Licence number: TI00000353  
 > Status: **Completed**  
 > Prepared by: Trader User-JAY CHAN

Foreign exporter

> Name: USER MANUAL INFO  
 > Address: RD 1234 ST ABCD  
 > Country: American Samoa (AS)

> Estimated date of arrival: 16.06.2014 (dd.mm.yyyy)  
 > Transport mode: Land - rail transport  
 > Transport no: B1234  
 > Exporting place: Brunei (BN)

Importer

> Tel. No. 28272228  
 > Address 43, 43, CENTRAL PLAZA HARBOUR RD

Drug type: Unregistered drug

Item no.	HK Ref no.	Manufacturer	Pack size (Unit)	x	No of pack	Quantity Unit	=	Total (Unit)	C.I.F. (Value in HKD.)
Drug name		Description of drug		Marks and nos. container no.		Place of origin		HS code	
1.	UR00027772	Testing	750(ml/jar)	x	1000	jar	=	750000(ml)	12345
TESTING IE 10 DRUG 02			TEST IMP LIC	A1234		Bahrain (BH)		30041090	
								C.I.F. total:	12345

Conditions of issue of this licence including the following:

(I) The original of this licence shall be the only valid copy against which the goods described herein may be released by the carriers to the importer on arrival in Hong Kong unless special authority to permit release against a certified true copy is granted by the Director-General of Trade and Industry or an officer authorised by him.

(II) This licence must be correctly endorsed by the importer with shipment arrival details (see reverse) and the importer must not take delivery of the goods until the licence has been so endorsed; the original of the licence duly endorsed must then be passed to the shipping, airline or transportation company who should check details given by the importer and return the licence to the Trade and Industry Department together with the relevant manifest.

(III) The importer must lodge import declarations in respect of items on this licence within 14 days of shipment.

(IV) This licence is valid for six months from the date of issue. Extension of validity may be granted on application.

☒ I hereby declare that I am the importer of the goods in respect of which this declaration is made and that the particulars given in this declaration are true and that the goods imported shall be as described. I further declare that the goods are for

☐ Local consumption  
☒ Re-export to USA

Back to licence search Reopen to preparing user Reopen to others Submit

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Back to licence search Reopen to preparing user Reopen to others Submit

Terms and Conditions | Version 1.0.0 (C003002G)

12

13. Click “Submit” in the following popup box

**Alert message**

This licence can only be used once. This licence cannot be used again after the first import of the goods.

13

Submit

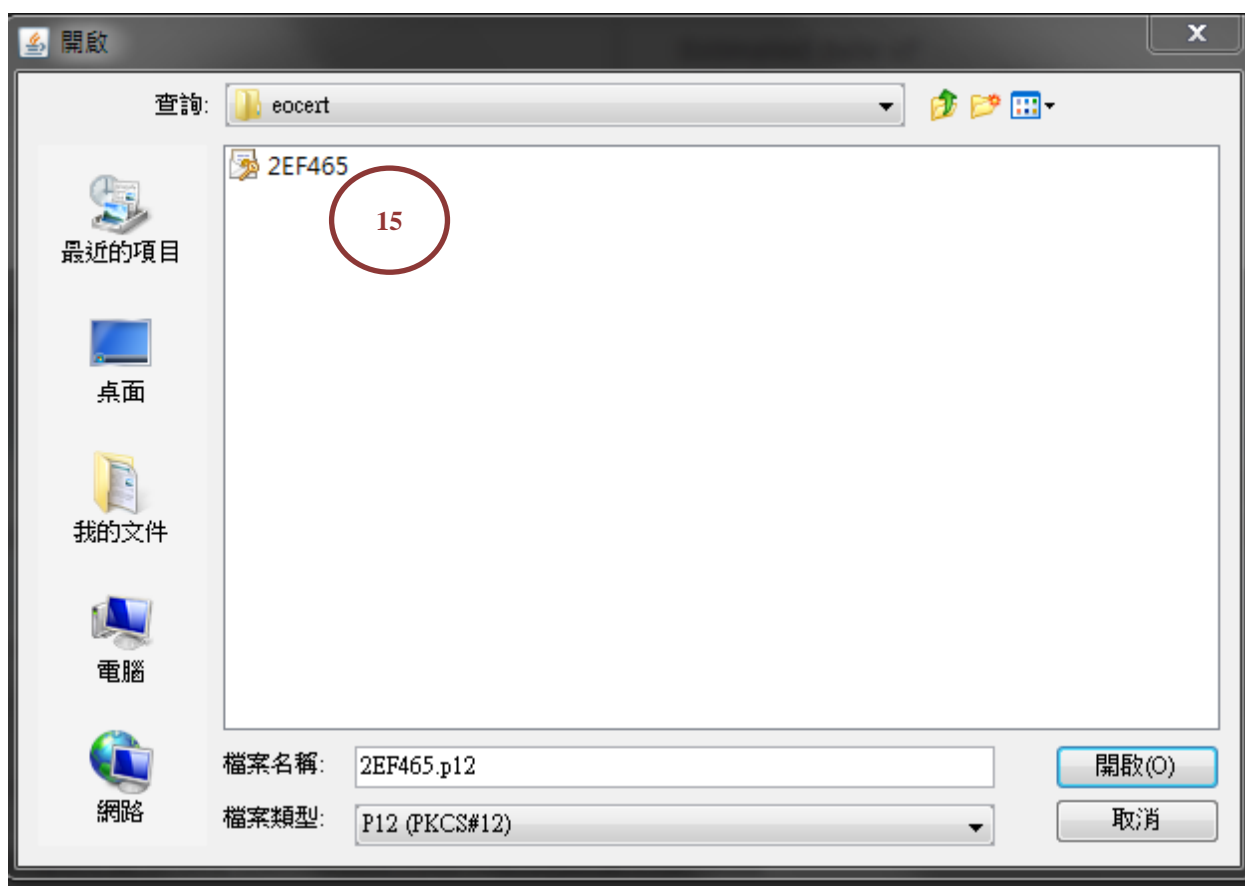
14. Click “Choose Ecert” button and

15. Choose e-cert and

**Print licence (Verify user information)**

E-Cert:	<input type="text"/>	Choose Ecert
Passphrase:	<input type="text"/>	
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>		

14





16. Input the Passphrase and
17. Click “Submit” button to verify user information or
18. Click “Cancel” button to back to the Import Licence Preview & submit page

**Print licence (Verify user information)**

E-Cert: C:\Users\Lenovo's User\D

Passphrase: ..... **16**

**17** **18**

Validation Rules for E-Cert appending to Import Licence Application:

Validation	Warning messages
Passphrase is incorrect	Passphrase is not valid
Application updated by other user	Error, forms were updated by other user, no change made. Search result page will be redirected
Missing E-cert file	Please select passphrase file
Missing passphrase	Please input passphrase



The successful message of the import licence application will be shown.

Licence number: 02100317 is submitted successfully, and will expire on 26.06.2015(dd.mm.yyyy), click [here](#) for another application.

Department of Health  
The Government of the Hong Kong Special Administrative Region

Dash Board Drug Enlisting Import / Export Licence Report Shipment Batch Enquiry Profile Logout

Import Licence - Submit Logon as: Company A (Trader Supervisor - User One)  
Date: 26.06.2014 10:26:26

1 Create >>> 2 Preview >>> 3 Submit

Licence number: 02100317 is submitted successfully, and will expire on 26.06.2015(dd.mm.yyyy), click [here](#) for another application.

Licence number: 02100317  
 Status: **Approved**  
 Prepared by: Trader Supervisor - User One

Foreign exporter

Name: Test import licence 26062014  
 Address: Road 1234 Street Abcd  
 Country: Algeria (DZ)

Estimated date of arrival: 26.06.2014 (dd.mm.yyyy)  
 Transport mode: Air  
 Transport no: A1324  
 Exporting place: Brazil (BR)

Importer

Tel. No: 28272228  
 Address: 43, 43, CENTRAL PLAZA HARBOUR RD

Drug type: Unregistered drug

Item no.	HK Ref no.	Manufacturer	Pack size (Unit)	x	No of pack	Quantity Unit	=	Total (Unit)	C.I.F. (Value in HKD.)
1.	UR00027771	Testing	750(ml/bottle)	x	1000	bottle	=	750000(ml)	1000
TEST IE10 DRUG 01								Bosnia & Herzegovina (BA)	30061000
								C.I.F. total:	1000

Conditions of issue of this licence including the following:

(I) The original of this licence shall be the only valid copy against which the goods described herein may be released by the carriers to the importer on arrival in Hong Kong unless special authority to permit release against a certified true copy is granted by the Director-General of Trade and Industry or an officer authorised by him.

(II) This licence must be correctly endorsed by the importer with shipment arrival details (see reverse) and the importer must not take delivery of the goods until the licence has been so endorsed; the original of the licence duly endorsed must then be passed to the shipping, airline or transportation company who should check details given by the importer and return the licence to the Trade and Industry Department together with the relevant manifest.

(III) The importer must lodge import declarations in respect of items on this licence within 14 days of shipment.

(IV) This licence is valid for six months from the date of issue. Extension of validity may be granted on application.

☒ I hereby declare that I am the importer of the goods in respect of which this declaration is made and that the particulars given in this declaration are true and that the goods imported shall be as described. I further declare that the goods are for

☐ Local consumption  
☒ Re-export to USA

Void licence Print licence Back to licence search


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**\*Remark: Java Platform, Stand Edition is required.**


#### 5.4.6 Print Import Licence (Page ID: C003002B)

In order to print the Import Licence Application, user can select menu “Import/Export Licence” → “Import Licence Search” and search with following criteria:

1. Select Prepared by or
2. Input Licence number (support wildcard search by input %%% for full list or any 3 consecutive characters) or
3. Input HK Ref No (support partial match) or
4. Input Drug name (support partial match) or
5. Select Drug type or
6. Select Licence expired or
7. Select Late submit application or
8. Select Licence date range or
9. Select Status as “Approved” and
10. Click “Search” button, result will be displayed in the result table
11. Click link on related licence number



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**Import Licence Search**

Logon as: Company A (Trader Supervisor - User One)  
 Date: 26.06.2014 10:26:26

Prepared by:

Licence number:

HK Ref No.:

Drug name:

Drug type:

Licence expired:

Late submit application:

Licence date: (dd.mm.yyyy)  to  [Clear date field](#)

Status: ☐ All ☐ Draft ☐ Completed ☐ DH Pending ☒ Approved ☐ Rejected ☐ Voided

**Remark: \*Late submit application**

1-9

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Search

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Licence number	Date of issue (dd.mm.yyyy)	Licence type	Foreign exporte	Drug type	HK Ref No	Drug name	Prepared by	Status	Status update date (dd.mm.yyyy)	Action
<a href="#">02100315</a>	26.06.2014	For re-export	Test import licence 26062014	unregistered drug	UR00027771	TEST IE10 DRUG 01	Trader Supervisor - User One	Approved	26.06.2014	
<a href="#">02100313</a>	24.06.2014	For re-export	IMP LIC 24062014	unregistered drug	UR00027928	TEST DRUG NAME3	Trader Supervisor - User One	Approved	24.06.2014	
<a href="#">02100312</a>	18.06.2014	For re-export	TEST USER MANUAL	unregistered drug	UR00027771	TEST IE10 DRUG 01	Trader User-JAY CHAN	Approved	18.06.2014	
<a href="#">02100311</a>	16.06.2014	For re-export	USER MANUAL EXAMPLE	unregistered drug	UR00027771	TEST IE10 DRUG 01	Trader Supervisor - User One	Approved	16.06.2014	
<a href="#">02100310</a>	16.06.2014	For re-export	EXPORTER ABCD	unregistered drug	UR00027677	ATOPICA	Trader Supervisor - User One	Approved	16.06.2014	
<a href="#">02100143</a>	17.04.2014	For re-export	Angus Test New Flow	unregistered drug	UR00027666 UR00027667	CLINDAMYCIN 1% LOTION DUTASTERIDE CAP. 0.5MG	Trader Supervisor - User One	Approved	17.04.2014	
<a href="#">02100097</a>	08.04.2014	For re-export	Angus Test New Flow With document	unregistered drug	UR00027666	DUTASTERIDE CAP. 0.5MG	Trader Supervisor - User One	Approved	08.04.2014	
<a href="#">02100092</a>	08.04.2014	For re-export	Angus New Import Flow	unregistered drug	UR00027667 UR00027668	AZATHIOPRINA TABLET 50 MG CLINDAMYCIN 1% LOTION	Trader Supervisor - User One	Approved	08.04.2014	

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## 12. Click "Print licence" button



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**Import Licence - Submit**

Logon as: Company A (Trader Supervisor - User One)  
 Date: 26.06.2014 10:26:26

Licence number: 02100311 is submitted successfully, and will expire on 16.06.2015(dd.mm.yyyy)

Licence number: 02100311  
 Status: **Approved**  
 Prepared by: Trader Supervisor - User One

Estimated date of arrival: 16.06.2014  
 Transport mode: Air  
 Transport no: A1234  
 Exporting place: Brazil (BR)

Foreign exporter
 

Name: USER MANUAL EXAMPLE  
 Address: RD 1234 ST ABCD  
 Country: Algeria (DZ)

Estimated date of arrival: 16.06.2014  
 Transport mode: Air  
 Transport no: A1234  
 Exporting place: Brazil (BR)

Importer
 

Tel. No. 28272228  
 Address 43, 43, CENTRAL PLAZA HARBOUR RD

Drug type: Unregistered drug
 

Item no.	HK Ref no.	Manufacturer	Pack size (Unit)	x	No of pack	Quantity Unit	=	Total (Unit)	C.I.F. (Value in HKD.)
<div style="display: flex; justify-content: space-between;"> <div> <b>Drug name</b>            1. UR00027771 Testing         </div> <div> <b>Description of drug</b>            750(ml/bottle)         </div> <div> <b>Marks and nos. container no.</b>            x 100 bottle         </div> <div> <b>Place of origin</b>            = 75000(ml)         </div> <div> <b>HS code</b>            12345         </div> </div>									
TEST IE10 DRUG 01			USER MANUAL		12A			Bosnia & Herzegovina (BA)	30061000
<b>C.I.F. total:</b>									<b>12345</b>

Conditions of issue of this licence including the following:
 


- (I) The original of this licence shall be the only valid copy against which the goods described herein may be released by the carriers to the importer on arrival in Hong Kong unless special authority to permit release against a certified true copy is granted by the Director-General of Trade and Industry or an officer authorised by him.
- (II) This licence must be correctly endorsed by the importer with shipment arrival details (see reverse) and the importer must not take delivery of the goods until the licence has been so endorsed; the original of the licence duly endorsed must then be passed to the shipping, airline or transportation company who should check details given by the importer and return the licence to the Trade and Industry Department together with the relevant manifest.
- (III) The importer must lodge import declarations in respect of items on this licence within 14 days of shipment.
- (IV) This licence is valid for six months from the date of issue. Extension of validity may be granted on application.

☒ I hereby declare that I am the importer of the goods in respect of which this declaration is made and that the particulars given in this declaration are true and that the goods imported shall be as described. I further declare that the goods are for
 

☐ Local consumption
 ☒ Re-export to USA

Void licence Print licence Back to licence search

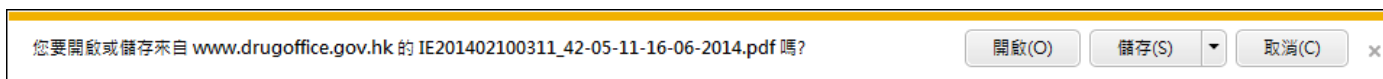
12



Void licence Print licence Back to licence search

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### 13. Click “Open” or “Save”




#### 5.4.7 Void Import Licence (Page ID: C003001)

In order to void specific licence record, user can select menu “Import/Export Licence”→“Import Licence Search” and search with following criteria:

1. Select Prepared by or
2. Input Licence number (support wildcard search by input %%% for full list or any 3 consecutive characters) or
3. Input HK Ref No (support partial match) or
4. Input Drug name (support partial match) or
5. Select Drug type or
6. Select Licence expired or
7. Select Late submit application or
8. Select Licence date range or
9. Status as “Approved” and
10. Click “Search” button, result will be displayed in the result table
11. Click the link of licence record to perform void licence action



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### Import Licence Search

Logon as: Company A (Trader Supervisor - User One)  
 Date: 25.06.2014 17:32:44

Prepared by:

Licence number:

HK Ref No.:

Drug name:

Drug type:

Licence expired:

Late submit application:

Licence date: (dd.mm.yyyy)  to  [Clear date field](#)

Status: ☐ All ☐ Draft ☐ Completed ☐ DH Pending ☒ Approved ☐ Rejected ☐ Voided

Remark: \*Late submit application

1 - 9

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[Search](#)

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Licence number	Date of issue (dd.mm.yyyy)	Licence type	Foreign exporte#	Drug type	HK Ref No#	Drug name	Prepared by	Status	Status update date (dd.mm.yyyy)	Action
<a href="#">02100313</a>	24.06.2014	For re-export	IMP LIC 24062014	unregistered drug	UR00027928	TEST DRUG NAME3	Trader Supervisor - User One	Approved	24.06.2014	
<a href="#">02100312</a>	18.06.2014	For re-export	TEST USER MANUAL	unregistered drug	UR00027771	TEST IE10 DRUG 01	Trader User-JAY CHAN	Approved	18.06.2014	
<a href="#">02100311</a>	16.06.2014	For re-export	USER MANUAL EXAMPLE	unregistered drug	UR00027771	TEST IE10 DRUG 01	Trader Supervisor - User One	Approved	16.06.2014	
<a href="#">02100310</a>	16.06.2014	For re-export	EXPORTER ABCD	unregistered drug	UR00027677	ATOPICA	Trader Supervisor - User One	Approved	16.06.2014	
<a href="#">02100143</a>	17.04.2014	For re-export	Angus Test New Flow	unregistered drug	UR00027666 UR00027667	CLINDAMYCIN 1% LOTION DUTASTERIDE CAP. 0.5MG	Trader Supervisor - User One	Approved	17.04.2014	
<a href="#">02100097</a>	08.04.2014	For re-export	Angus Test New Flow With document	unregistered drug	UR00027666	DUTASTERIDE CAP. 0.5MG	Trader Supervisor - User One	Approved	08.04.2014	
<a href="#">02100092</a>	08.04.2014	For re-export	Angus New Import Flow	unregistered drug	UR00027667 UR00027668	AZATHIOPRINA TABLET 50 MG CLINDAMYCIN 1% LOTION	Trader Supervisor - User One	Approved	08.04.2014	


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12. Click “Void licence” button to void licence

13. Click “確定” on the popup box


14. Click “Back to licence search” button to back the import licence search page




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---


**Import Licence - Submit**

Logon as: Company A (Trader Supervisor - User One)  
 Date: 26.06.2014 10:26:26

Licence number: 02100313 is submitted successfully, and will expire on 24.06.2015(dd.mm.yyyy)

Licence number:	02100313
Status:	<b>Approved</b>
Prepared by:	Trader Supervisor - User One

Foreign exporter

Name:	IMP LIC 24062014
Address:	RD 1234 ST ABCD
Country:	Algeria (DZ)

Estimated date of arrival: (dd.mm.yyyy)	24.06.2014
Transport mode:	Air
Transport no:	A1234
Exporting place:	Antarctica (AQ)

Importer

Tel. No.	28272228
Address	43, 43, CENTRAL PLAZA HARBOUR RD

Drug type: Unregistered drug

Item no.	HK Ref no.	Manufacturer	Pack size (Unit)	x	No of pack	Quantity Unit	=	Total (Unit)	C.I.F. (Value in HKD.)
Drug name		Description of drug		Marks and nos. container no.		Place of origin		HS code	
1.	UR00027928	123	10(g/strip)	x	100	strip	=	1000(g)	12345
TEST DRUG NAME3							Isle of Man (IM)		29024400
C.I.F. total:									12345

Conditions of issue of this licence including the following:

- (I) The original of this licence shall be the only valid copy against which the goods described herein may be released by the carriers to the importer on arrival in Hong Kong unless special authority to permit release against a certified true copy is granted by the Director-General of Trade and Industry or an officer authorised by him.
- (II) This licence must be correctly endorsed by the importer with shipment arrival details (see reverse) and the importer must not take delivery of the goods until the licence has been so endorsed; the original of the licence duly endorsed must then be passed to the shipping, airline or transportation company who should check details given by the importer and return the licence to the Trade and Industry Department together with the relevant manifest.
- (III) The importer must lodge import declarations in respect of items on this licence within 14 days of shipment.
- (IV) This licence is valid for six months from the date of issue. Extension of validity may be granted on application.

☒ I hereby declare that I am the importer of the goods in respect of which this declaration is made and that the particulars given in this declaration are true and that the goods imported shall be as described. I further declare that the goods are for

☐ Local consumption

☒ Re-export to USA

Void licence   Print licence   Back to licence search

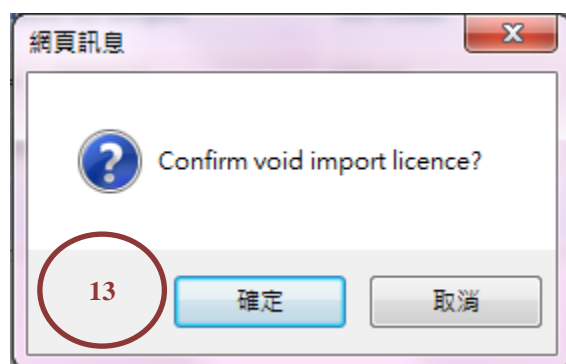
12

Void licence

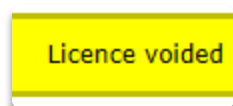
Print licence

Back to licence search

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Successful message page will be shown if all data are valid.





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**Import Licence - View**

Logon as: Company A (Trader Supervisor - User One)  
 Date: 26.06.2014 10:26:26

Licence voided

» Licence number: 02100316

» Status: **Voided**

» Prepared by: Trader Supervisor - User One

Foreign exporter

» Name: Test importn licence late submit 26

» Address: Road 1234 Street Abcd

» Country: American Samoa (AS)

Importer

» Tel. No. 28272228

» Address 43, 43, CENTRAL PLAZA HARBOUR RD

» Estimated date of arrival: 18.06.2014 (dd.mm.yyyy)

» Late submit application ☒

» Transport mode: Land - road transport

» Vehicle number: 21456987

» Exporting place: Antigua & Barbuda (AG)

Drug type: Unregistered drug

Item no.	HK Ref no.	Manufacturer	Pack size (Unit)	x	No of pack	Quantity Unit	=	Total (Unit)	C.I.F. (Value in HKD.)
Drug name			Description of drug		Marks and nos. container no.		Place of origin		HS code
1.	UR00027772	Testing	750(ml/jar)	x	1010122	jar	=	757591500(ml)	1234567
TESTING IE 10 DRUG 02								Bahrain (BH)	30041090
								<b>C.I.F. total:</b>	<b>1234567</b>

Conditions of issue of this licence including the following:

(I) The original of this licence shall be the only valid copy against which the goods described herein may be released by the carriers to the importer on arrival in Hong Kong unless special authority to permit release against a certified true copy is granted by the Director-General of Trade and Industry or an officer authorised by him.

(II) This licence must be correctly endorsed by the importer with shipment arrival details (see reverse) and the importer must not take delivery of the goods until the licence has been so endorsed; the original of the licence duly endorsed must then be passed to the shipping, airline or transportation company who should check details given by the importer and return the licence to the Trade and Industry Department together with the relevant manifest.

(III) The importer must lodge import declarations in respect of items on this licence within 14 days of shipment.

(IV) This licence is valid for six months from the date of issue. Extension of validity may be granted on application.

☒ I hereby declare that I am the importer of the goods in respect of which this declaration is made and that the particulars given in this declaration are true and that the goods imported shall be as described. I further declare that the goods are for

☐ Local consumption

☒ Re-export to USA


[Back to licence search](#)


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### 5.4.8 Generate Import Licence information to TDEC declaration (Page ID: C014001)

In order to search specific record, user can select menu “Import/Export Licence” → “Generate import licence to TDEC” and search with following criteria:






1. Input Licence number (support wildcard search by input %%% for full list or any 3 consecutive characters) or
2. Input HK Ref No (support partial match) or
3. Input Drug name (support partial match) or
4. Select Drug type or
5. Select Late submit application or
6. Select HS code (support wildcard search by input %%% for full list or any 3 consecutive characters) or
7. Select Submission date range and
8. Click “Search” button, result will be displayed



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Generate Import Licence to TDEC
 Logon as: Company A (Trader Supervisor - User One)  
Date: 26.06.2014 15:21:59

Licence number:    
 HK Ref No:    
 Drug name:    
 Drug type:    
 Late submit application: ☐  
 HS code:    
 Submission date: (dd.mm.yyyy)  to    
**Remark: \*Late submit application**



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Licence number	Licence type	Foreign exporter	Drug type	HK Ref No	Drug name	Status	Select
02100092	For re-export	Angus New Import Flow	unregistered drug	UR00027667 UR00027668	AZATHIOPRINA TABLET 50 MG CLINDAMYCIN 1% LOTION	Approved	<input checked="" type="checkbox"/>
02100097	For re-export	Angus Test New Flow With document	unregistered drug	UR00027666	DUTASTERIDE CAP. 0.5MG	Approved	<input type="checkbox"/>
02100143	For re-export	Angus Test New Flow	unregistered drug	UR00027666 UR00027667	CLINDAMYCIN 1% LOTION DUTASTERIDE CAP. 0.5MG	Approved	<input type="checkbox"/>
02100310	For re-export	EXPORTER ABCD	unregistered drug	UR00027677	ATOPICA	Approved	<input type="checkbox"/>
02100311	For re-export	USER MANUAL EXAMPLE	unregistered drug	UR00027771	TEST IE10 DRUG 01	Approved	<input type="checkbox"/>
02100312	For re-export	TEST USER MANUAL	unregistered drug	UR00027771	TEST IE10 DRUG 01	Approved	<input type="checkbox"/>
02100313	For re-export	IMP LIC 24062014	unregistered drug	UR00027928	TEST DRUG NAME3	Approved	<input type="checkbox"/>
02100315	For re-export	Test import licence 26062014	unregistered drug	UR00027771	TEST IE10 DRUG 01	Approved	<input type="checkbox"/>
02100317	For re-export	Test import licence 26062014	unregistered drug	UR00027771	TEST IE10 DRUG 01	Approved	<input type="checkbox"/>



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9. Select import licence and
10. Click ‘Export’
11. Click ‘Save’

您要開啟或儲存來自 [www.drugoffice.gov.hk](http://www.drugoffice.gov.hk) 的 99999999-000\_2013-12-23\_IMP.xml (1.62 KB) 嗎?

開啟(O)

儲存(S)



取消(C)





## 5.5 REPORT SHIPMENT

### 5.5.1 Search Report Shipment quantity – Import (Page ID: C005001)

User can select menu “Report Shipment” → “Report Shipment Quantity (Import)” redirect from Dash Board and then:

1. Select Prepared by; or
2. Input Import licence number (support partial match); or
3. Input Foreign exporter (support partial match); or
4. Select Late submit application; or
5. Select Licence date range; or
6. Select Status; and
7. Click “Search” button, result will be displayed in the result table
8. Click the related link to view/edit the application


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[Report Shipment](#)
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[Enquiry](#)
[Profile](#)

中 Logout

Logon as: Company A (Trader Supervisor - User One)  
 Date: 30.06.2014 17:29:50

Report Shipment Quantity - Import

Prepared by:

Import licence number:

Foreign exporter:

Late submit application: ☐

Licence date: (dd.mm.yyyy)  to  [Clear date field](#)

Status: ☒ All ☐ Outstanding ☐ Draft ☐ Completed ☐ Approved ☐ Expired

Remark: \*Late submit application

Search

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Licence number	Licence date (dd.mm.yyyy)	Foreign exporter	Prepared by	Report shipment status	Status update date (dd.mm.yyyy)	Action
<a href="#">02100317</a>	26.06.2014	Test import licence 26062014		Outstanding		
<a href="#">02100315</a>	26.06.2014	Test import licence 26062014		Outstanding		
<a href="#">02100313</a>	24.06.2014	IMP LIC 24062014		Outstanding		
<a href="#">02100312</a>	18.06.2014	TEST USER MANUAL	Trader Supervisor - User One	Approved	18.06.2014	
<a href="#">02100311</a>	16.06.2014	USER MANUAL EXAMPLE	Trader User-JAY CHAN	Completed	18.06.2014	<a href="#">Reopen</a>
<a href="#">02100310</a>	16.06.2014	EXPORTER ABCD	Trader User-JAY CHAN	Completed	19.06.2014	<a href="#">Reopen</a>
<a href="#">02100143</a>	17.04.2014	Angus Test New Flow	Trader User-JAY CHAN	Completed	19.06.2014	<a href="#">Reopen</a>
<a href="#">02100097</a>	08.04.2014	Angus Test New Flow With document		Outstanding		
<a href="#">02100092</a>	08.04.2014	Angus New Import Flow	Trader Supervisor - User One	Approved	10.04.2014	

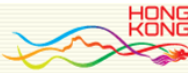
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## 5.5.2 Create Report Shipment quantity - Import (Page ID: C005002)

User can select menu “Report Shipment” → “Report Shipment Quantity (Import)” redirect from Dash Board and then:

1. Select Prepared by; or
2. Input Import licence number (support partial match); or
3. Input Foreign exporter (support partial match); or
4. Select Late submit application; or
5. Select Licence date range; or
6. Select Status; and
7. Click “Search” button, result will be displayed in the result table
8. Click the related link to view/edit the application



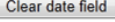

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


Dash Board | Drug Enlisting | Import / Export Licence | Report Shipment | Batch | Enquiry | Profile | 中 | Logout




Report Shipment Quantity - Import

Logon as: Company A (Trader Supervisor - User One)  
 Date: 30.06.2014 17:29:50

Prepared by:   
 Import licence number:    
 Foreign exporter:    
 Late submit application: ☐  
 Licence date: (dd.mm.yyyy)  to    
 Status: ☒ All ☐ Outstanding ☐ Draft ☐ Completed ☐ Approved ☐ Expired  
 Remark: \*Late submit application



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Licence number	Licence date (dd.mm.yyyy)	Foreign exporter	Prepared by	Report shipment status	Status update date (dd.mm.yyyy)	Action
<a href="#">02100317</a>	26.06.2014	Test import licence 26062014		Outstanding		
<a href="#">02100315</a>	26.06.2014	Test import licence 26062014		Outstanding		
<a href="#">02100313</a>	24.06.2014	IMP LIC 24062014		Outstanding		
<a href="#">02100312</a>	18.06.2014	TEST USER MANUAL	Trader Supervisor - User One	Approved	18.06.2014	
<a href="#">02100311</a>	16.06.2014	USER MANUAL EXAMPLE	Trader User-JAY CHAN	Completed	18.06.2014	
<a href="#">02100310</a>	16.06.2014	EXPORTER ABCD	Trader User-JAY CHAN	Completed	19.06.2014	
<a href="#">02100143</a>	17.04.2014	Angus Test New Flow	Trader User-JAY CHAN	Completed	19.06.2014	
<a href="#">02100097</a>	08.04.2014	Angus Test New Flow With document		Outstanding		
<a href="#">02100092</a>	08.04.2014	Angus New Import Flow	Trader Supervisor - User One	Approved	10.04.2014	

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HONG KONG

Dash Board | Drug Enlisting | Import / Export Licence | **Report Shipment** | Batch | Enquiry | Profile | Logout

**Report Shipment Quantity - Create**

Login as: Company A (Trader Supervisor - User One)  
Date: 30.06.2014 17:29:50

1 Create >>> 2 Preview >>> 3 Submit

Report shipment status: **Outstanding**

Import licence number: 02100317

Licence date: (dd.mm.yyyy) 26.06.2014

Foreign exporter: Test import licence 26062014

Actual shipment date: (dd.mm.yyyy)

HK Ref no.	Drug name	Licenced quantity	Short shipped	Manufacturer batch no.	Expiry date (dd.mm.yyyy)	No of pack	x	Pack size	=	Total Qty	Action
UR00027771	TEST IE10 DRUG 01	750000 (ml)	750000 (ml)								

Add batch

Save as draft Preview Cancel

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9. Select Actual shipment date; and
10. Select relevant drug; and
11. Click “Add batch” button

**Drug Office**  
Department of Health  
The Government of the Hong Kong Special Administrative Region

HONG KONG

Dash Board | Drug Enlisting | Import / Export Licence | **Report Shipment** | Batch | Enquiry | Profile | Logout

**Report Shipment Quantity - Create**

Login as: Company A (Trader Supervisor - User One)  
Date: 02.07.2014 10:37:48

1 Create >>> 2 Preview >>> 3 Submit

Report shipment status: **Outstanding**

Import licence number: 02100317

Licence date: (dd.mm.yyyy) 26.06.2014

Foreign exporter: Test import licence 26062014

Actual shipment date: (dd.mm.yyyy) 02.07.2014

HK Ref no.	Drug name	Licenced quantity	Short shipped	Manufacturer batch no.	Expiry date (dd.mm.yyyy)	No of pack	x	Pack size	=	Total Qty	Action
UR00027771	TEST IE10 DRUG 01	750000 (ml)	750000 (ml)					50	ml / bottle		Delete

Add batch

Save as draft Preview Cancel

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12. Fill-in Manufacturer batch no; and
13. Select Expiry date; and
14. Fill-in No. of pack; or

After all information is completed, trader supervisor can

**Drug Office**  
Department of Health  
The Government of the Hong Kong Special Administrative Region

**Report Shipment Quantity - Create**

Logon as: Company A (Trader Supervisor - User One)  
Date: 02.07.2014 10:37:48

1 Create >>> 2 Preview >>> 3 Submit

Report shipment status: **Outstanding**

Import licence number: 02100317

Licence date: (dd.mm.yyyy) 26.06.2014

Foreign exporter: Test import licence 26062014

Actual shipment date: (dd.mm.yyyy) 02.07.2014

HK Ref no.	Drug name	Licenced quantity	Short shipped
UR00027771	TEST IE10 DRUG 01	750000 (ml)	742500 (ml)

Manufacturer batch no.	Batch Expiry (dd.mm.yyyy)	No of pack	x	Pack size	=	Total Qty	Action
T001	02.07.2014	10	x	750 ml / bottle	=	7500 ml	Delete

Add batch

Save as draft Preview Cancel

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Save as draft Preview Cancel

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### Validation Rules for Report Shipment

Validation	Warning messages
Estimated arrival date is earlier than current date	Arrival date has been expired, update failed
System detected import licence related report shipment record has been approved	Report shipment has been approved
Missing fill in batch information	Missing Information
Invalid format of number of pack	Please input integer for the number of pack
Invalid format of number of pack	Please input number for the number of pack
Invalid report shipment quantity	Total report shipment quantity greater than licenced quantity
Missing actual shipment date	Please input actual shipment date
Duplicate Manufacturer batch no	Batch number should not duplicate



A. Click “Preview” button and redirected to the preview page; or

**Drug Office**  
Department of Health  
The Government of the Hong Kong Special Administrative Region

HONG KONG

Dash Board Drug Enlisting Import / Export Licence Report Shipment Batch Enquiry Profile 中 Logout

**Report Shipment Quantity - Create** Login as: Company A (Trader Supervisor - User One) Date: 02.07.2014 10:37:48

① Create >>> ② Preview >>> ③ Submit

- Report shipment status: **Outstanding**
- Import licence number: 02100317
- Licence date: (dd.mm.yyyy) 26.06.2014
- Foreign exporter: Test import licence 26062014
- Actual shipment date: (dd.mm.yyyy) 02.07.2014

HK Ref no.	Drug name	Licenced quantity	Short shipped
UR00027771	TEST IE10 DRUG 01	750000 (ml)	742500 (ml)

Manufacturer batch no.	Expiry date (dd.mm.yyyy)	No of pack	x	Pack size	=	Total Qty	Action
T001	02.07.2014	10	x	750 ml / bottle	=	7500 ml	Delete

Add batch

Save as draft Preview Cancel

Back Submit

Version 1.0.0 (C005002B)

i. Click “Submit” button to submit the Report Shipment application



ii. Successful message will be shown.

The screenshot displays the 'Report Shipment Quantity - Submit' page. At the top, a yellow banner reads 'Form submitted'. Below this, a navigation bar includes links for 'Dash Board', 'Drug Enlisting', 'Import / Export Licence', 'Report Shipment', 'Batch', 'Enquiry', and 'Profile'. The user is logged in as 'Company A (Trader Supervisor - User One)' on '02.07.2014 11:51:44'. The main content area shows a progress bar with three steps: '1 Create', '2 Preview', and '3 Submit'. A red arrow points from the 'Form submitted' banner to the 'ii' label in the progress bar. Below the progress bar, a table lists shipment details:

Report shipment status:	<b>Approved</b>
Prepared by:	Trader Supervisor - User One
Import licence number:	02100317
Licence date: (dd.mm.yyyy)	26.06.2014
Foreign exporter:	Test import licence 26062014
Actual shipment date: (dd.mm.yyyy)	02.07.2014

Below the table is a summary table:

HK Ref no.	Drug name	Licensed quantity	Manufacturer batch no.	Expiry date (dd.mm.yyyy)	Batch quantity	Short shipped
UR00027771	TEST IE10 DRUG 01	750000 (ml)	T001	02.07.2014	7500 (ml)	742500 (ml)

A 'Back' button is located at the bottom right. The footer contains the text 'Terms and Conditions | Version 1.0.0 (C005002C)'.

B. Click “Save as draft” button for future editing or

**Saved as draft**

Hong Kong Special Administrative Region

Dash Board Drug Enlisting Import / Export Licence Report Shipment Batch Enquiry Profile 中 Logout

Report Shipment Quantity - Create Logon as: Company A (Trader Supervisor - User One) Date: 02.07.2014 11:14:08

① Create >>> ② Preview >>> ③ Submit

**Saved as draft**

- Report shipment status: **Draft**
- Import licence number: 02100317
- Licence date: (dd.mm.yyyy) 26.06.2014
- Foreign exporter: Test import licence 26062014
- Actual shipment date: (dd.mm.yyyy) 02.07.2014

HK Ref no.	Drug name	Licenced quantity	Short shipped	Manufacturer batch no.	Expiry date (dd.mm.yyyy)	No of pack	x	Pack size	=	Total Qty	Action
UR00027771	TEST IE10 DRUG 01	750000 (ml)	742500 (ml)	T001	02.07.2014	10	x	750 ml / bottle	=	7500 ml	Delete

Add batch

Save as draft Preview Cancel

Terms and Conditions | Version 1.0.0 (C005002)

C. Click “Cancel” button to leave the form and back to search page

**\*Remark 1. If batch no and Expiry date and no of pack is empty, short ship as follow figure illustrated.**

HK Ref no.UR00027771 is short shipped

Dash Board
Drug Enlisting
Import / Export Licence
Report Shipment
Batch
Enquiry
Profile

Logout

**Report Shipment Quantity - Preview**

Logon as: Company A (Trader Supervisor - User One)  
 Date: 03.07.2014 11:08:54

① Create
➤➤➤
② Preview
➤➤➤
③ Submit

HK Ref no.UR00027771 is short shipped

- Report shipment status: Completed
- Prepared by: Trader Supervisor - User One
- Import licence number: 02100324
- Licence date: (dd.mm.yyyy) 03.07.2014
- Foreign exporter: SHORT SHIPPED
- Actual shipment date: (dd.mm.yyyy) 03.07.2014

HK Ref no.	Drug name	Licensed quantity	Manufacturer batch no.	Expiry date (dd.mm.yyyy)	Batch quantity	Short shipped
UR00027771	TEST IE10 DRUG 01	7500000 (ml)				7500000 (ml)

Back Submit

[Terms and Conditions](#) | Version 1.0.0 (C005002B)



### 5.6.2 Create Export Licence Application (Page ID: C004002)

1. Go to menu “Import/Export Licence” → “Add Export Licence”, page will be redirect to create page and then input:
2. Fill-in Consignee name;
3. Fill-in Consignee address;
4. Select Country;
5. Select Departure date;
6. Fill-in Transport mode;
7. Fill in Transport no.;
8. Fill-in Tel. No.;
9. Select Destination;
10. Select Drug type;
  - 10.1. Fill-in at least one HK Ref no (input %%% for full list or any 3 consecutive characters for wildcard search);
  - 10.2. Fill-in at least one Manufacturer batch no (input %%% for full list or any 3 consecutive character for wild search);
  - 10.3. Fill-in at least one Import licence no (input %%% for full list or any 3 consecutive characters for wild search);
  - 10.4. Fill-in No of pack;
  - 10.5. Fill in F.O.B;
11. Make deduction by putting a tick in the Export licence declaration box

**Drug Office**  
 Department of Health  
 The Government of the Hong Kong Special Administrative Region

Dash Board
Drug Enlisting
Import / Export Licence
Report Shipment
Batch
Enquiry
Profile
Logout

**Export Licence - Create**

Login as: Company A (Trader Supervisor - User One)  
 Date: 26.06.2014 16:55:08

1 Create
>>> 2 Preview
>>> 3 Submit

**Consignee**

➤ Name:

➤ Address:

➤ Country:

➤ Departure date: (dd.mm.yyyy)

➤ Transport mode:

➤ Transport no :

➤ Tel. No.

➤ Destination:

Drug type: Unregistered drug

HK Ref No. ?	Manufacturer batch no. ?	Import licence no. ?	Import Licence date	Pack size (Unit)	x No of pack	Quantity Unit	= Total (Unit)	Balance (Unit)
Drug name	Manufacturer	Description of goods	HS code	Place of origin	Marks and nos. container no.	F.O.B (Value in HKD.)		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	x <input type="text"/>	<input type="text"/>	= <input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	x <input type="text"/>	<input type="text"/>	= <input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	x <input type="text"/>	<input type="text"/>	= <input type="text"/>	<input type="text"/>

F.O.B. total: 0.0

Conditions of issue of this licence including the following:

(I) Any number of items in licensable categories may be entered on this form provided all are shipped at the same time on the same vessel, aircraft or vehicle.

(II) The original must be given to the shipping, airline or transportation company for return to the Trade and Industry Department together with the relevant manifest.

(III) The exporter must lodge export declarations in respect of items on this licence within 14 days of shipment.

(IV) The name and address of the Hong Kong manufacturer or processor must be provided for locally produced commodities covered by this licence.

(V) In case of re-exports, condition (IV) does not apply. However, the place of origin of the items must be shown in the box provided for the purpose on this licence.

(VI) This licence is valid for twenty eight days from the date of issue.

(VII) HKD means Hong Kong Dollar.

**Declaration:**

☐ I hereby declare that I am the exporter of the goods in respect of which this declaration is made and that the particulars given in this declaration are true and that the value declared above is the full value.

Save as draft Preview Cancel

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Save as draft
Preview
Cancel

Terms and Conditions | Version 1.0.0 (C004002)

12B
12A
12C

## 12. After all information is inputted, trader supervisor can

## A. Click "Preview" button and redirected to the preview page

**Drug Office**  
Department of Health  
The Government of the Hong Kong Special Administrative Region

HONG KONG

Dash Board | Drug Enlisting | Import / Export Licence | Report Shipment | Batch | Enquiry | Profile | Logout

**Export Licence - Preview** Login as: Company A (Trader Supervisor - User One)  
Date: 26.06.2014 17:37:40

① Create >>> ② Preview >>> ③ Submit

▶ Licence number: TE00000168  
 ▶ Status: **Completed**  
 ▶ Prepared by: Trader Supervisor - User One

**Consignee**  
 ▶ Name: Export Lic 26062014  
 ▶ Address: Road 1234 Street Abcd  
 ▶ Country: Anguilla (AI)

▶ Departure date: (dd.mm.yyyy) 26.06.2014  
 ▶ Transport mode: Air  
 ▶ Transport no : S1354  
 ▶ Tel. No. 28272228  
 ▶ Destination: Caribbean Netherlands (BQ)

Drug type: Unregistered drug

Item no.	HK Ref No.	Manufacturer batch no.	Import licence no.	Import Licence date	Pack size (Unit)	x	No of pack	Quantity Unit	=	Total (Unit)	Balance (Unit)
Drug name		Manufacturer		Description of goods		HS code		Place of origin	Marks and nos. container no.		F.O.B (Value in HKD.)
1.	UR00027771	TEST1234	02100312	18.06.2014	750(ml/bottle)	x	100	bottle	=	75000(ml)	7425000(ml)
TEST IE10 DRUG 01		Testing				30061000		Bosnia & Herzegovina (BA)	9876		1234
										<b>F.O.B. total:</b>	<b>1234</b>

Conditions of issue of this licence including the following:

(I) Any number of items in licensable categories may be entered on this form provided all are shipped at the same time on the same vessel, aircraft or vehicle.

(II) The original must be given to the shipping, airline or transportation company for return to the Trade and Industry Department together with the relevant manifest.

(III) The exporter must lodge export declarations in respect of items on this licence within 14 days of shipment.

(IV) The name and address of the Hong Kong manufacturer or processor must be provided for locally produced commodities covered by this licence.

(V) In case of re-exports, condition (IV) does not apply. However, the place of origin of the items must be shown in the box provided for the purpose on this licence.

(VI) This licence is valid for twenty eight days from the date of issue.

(VII) HKD means Hong Kong Dollar.

Declaration:

☒ I hereby declare that I am the exporter of the goods in respect of which this declaration is made and that the particulars given in this declaration are true and that the value declared above is the full value.

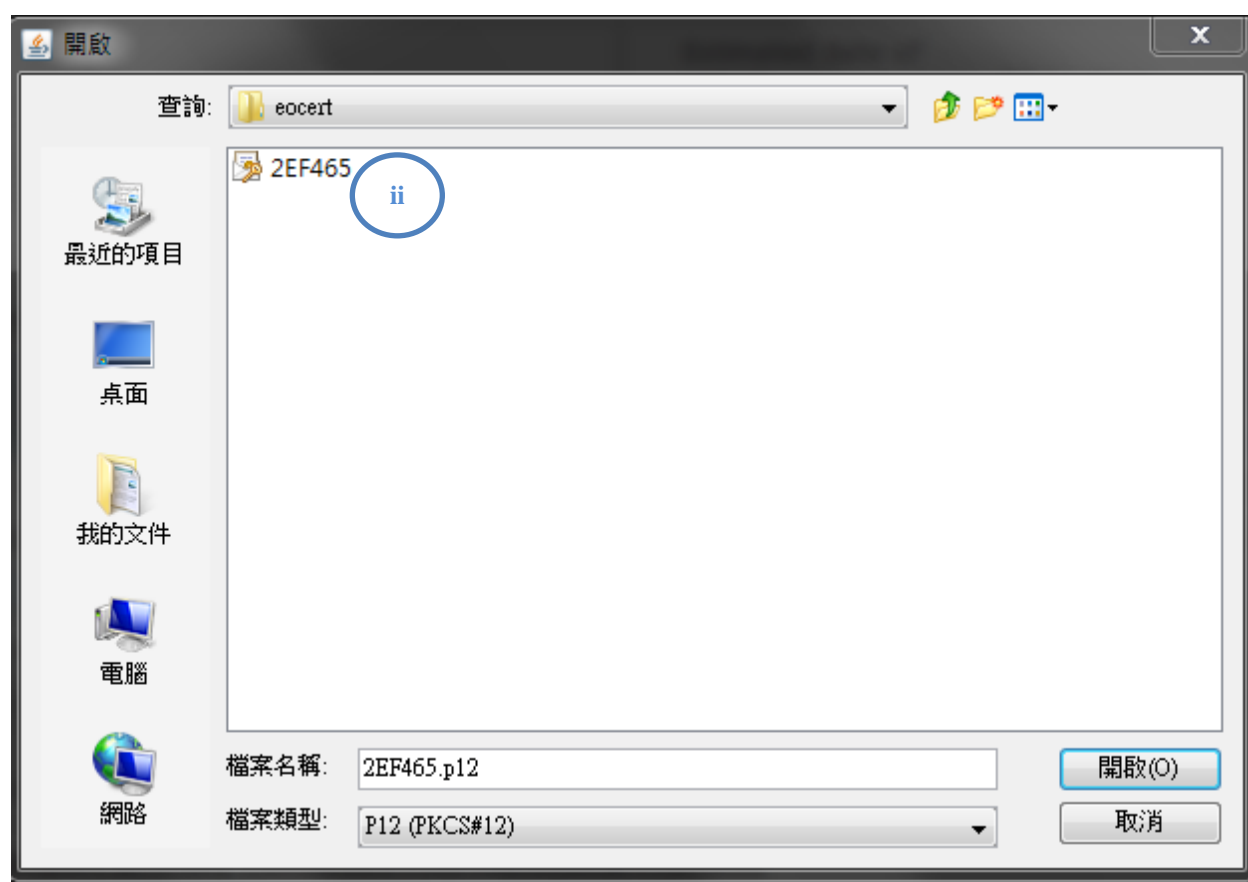
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Version 1.0.0 (C004002B)

- i) Click “Choose Ecert” button

Print licence (Verify user information)	
E-Cert:	<input type="text"/> <input type="button" value="Choose Ecert"/>
Passphrase:	<input type="text"/>
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

- ii) Choose E-cert



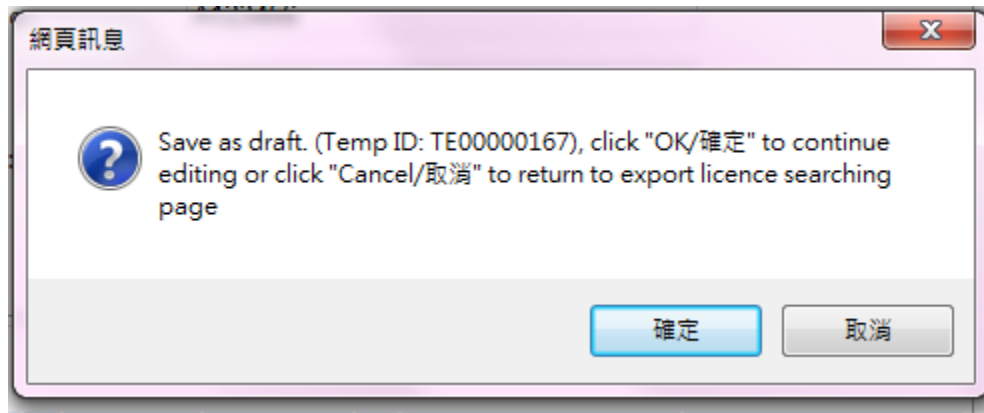



- iii) Input Passphrase of E-cert
- iv) Click “Submit” button to verify user information or
- v) Click “Cancel” button to return to previous step

Print licence (Verify user information)	
E-Cert:	<input type="text" value="C:\Users\Lenovo's User\ID"/> <input type="button" value="Choose Ecert"/>
Passphrase:	<input type="password" value="....."/> <span>iii</span>
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

ivv

- B. User can click “Save as draft” button for future editing , click “確定” to confirm





Save as draft. (Temp ID: TE00000167)

Dash Board Drug Enlisting Import / Export Licence Report Shipment Batch Enquiry Profile Logout

**Export Licence - Create**

1 Create >>> 2 Preview >>> 3 Submit

Logon as: Company A (Trader Supervisor - User One)

Date: 26.06.2014 17:37:40

Save as draft. (Temp ID: TE00000167)

**Consignee**

ID Name:

ID Address:

ID Country:

ID Departure date:

ID Transport mode:

ID Transport no:

ID Tel. No:

ID Destination:

Drug type:

HK Ref No.	Manufacturer batch no.	Import licence no.	Import Licence date	Pack size (Unit)	x	No of pack	Quantity Unit	=	Total (Unit)	Balance (Unit)
Drug name	Manufacturer	Description of goods	HS code	Place of origin	Marks and nos. container no.	F.O.B (Value in HKD.)				
UR00027771	TEST1234	02100312	18.06.2014	750 (ml/bottle)	x	10	bottle	=	7500 (ml)	7492500 (ml)
TEST IE10 DRUG 01	Testing					30061000	Bosnia & Herze		23	1234
<input type="text"/>					x			=		
<input type="text"/>					x			=		
F.O.B. total: 1234.0										

Add item

Conditions of issue of this licence including the following:

(I) Any number of items in licensable categories may be entered on this form provided all are shipped at the same time on the same vessel, aircraft or vehicle.

(II) The original must be given to the shipping, airline or transportation company for return to the Trade and Industry Department together with the relevant manifest.

(III) The exporter must lodge export declarations in respect of items on this licence within 14 days of shipment.

(IV) The name and address of the Hong Kong manufacturer or processor must be provided for locally produced commodities covered by this licence.

(V) In case of re-exports, condition (IV) does not apply. However, the place of origin of the items must be shown in the box provided for the purpose on this licence.

(VI) This licence is valid for twenty eight days from the date of issue.

(VII) HKD means Hong Kong Dollar.

**Declaration:**

☒ I hereby declare that I am the exporter of the goods in respect of which this declaration is made and that the particulars given in this declaration are true and that the value declared above is the full value.

Save as draft Complete Cancel

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C. User can click “Cancel” button to leave the form and back to search page

Form will be validated before submission, below table shows possible warning messages.

Validation	Warning messages
Missing consignee name	Please input name
Missing consignee address	Please input address
Missing country of consignee	Please input country
Missing departure date	Please input departure date
Missing transport mode	Please input transport mode
Invalid transport no (air)	The length must be at least 3 characters and must not exceed 8 characters. All characters must be alphanumeric. Embedded spaces and special characters are not allowed.
Invalid transport no (rail)	The length must not exceed 17 characters. All characters must be alphanumeric. Embedded spaces are allowed but special characters are not allowed.
Invalid transport no (road)	The length must not exceed 25 characters. All characters must be alphanumeric. Embedded spaces are allowed but special characters are not allowed.
Invalid transport no (ocean voyage number)	The length must not exceed 17 characters. All characters must be alphanumeric. Embedded spaces and special characters are not allowed.
Invalid transport no (ocean vessel name)	The length must not exceed 35 characters. All characters must be alphanumeric. Embedded spaces are allowed but special characters are not allowed.
Missing select a declaration	Please select a declaration
Missing manufacturer batch no	Invalid Manufacturer batch no
Missing F.O.B	Invalid F.O.B value
Invalid no of pack	Invalid no of pack
Invalid format of no of pack	Please input no of pack larger than zero or integer format
Invalid balance value	Invalid balance value
System detected drug status is inactive	Inactive drug status. HK Ref No. XXX may be expired or delisted. Please click the void button or reopen button and change it.
Missing destination	Please select a destination
Missing HK Ref No. in the first row	Please input valid HK Ref No. in first row
Invalid HK Ref No	Invalid HK Ref No

**\*Remark**

- 1) Balance of export licence must be positive value when submitting record.
- 2) Maximum of export licence item is 5.
- 3) Duplicated batch no. and import licence no. do not allowed as follow figure illustrated.

Drug type: Unregistered drug

HK Ref No. ?	Manufacturer batch no. ?	Import licence no. ?	Import Licence date	Pack size (Unit)	x	No of pack	Quantity Unit	=	Total (Unit)	Balance (Unit)
Drug name	Manufacturer	Description of goods		HS code	Place of origin	Marks and nos. container no.	F.O.B (Value in HKD.)			
UR00027771	TEST1234	02100312	18.06.2014	750 (ml/bottle)	x		bottle	=	(ml)	7500000 (ml)
TEST IE10 DRUG 01	Testing				x			=	( )	( )
✗ UR00027771	TEST1234				x			=	( )	( )
✗					x			=	( )	( )
✗					x			=	( )	( )
✗					x			=	( )	( )
✗					x			=	( )	( )
Add item										F.O.B. total: 0.0

網頁訊息

⚠ Import licence is already exist

確定

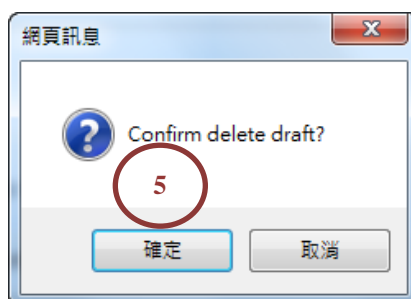
## 5.6.3 Delete a Draft Export Licence (Page ID: C004001)

Only draft record can be deleted, the steps show as follows.

1. Go to menu “Import/Export Licence” → “Export Licence Search” and
2. Search application with the status “Draft” selected
3. Click “Search” button
4. Click “Delete” button on related record
5. Click “確定” on the popup box

The screenshot shows the 'Export Licence Search' page. Step 1 points to the 'Export Licence Search' title. Step 2 points to the 'Status' filter where 'Draft' is selected. Step 3 points to the 'Search' button. Step 4 points to the 'Delete' button in the 'Action' column of the table. Step 5 points to the 'Confirm delete draft?' dialog box.

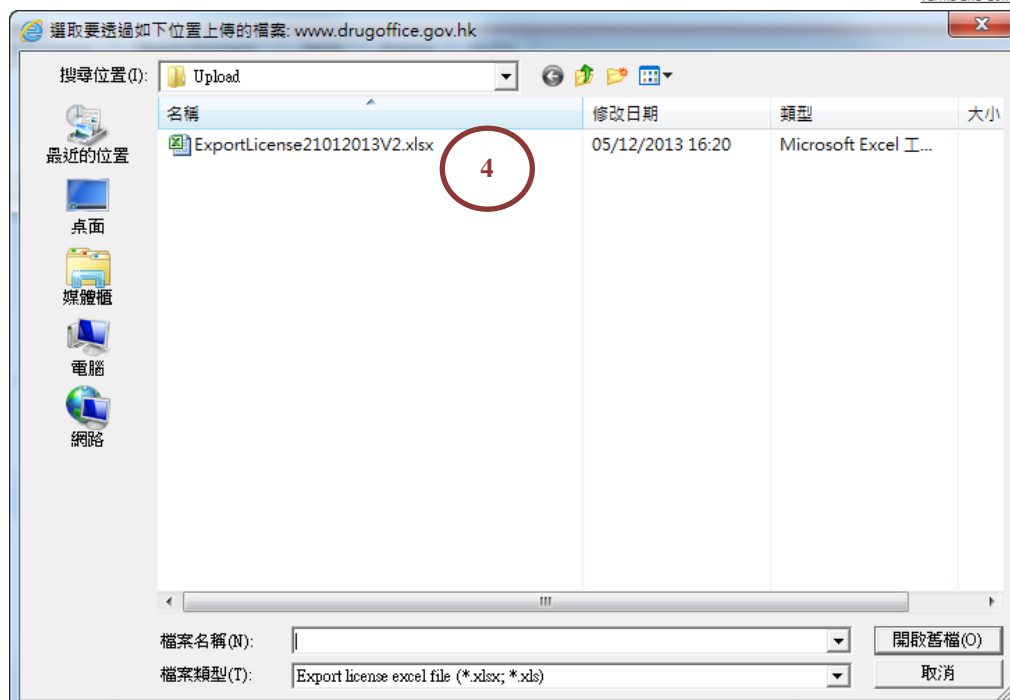
Licence number	Date of issue (dd.mm.yyyy)	Consignee	Drug Type	HK Ref No.	Drug name	Prepared by	Status	Status update date (dd.mm.yyyy)	Action
TE00000167		Export Licence 26062014	unregistered drug	UR00027771	TEST IE10 DRUG 01	Trader Supervisor - User One	Draft	26.06.2014	Delete
TE00000165		dh DDD	unregistered drug	UR00027771	TEST IE10 DRUG 01	Trader User-JAY CHAN	Draft	19.06.2014	Delete
TE00000164		DRAFT EXP LIC 18062014	unregistered drug	UR00027930	TEST DRUG NAMES	Trader User-JAY CHAN	Draft	18.06.2014	Delete



## 5.6.4 Group Upload Export Licence Application (Page ID: C010001) \*\*\*\*\*

1. Go to menu “Import/Export licence” → “Group upload export licence”
2. Download template file
3. Click “Upload” button
4. Select a proper excel file for upload
5. Click the link to open the related valid export licence record

The screenshot shows the 'Export Licence - Group Upload' page. The top navigation bar includes 'Dash Board', 'Drug Enlisting', 'Import / Export Licence', 'Report Shipment', 'Batch', 'Ledger', and 'Profile'. The 'Import / Export Licence' menu is selected. The page title is 'Export Licence - Group Upload'. There are two main sections: 'Upload excel file' and 'Download template file'. The 'Upload excel file' section has an 'Upload' button. The 'Download template file' section has a link to download the template. Below these sections is a table with columns 'Export licence no', 'Drug name', and 'Message'. The table is empty, and a message 'No record found' is displayed. The page also shows a login status: 'Logon as: Company A (Trader Supervisor - User One)' and 'Date: 28.07.2014 11:47:21'.



Only valid export licence record will provide detail and save as draft function. As following figure illustrated.

**Drug Office**  
Department of Health  
The Government of the Hong Kong Special Administrative Region

HONG KONG

Dash Board Drug Enlisting Import / Export Licence Report Shipment Batch Ledger Profile 中 Logout

Export Licence - Group Upload

Logon as: Company A (Trader Supervisor - User One)  
Date: 28.07.2014 11:47:21

1 Create >>> 2 Complete

Upload excel file [Download template file](#)

Upload

Page 2 / 2

Export licence no	Drug name	Message
5	TEST IE10 DRUG 01	✓

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Error message will be displayed on invalid record.

**Drug Office**  
Department of Health  
The Government of the Hong Kong Special Administrative Region

HONG KONG

Dash Board Drug Enlisting Import / Export Licence Report Shipment Batch Ledger Profile 中 Logout

Export Licence - Group Upload

Logon as: Company A (Trader Supervisor - User One)  
Date: 28.07.2014 11:47:21

1 Create >>> 2 Complete

Upload excel file [Download template file](#)

Upload

Page 1 / 2

Export licence no	Drug name	Message
1		✗ Invalid hk ref no
1		✗ Invalid hk ref/batch/licence no
2		✗ Invalid hk ref no
2		✗ Invalid hk ref/batch/licence no
3	MANDY TEST LEDGER	✗ Invalid hk ref no
3	MANDY TEST LEDGER	✗ Invalid hk ref/batch/licence no
4	MANDY TEST LEDGER	✗ Invalid hk ref/batch/licence no
4	MANDY TEST LEDGER	✗ Invalid hk ref no
5	MANDY TEST LEDGER,TEST DISPOSAL,TEST DRUG CLASS,UR00028673 DRUG	✗ Invalid hk ref/batch/licence no
5	MANDY TEST LEDGER,TEST DISPOSAL,TEST DRUG CLASS,UR00028673 DRUG	✗ Invalid hk ref no

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Validation	Warning messages
Incorrect HK ref no/batch no/licence no	Invalid HK Ref No/Batch No/Licence No
Incorrect HK ref no	Invalid HK Ref No
Incorrect balance value	Invalid balance value
Incorrect country code	Invalid country code
Incorrect destination	Invalid destination
Incorrect transport mode	Invalid transport mode
Missing pack size	Please input pack size as number value
Missing F.O.B.	Please input FOB as number value
Invalid transport no (air)	Invalid transport no. The length must be at least 3 characters and must not exceed 8 characters. All characters must be alphanumeric. Embedded spaces and special characters are not allowed.
Invalid transport no (rail)	Invalid transport no. The length must not exceed 17 characters. All characters must be alphanumeric. Embedded spaces are allowed but special characters are not allowed.
Invalid transport no (road)	Invalid transport no. The length must not exceed 25 characters. All characters must be alphanumeric. Embedded spaces are allowed but special characters are not allowed.
Invalid transport no (ocean voyage number)	Invalid transport no. The length must not exceed 35 characters. All characters must be alphanumeric. Embedded spaces are allowed but special characters are not allowed.
Invalid transport no (ocean vessel name)	Invalid transport no. The length must not exceed 17 characters. All characters must be alphanumeric. Embedded spaces and special characters are not allowed.
Consignee name more than 35 character	A length of consignee name more than 35 characters
Consignee address more than 35 character	A length of consignee address more than 35 characters
Good description more than 255 character	A length of good description more than 255 characters
Drug type and HK ref no not match	Inconsistent of drug type and HK Ref No
Incorrect drug type	Invalid drug type

6. Make deduction by putting a tick in the export licence declaration box and
7. Click “Save as draft” button

**Drug Office**  
Department of Health  
The Government of the Hong Kong Special Administrative Region

Dash Board Drug Enlisting Import / Export Licence Report Shipment Batch Ledger Profile Logout

**Export Licence - Group Upload** Login as: Company A (Trader Supervisor - User One)  
Date: 28.07.2014 11:47:21

① Create ➡➡➡ ② Complete

Consignee

➤ Name: dh  
DDD

➤ Address: testing  
XXX

➤ Country: American Samoa (AS)

➤ Departure date: (dd.mm.yyyy) 05.07.2014

➤ Transport mode: Air

➤ Transport no: B00214

➤ Tel. No: 23198460

➤ Destination: Sudan (SD)

Drug type: Unregistered drug

HK Ref No. ?	Manufacturer batch no. ?	Import licence no. ?	Import Licence date	Pack size (Unit)	x No of pack	Quantity Unit	= Total (Unit)	Balance (Unit)
Drug name	Manufacturer	Description of goods	HS code	Place of origin	Marks and nos. container no.	F.O.B (Value in HKD.)		
UR00027771	TEST1234	02100312	18.06.2014	750 (ml/bottle)	x 1	bottle	= 750 (ml)	7499250 (ml)
TEST IE10 DRUG 01	Testing					30061000	Bosnia & Herze	12
✖								
✖								
F.O.B. total: 12.0								

Conditions of issue of this licence including the following:

- (I) Any number of items in licensable categories may be entered on this form provided all are shipped at the same time on the same vessel, aircraft or vehicle.
- (II) The original must be given to the shipping, airline or transportation company for return to the Trade and Industry Department together with the relevant manifest.
- (III) The exporter must lodge export declarations in respect of items on this licence within 14 days of shipment.
- (IV) The name and address of the Hong Kong manufacturer or processor must be provided for locally produced commodities covered by this licence.
- (V) In case of re-exports, condition (IV) does not apply. However, the place of origin of the items must be shown in the box provided for the purpose on this licence.
- (VI) This licence is valid for twenty eight days from the date of issue.
- (VII) HKD means Hong Kong Dollar.

Declaration:

☒ I hereby declare that I am the exporter of the goods in respect of which this declaration is made and that the particulars given in this declaration are true and that the value declared above is the full value.

Save as draft Cancel

Terms and Conditions | Version 1.0.0 (C010002)

7 Save as draft Cancel

Terms and Conditions | Version 1.0.0 (C010002)

The successful message will be shown.

**Export licence draft saved**

Department of Health  
The Government of the Hong Kong Special Administrative Region

Dash Board
Drug Listing
Import / Export Licence
Report Shipment
Batch
Enquiry
Profile
Logout

**Export Licence - Group Upload**

1 Create
2 Complete

Logon as: Company A (Trader Supervisor - User One)  
Date: 27.06.2014 11:32:59

**Export licence draft saved**

» Licence number: TE00000169

» Status: **Draft**

» Prepared by: Trader Supervisor - User One

**Consignee**

» Name: dh DDD

» Address: testing XXX

» Country: American Samoa (AS)

» Departure date: 05.07.2014  
(dd.mm.yyyy)

» Transport mode: Air

» Transport no : B00214

» Tel. No. 23198460

» Destination: Sudan (SD)

Drug type: Unregistered drug

Item no.	HK Ref No.	Manufacturer batch no.	Import licence no.	Import Licence date	Pack size (Unit)	x	No of pack	Quantity Unit	=	Total (Unit)	Balance (Unit)
Drug name		Manufacturer		Description of goods		HS code		Place of origin		Marks and nos. container no.	F.O.B (Value in HKD.)
1.	UR00027771	TEST1234	02100312	18.06.2014	750(ml/bottle)	x	1	bottle	=	750(ml)	7499250(ml)
TEST IE10 DRUG 01		Testing				30061000		Bosnia & Herzegovina (BA)			12
										<b>F.O.B. total:</b>	<b>12</b>

Conditions of issue of this licence including the following:

(I) Any number of items in licensable categories may be entered on this form provided all are shipped at the same time on the same vessel, aircraft or vehicle.

(II) The original must be given to the shipping, airline or transportation company for return to the Trade and Industry Department together with the relevant manifest.

(III) The exporter must lodge export declarations in respect of items on this licence within 14 days of shipment.

(IV) The name and address of the Hong Kong manufacturer or processor must be provided for locally produced commodities covered by this licence.

(V) In case of re-exports, condition (IV) does not apply. However, the place of origin of the items must be shown in the box provided for the purpose on this licence.

(VI) This licence is valid for twenty eight days from the date of issue.

(VII) HKD means Hong Kong Dollar.

**Declaration:**

☒ I hereby declare that I am the exporter of the goods in respect of which this declaration is made and that the particulars given in this declaration are true and that the value declared above is the full value.

[Back](#)

Terms and Conditions | Version 1.0.0 (C010002)

### 5.6.5 Submit Draft Saved 'Export Licence Application' (Page ID: C004002)

Go to menu "Import/Export Licence" → "Export Licence Search". User allowed search the "Export Licence" by following criteria:

1. Select Prepare by or
2. Input Licence number (support wildcard search by input % for full list or any 3 consecutive characters) or
3. Input HK ref no (support partial match) or
4. Input Drug name (support partial match) or
5. Select Drug type or
6. Select Licence expired or
7. Select Licence date range and
8. Select Status as "Complete" and

**Drug Office**  
Department of Health  
The Government of the Hong Kong Special Administrative Region

HONG KONG

Dash Board Drug Enlisting Import / Export Licence Report Shipment Batch Enquiry Profile 中 Logout

Export Licence Search Logon as: Company A (Trader Supervisor - User One) Date: 30.06.2014 15:17:49

Prepared by: [Dropdown]  
Licence number: [Text]  
HK Ref No.: [Text]  
Drug name: [Text]  
Drug Type: [Dropdown]  
Licence expired: [Dropdown]  
Licence date: (dd.mm.yyyy) [Text] to [Text] Clear date field  
Status: ☐ All ☐ Draft ☒ Completed ☐ Approved ☐ Voided

Search


Page 1 / 1

Licence number	Date of issue (dd.mm.yyyy)	Consignee	Drug Type	HK Ref No.	Drug name	Prepared by	Status	Status update date (dd.mm.yyyy)	Action
TE00000172		EXP LIC 30062014	unregistered drug	UR00027929	NEW TEST DRUG	Trader User-JAY CHAN	Completed	30.06.2014	Reopen
TE00000171		EXP LIC 30062014	unregistered drug	UR00027928	TEST DRUG NAME3	Trader Supervisor - User One	Completed	30.06.2014	Reopen
TE00000168		Export Lic 26062014	unregistered drug	UR00027771	TEST IE10 DRUG 01	Trader Supervisor - User One	Completed	26.06.2014	Reopen
TE00000163		NEW EXP LIC 18062014	unregistered drug	UR00027929	NEW TEST DRUG	Trader User-JAY CHAN	Completed	18.06.2014	Reopen

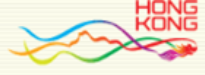
Terms and Conditions | Version 1.0.0 (C004001)

9. Click related licence record to submit

## 10. Click “Submit” button to submit the export licence



**Drug Office**  
 Department of Health  
 The Government of the Hong Kong Special Administrative Region



Dash Board
Drug Enlisting
Import / Export Licence
Report Shipment
Batch
Enquiry
Profile
Logout

**Export Licence - Preview & submit**

Logon as: Company A (Trader Supervisor - User One)  
 Date: 30.06.2014 15:17:49

① Create
➡➡➡
② Preview
➡➡➡
③ Submit

➤ Licence number: TE00000172

➤ Status: **Completed**

➤ Prepared by: Trader User-JAY CHAN

**Consignee**

➤ Name: EXP LIC 30062014

➤ Address: RD 1234 ST ABCD

➤ Country: Haiti (HT)

➤ Departure date: 30.06.2014 (dd.mm.yyyy)

➤ Transport mode: Land - rail transport

➤ Transport no : A12345

➤ Tel. No. 28272228

➤ Destination: American Samoa (AS)

Drug type: Unregistered drug

Item no.	HK Ref No.	Manufacturer batch no.	Import licence no.	Import Licence date	Pack size (Unit)	x	No of pack	Quantity Unit	=	Total (Unit)	Balance (Unit)
Drug name		Manufacturer		Description of goods		HS code		Place of origin		Marks and nos. container no.	F.O.B (Value in HKD.)
1.	UR00027929	0001	Opening balance	03.12.2013	10(g/bottle)	x	10	bottle	=	100(g)	0(g)
NEW TEST DRUG		123				29027000		Belarus (BY)		12345	478676
										<b>F.O.B. total:</b>	<b>478676</b>

Conditions of issue of this licence including the following:

(I) Any number of items in licensable categories may be entered on this form provided all are shipped at the same time on the same vessel, aircraft or vehicle.

(II) The original must be given to the shipping, airline or transportation company for return to the Trade and Industry Department together with the relevant manifest.

(III) The exporter must lodge export declarations in respect of items on this licence within 14 days of shipment.

(IV) The name and address of the Hong Kong manufacturer or processor must be provided for locally produced commodities covered by this licence.

(V) In case of re-exports, condition (IV) does not apply. However, the place of origin of the items must be shown in the box provided for the purpose on this licence.

(VI) This licence is valid for twenty eight days from the date of issue.

(VII) HKD means Hong Kong Dollar.

**Declaration:**

☒ I hereby declare that I am the exporter of the goods in respect of which this declaration is made and that the particulars given in this declaration are true and that the value declared above is the full value.

Back to licence search
Reopen to preparing user
Re-open to other
Submit

[Terms and Conditions](#) | Version 1.0.0 (C004002F)

Back to licence search
Reopen to preparing user
Re-open to other
Submit

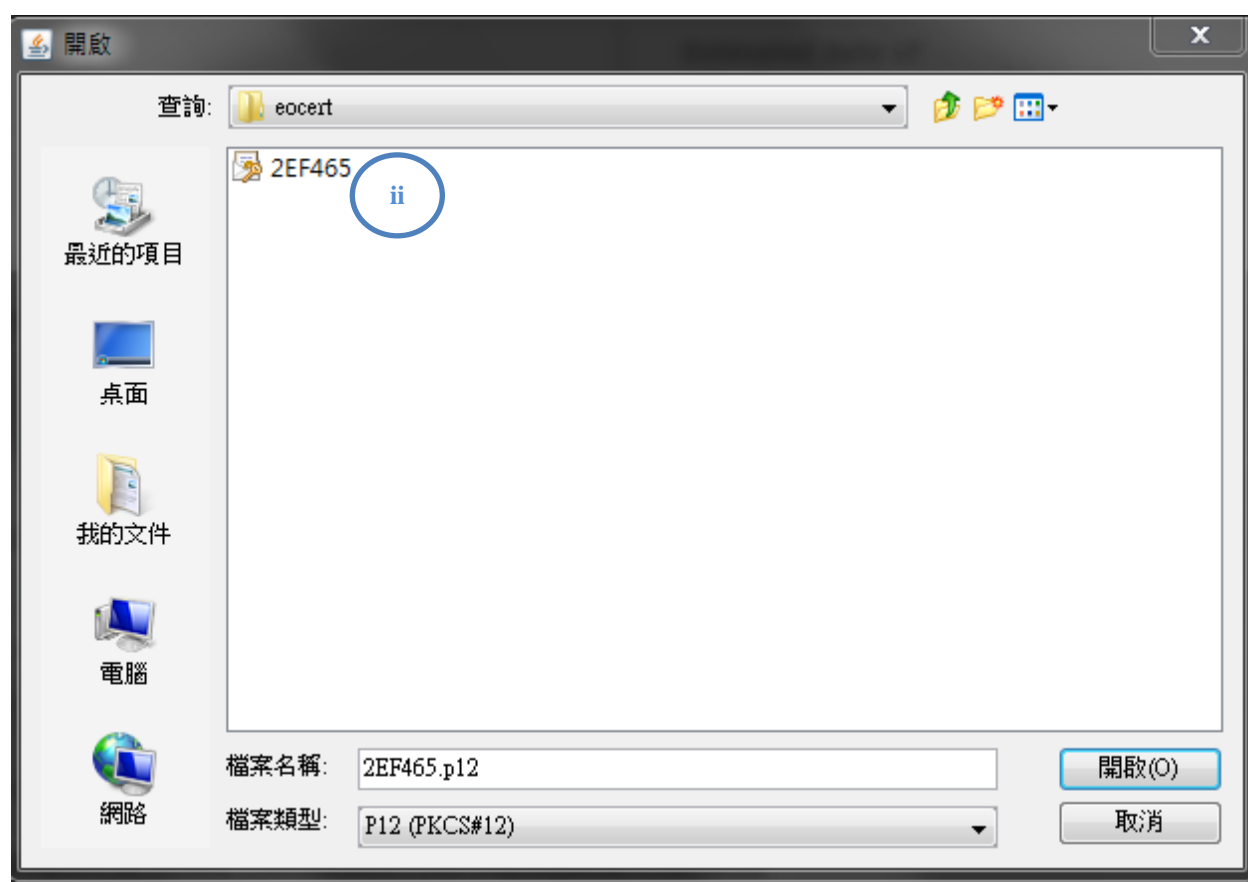
11

[Terms and Conditions](#) | Version 1.0.0 (C004002F)

- i) Click “Choose Ecert” button and

Print licence (Verify user information)	
E-Cert:	<input type="text"/> <input type="button" value="Choose Ecert"/>
Passphrase:	<input type="text"/>
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

- ii) Choose E-cert and



- iii) Input Passphrase of E-cert and
- iv) Click “Submit” button to verify user information or
- v) Click “Cancel” button to return to pervious step.

Print licence (Verify user information)	
E-Cert:	<input type="text" value="C:\Users\Lenovo's User\ID"/> <input type="button" value="Choose Ecert"/>
Passphrase:	<input type="password" value="....."/> <span>iii</span>
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

ivv

Form will be validated before submission, below table shows possible warning messages

Validation	Warning messages
Passphrase is incorrect	Passphrase is not valid
Application updated by other user	Error, forms were updated by other user, no change made. Search result page will be redirected
Missing E-cert file	Please select passphrase file
Missing passphrase	Please input passphrase
Invalid balance value	Invalid balance value



Successful message page will be shown if all data are valid.

Licence number: 01100076 is submitted successfully, and will expire on 28.07.2014 (dd.mm.yyyy), click [here](#) for another application

**Drug Office**  
Department of Health  
The Government of the Hong Kong Special Administrative Region

Dash Board Drug Enlisting Import / Export Licence Report Shipment Batch Enquiry Profile Logout

**Export Licence - Submit** Logon as: Company A (Trader Supervisor - User One)  
Date: 30.06.2014 15:17:49

1 Create >>> 2 Preview >>> 3 Submit

Licence number: 01100076 is submitted successfully, and will expire on 28.07.2014 (dd.mm.yyyy), click [here](#) for another application

▶ Licence numbers: 01100076  
 ▶ Status: **Approved**  
 ▶ Prepared by: Trader User-JAY CHAN

Consignee  
 ▶ Name: EXP LIC 30062014  
 ▶ Address: RD 1234 ST ABCD  
 ▶ Country: Haiti (HT)

▶ Departure date: 30.06.2014 (dd.mm.yyyy)  
 ▶ Transport mode: Land - rail transport  
 ▶ Transport no.: A12345  
 ▶ Tel. No.: 28272228  
 ▶ Destination: American Samoa (AS)

Drug type: Unregistered drug

Item no.	HK Ref No.	Manufacturer batch no.	Import licence no.	Import Licence date	Pack size (Unit)	x	No of pack	Quantity Unit	=	Total (Unit)	HS code
Drug name			Manufacturer		Description of goods		Marks and nos. container no.		Place of origin		F.O.B (Value in HKD.)
1.	UR00027929	0001	Opening balance	03.12.2013	10(g/bottle)	x	10	bottle	=	100(g)	29027000
NEW TEST DRUG			123					12345		Belarus (BY)	478676
										F.O.B. total:	478676

Conditions of issue of this licence including the following:

(I) Any number of items in licensable categories may be entered on this form provided all are shipped at the same time on the same vessel, aircraft or vehicle.

(II) The original must be given to the shipping, airline or transportation company for return to the Trade and Industry Department together with the relevant manifest.

(III) The exporter must lodge export declarations in respect of items on this licence within 14 days of shipment.

(IV) The name and address of the Hong Kong manufacturer or processor must be provided for locally produced commodities covered by this licence.

(V) In case of re-exports, condition (IV) does not apply. However, the place of origin of the items must be shown in the box provided for the purpose on this licence.

(VI) This licence is valid for twenty eight days from the date of issue.

(VII) HKD means Hong Kong Dollar.

Declaration:

☒ I hereby declare that I am the exporter of the goods in respect of which this declaration is made and that the particulars given in this declaration are true and that the value declared above is the full value.

Void licence Print licence Back to licence search

[Terms and Conditions](#) | Version 1.0.0 (C004002C)


\*Remark: Java Platform, Stand Edition is required.


**Please note that once the application of export licence has been submitted, the details of export shipment (same as the application details) are considered to be reported simultaneously. The exported quantity of the product would be deducted from the stock balance according to the export licence.**

### 5.6.6 Print Export Licence (Page ID: C004001)

User can select menu “Import /Export Licence” →”Export Licence Search”

1. Select Prepared by; or
2. Input Licence number (support wildcard search by input %%% for full list or any 3 consecutive characters); or
3. Input HK ref no (support partial match); or
4. Input Drug name (support partial match); or
5. Select Drug type; or
6. Select Licence expired; or
7. Select Licence date range; and
8. Select Status as “Approved”; and
9. Click “Search” button, result will be displayed in the result table
10. Click the link on related licence number


**Drug Office**  
 Department of Health  
 The Government of the Hong Kong Special Administrative Region



Dash Board | Drug Enlisting | **Import / Export Licence** | Report Shipment | Batch | Enquiry | Profile | 中 | Logout

Export Licence Search

Logon as: Company A (Trader Supervisor - User One)  
 Date: 30.06.2014 15:17:49

Prepared by:   
 Licence number:   
 HK Ref No.:   
 Drug name:   
 Drug Type:   
 Licence expired:   
 Licence date: (dd.mm.yyyy)  to    
 Status: ☐ All ☐ Draft ☐ Completed ☒ Approved ☐ Voided

Page 1 / 1

Licence number	Date of issue (dd.mm.yyyy)	Consignee	Drug Type	HK Ref No.	Drug name	Prepared by	Status	Status update date (dd.mm.yyyy)	Action
<a href="#">01100076</a>	30.06.2014	EXP LIC 30062014	unregistered drug	UR00027929	NEW TEST DRUG	Trader User-JAY CHAN	Approved	30.06.2014	
<a href="#">01100073</a>	17.06.2014	Test Export Licence	unregistered drug	UR00027930	TEST DRUG NAMES	Trader User-JAY CHAN	Approved	17.06.2014	
<a href="#">01100054</a>	11.04.2014	Angus Test New Export License	unregistered drug	UR00027667	CLINDAMYCIN 1% LOTION	Trader Supervisor - User One	Approved	11.04.2014	
<a href="#">01100033</a>	11.04.2014	Angus Test Disposal	unregistered drug	UR00027667	CLINDAMYCIN 1% LOTION	Trader Supervisor - User One	Approved	11.04.2014	

[Terms and Conditions](#) | Version 1.0.0 (C004001)

## 11. Click "Print licence" button

**Drug Office**  
Department of Health  
The Government of the Hong Kong Special Administrative Region

HONG KONG

Dash Board Drug Enlisting Import / Export Licence Report Shipment Batch Enquiry Profile Logout

**Export Licence - Submit** Login as: Company A (Trader Supervisor - User One)  
Date: 30.06.2014 15:17:49

Export Licence: 01100076 is submitted successfully, and will expire on 28.07.2014 (dd.mm.yyyy)

▶ Licence number: 01100076  
 ▶ Status: **Approved**  
 ▶ Prepared by: Trader User-JAY CHAN

Consignee  
 ▶ Name: EXP LIC 30062014  
 ▶ Address: RD 1234 ST ABCD  
 ▶ Country: Haiti (HT)

▶ Departure date: 30.06.2014 (dd.mm.yyyy)  
 ▶ Transport mode: Land - rail transport  
 ▶ Transport no: A12345  
 ▶ Tel. No: 28272228  
 ▶ Destination: American Samoa (AS)

Drug type: Unregistered drug

Item no.	HK Ref No.	Manufacturer batch no.	Import licence no.	Import Licence date	Pack size (Unit)	x	No of pack	Quantity Unit	=	Total (Unit)	HS code
Drug name			Manufacturer		Description of goods		Marks and nos. container no.		Place of origin		F.O.B (Value in HKD.)
1.	UR00027929	0001	Opening balance	03.12.2013	10(g/bottle)	x	10	bottle	=	100(g)	29027000
NEW TEST DRUG			123					12345		Belarus (BY)	478676
										F.O.B. total:	478676

Conditions of issue of this licence including the following:

(I) Any number of items in licensable categories may be entered on this form provided all are shipped at the same time on the same vessel, aircraft or vehicle.

(II) The original must be given to the shipping, airline or transportation company for return to the Trade and Industry Department together with the relevant manifest.

(III) The exporter must lodge export declarations in respect of items on this licence within 14 days of shipment.

(IV) The name and address of the Hong Kong manufacturer or processor must be provided for locally produced commodities covered by this licence.

(V) In case of re-exports, condition (IV) does not apply. However, the place of origin of the items must be shown in the box provided for the purpose on this licence.

(VI) This licence is valid for twenty eight days from the date of issue.

(VII) HKD means Hong Kong Dollar.

Declaration:

☒ I hereby declare that I am the exporter of the goods in respect of which this declaration is made and that the particulars given in this declaration are true and that the value declared above is the full value.

[Void licence](#) [Print licence](#) [Back to licence search](#)

[Terms and Conditions](#) | Version 1.0.0 (C004002C)

11

[Void licence](#) [Print licence](#) [Back to licence search](#)

[Terms and Conditions](#) | Version 1.0.0 (C004002C)

12. Click “Save” or “Open” to print the licence

您要開啟或儲存來自 www.drugoffice.gov.hk 的 EX201401100076\_01-46-15-30-06-2014.pdf 嗎?

開啟(O)

儲存(S)



取消(C)





13. Click “Back to licence search” button back to search page.

### 5.6.7 Void Export Licence (Page ID: C004001)

User can select menu “Import/Export Licence”→“Export Licence Search” redirect from Dash Board and then

1. Select Prepared by; or
2. Input Licence number (support wildcard search by input %%% for full list or any 3 consecutive characters); or
3. Input HK ref no (support partial match); or
4. Input Drug name (support partial match); or
5. Select drug type; or
6. Select Licence expired; or
7. Select Licence date range; or
8. Select Status as “Approved”; and
9. Click “Search” button, result will display in the result table
10. Click on related licence record to perform void licence.


**Drug Office**  
 Department of Health  
 The Government of the Hong Kong Special Administrative Region



[Dash Board](#)
[Drug Enlisting](#)
[Import / Export Licence](#)
[Report Shipment](#)
[Batch](#)
[Enquiry](#)
[Profile](#)
[中](#)
[Logout](#)

**Export Licence Search**
Logon as: Company A (Trader Supervisor - User One)  
Date: 27.06.2014 16:31:24

Prepared by:   
 Licence number:   
 HK Ref No.:   
 Drug name:   
 Drug Type:   
 Licence expired:   
 Licence date: (dd.mm.yyyy)  to  [Clear date field](#)  
 Status: ☐ All ☐ Draft ☐ Completed ☒ Approved ☐ Voided

9  
[Search](#)

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Licence number	Date of issue (dd.mm.yyyy)	Consignee	Drug Type	HK Ref No.	Drug name	Prepared by	Status	Status update date (dd.mm.yyyy)	Action
<a href="#">01100073</a>	17.06.2014	Test Export Licence	unregistered drug	UR00027930	TEST DRUG NAMES	Trader User-JAY CHAN	Approved	17.06.2014	
<a href="#">01100024</a>	11.04.2014	Angus Test New Export License	unregistered drug	UR00027667	CLINDAMYCIN 1% LOTION	Trader Supervisor - User One	Approved	11.04.2014	
<a href="#">01100033</a>	11.04.2014	Angus Test Disposal	unregistered drug	UR00027667	CLINDAMYCIN 1% LOTION	Trader Supervisor - User One	Approved	11.04.2014	

[Terms and Conditions](#) | Version 1.0.0 (C004001)

11. Click “Void licence” button to void licence
12. Click “確定” button on the popup box
13. Back to search page by click “back to license search” button

**Export Licence - Submit**
 Logon as: Company A (Trader Supervisor - User One)  
 Date: 30.06.2014 11:15:17

Export Licence: 01100073 is submitted successfully, and will expire on 15.07.2014 (dd.mm.yyyy)

» Licence number: 01100073  
 » Status: **Approved**  
 » Prepared by: Trader User-JAY CHAN

**Consignee**

» Name: Test Export Licence  
 » Address: RD 1234 ST ABCD  
 » Country: Albania (AL)

» Departure date: 17.06.2014 (dd.mm.yyyy)  
 » Transport mode: Land - rail transport  
 » Transport no : A1234  
 » Tel. No. 28272228  
 » Destination: Antigua & Barbuda (AG)

Drug type: Unregistered drug

Item no.	HK Ref No.	Manufacturer batch no.	Import licence no.	Import Licence date	Pack size (Unit)	x	No of pack	Quantity Unit	=	Total (Unit)	HS code
Drug name			Manufacturer		Description of goods			Marks and nos. container no.		Place of origin	F.O.B (Value in HKD.)
1.	UR00027930	123	Opening balance	04.12.2013	250(g/bottle)	x	10	bottle	=	2500(g)	29022000
TEST DRUG NAMES			ABC Company					122		Australia (AU)	454552
										F.O.B. total:	454552

Conditions of issue of this licence including the following:

- (I) Any number of items in licensable categories may be entered on this form provided all are shipped at the same time on the same vessel, aircraft or vehicle.
- (II) The original must be given to the shipping, airline or transportation company for return to the Trade and Industry Department together with the relevant manifest.
- (III) The exporter must lodge export declarations in respect of items on this licence within 14 days of shipment.
- (IV) The name and address of the Hong Kong manufacturer or processor must be provided for locally produced commodities covered by this licence.
- (V) In case of re-exports, condition (IV) does not apply. However, the place of origin of the items must be shown in the box provided for the purpose on this licence.
- (VI) This licence is valid for twenty eight days from the date of issue.
- (VII) HKD means Hong Kong Dollar.

**Declaration:**

- ☒ I hereby declare that I am the exporter of the goods in respect of which this declaration is made and that the particulars given in this declaration are true and that the value declared above is the full value.

[Void licence](#)   [Print licence](#)   [Back to licence search](#)
[Terms and Conditions](#) | Version 1.0.0 (C004002C)

11

[Void licence](#)   [Print licence](#)   [Back to licence search](#)
[Terms and Conditions](#) | Version 1.0.0 (C004002C)




Form will be validated before submission, below table shows possible warning messages.

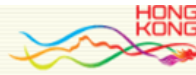
Validation	Warning messages
System detected departure date has been expired	Departure date has been expired, update failed



Successful message page will be shown if all data are valid.

Licence voided


**Drug Office**  
 Department of Health  
 The Government of the Hong Kong Special Administrative Region



Dash Board
Drug Enlisting
Import / Export Licence
Report Shipment
Batch
Enquiry
Profile
Logout

**Export Licence - View**

 Logon as: Company A (Trader Supervisor - User One)  
 Date: 30.06.2014 11:15:17

Licence voided

> Licence number: 01100075  
 > Status: **Voided**  
 > Prepared by: Trader Supervisor - User One

<b>Consignee</b> > Name: EXP LIC SAMPLE 30062014 > Address: RD 0098 ST ABCD18E > Country: Democratic Republic of the Congo (CD)	> Departure date: (dd.mm.yyyy) 30.06.2014 > Transport mode: Land - road transport > Vehicle number: A981248 > Tel. No. 28272228 > Destination: Australia (AU)
--	---

Drug type: Unregistered drug

Item no.	HK Ref No.	Manufacturer batch no.	Import licence no.	Import Licence date	Pack size (Unit)	x	No of pack	Quantity Unit	=	Total (Unit)	HS code
Drug name			Manufacturer		Description of goods		Marks and nos. container no.		Place of origin		F.O.B (Value in HKD.)
1.	UR00027771	TEST1234	02100312	18.06.2014	750(ml/bottle)	x	10	bottle	=	7500(ml)	30061000
TEST 1E10 DRUG 01			Testing				1205		Bosnia & Herzegovina (BA)		87480
										<b>F.O.B. total:</b>	<b>87480</b>

Conditions of issue of this licence including the following:

- (I) Any number of items in licensable categories may be entered on this form provided all are shipped at the same time on the same vessel, aircraft or vehicle.
- (II) The original must be given to the shipping, airline or transportation company for return to the Trade and Industry Department together with the relevant manifest.
- (III) The exporter must lodge export declarations in respect of items on this licence within 14 days of shipment.
- (IV) The name and address of the Hong Kong manufacturer or processor must be provided for locally produced commodities covered by this licence.
- (V) In case of re-exports, condition (IV) does not apply. However, the place of origin of the items must be shown in the box provided for the purpose on this licence.
- (VI) This licence is valid for twenty eight days from the date of issue.
- (VII) HKD means Hong Kong Dollar.

Declaration:


☒ I hereby declare that I am the exporter of the goods in respect of which this declaration is made and that the particulars given in this declaration are true and that the value declared above is the full value.

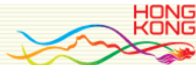
[Back to licence search](#)

### 5.6.8 Generate Export Licence information to TDEC declaration (Page ID: C015001)

User can select menu “Import/Export Licence” → “Generate export licence to TDEC” redirect from Dash Board and then:

1. Input Licence number (support wildcard search by input %%% for full list or any 3 consecutive characters); or
2. Input HK Ref No (support partial match); or
3. Input Drug name (support partial match); or
4. Select Drug type; or
5. Select Submission date range; or
6. Click “Search” button, result will be displayed in the result table


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#### Generate Export Licence to TDEC

Logon as: Company A (Trader Supervisor - User One)  
Date: 30.06.2014 15:17:49

1 - 5

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Licence number:    
 HK Ref No:    
 Drug name:    
 Drug Type:    
 Submission date: (dd.mm.yyyy)  to  [Clear date field](#)

[Search](#)

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Licence number	Consignee	Drug type	HK Ref no	Drug name	Status	Select
01100033	Angus Test Disposal	unregistered drug	UR00027667	CLINDAMYCIN 1% LOTION	Approved	<input type="checkbox"/>
01100034	Angus Test New Export License	unregistered drug	UR00027667	CLINDAMYCIN 1% LOTION	Approved	<input type="checkbox"/>
01100073	Test Export Licence	unregistered drug	UR00027930	TEST DRUG NAMES	Approved	<input type="checkbox"/>
01100075	EXP LIC SAMPLE 30062014	unregistered drug	UR00027771	TEST IE10 DRUG 01	Voided	<input type="checkbox"/>
01100076	EXP LIC 30062014	unregistered drug	UR00027929	NEW TEST DRUG	Approved	<input type="checkbox"/>
TE00000163	NEW EXP LIC 18062014	unregistered drug	UR00027929	NEW TEST DRUG	Completed	<input type="checkbox"/>
TE00000164	DRAFT EXP LIC 18062014	unregistered drug	UR00027930	TEST DRUG NAMES	Draft	<input type="checkbox"/>
TE00000165	dh DDD	unregistered drug	UR00027771	TEST IE10 DRUG 01	Draft	<input type="checkbox"/>
TE00000167	Export Licence 26062014	unregistered drug	UR00027771	TEST IE10 DRUG 01	Draft	<input type="checkbox"/>
TE00000168	Export Lic 26062014	unregistered drug	UR00027771	TEST IE10 DRUG 01	Completed	<input type="checkbox"/>

[Export](#)

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**Generate Export Licence to TDEC**

Logon as: Company A (Trader Supervisor - User One)  
 Date: 30.06.2014 15:17:49

Licence number:

P

HK Ref No:

P

Drug name:

P

Drug Type:

▼

Submission date: (dd.mm.yyyy)

to

Clear date field

Search

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Licence number	Consignee	Drug type	HK Ref no	Drug name	Status	Select
01100033	Angus Test Disposal	unregistered drug	UR00027667	CLINDAMYCIN 1% LOTION	Approved	<input checked="" type="checkbox"/>
01100034	Angus Test New Export License	unregistered drug	UR00027667	CLINDAMYCIN 1% LOTION	Approved	<input checked="" type="checkbox"/>
01100073	Test Export Licence	unregistered drug	UR00027930	TEST DRUG NAME5	Approved	<input type="checkbox"/>
01100075	EXP LIC SAMPLE 30062014	unregistered drug	UR00027771	TEST IE10 DRUG 01	Voided	<input type="checkbox"/>
01100076	EXP LIC 30062014	unregistered drug	UR00027929	NEW TEST DRUG	Approved	<input type="checkbox"/>
TE00000163	NEW EXP LIC 18062014	unregistered drug	UR00027929	NEW TEST DRUG	Completed	<input type="checkbox"/>
TE00000164	DRAFT EXP LIC 18062014	unregistered drug	UR00027930	TEST DRUG NAME5	Draft	<input type="checkbox"/>
TE00000165	dh DDD	unregistered drug	UR00027771	TEST IE10 DRUG 01	Draft	<input type="checkbox"/>
TE00000167	Export Licence 26062014	unregistered drug	UR00027771	TEST IE10 DRUG 01	Draft	<input type="checkbox"/>
TE00000168	Export Lic 26062014	unregistered drug	UR00027771	TEST IE10 DRUG 01	Completed	<input type="checkbox"/>

Export

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7. Select export licence
8. Click 'Export' button
9. Click "Save" button

您要開啟或儲存來自 [www.drugoffice.gov.hk](http://www.drugoffice.gov.hk) 的 99999999-000\_2013-12-23\_EXP.xml (1.26 KB) 嗎?

開啟(O)

儲存(S) ▼

取消(C)

×

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Version 2.12


## 5.7 LEDGER

### 5.7.1 Ledger Enquiry (Page ID: C007001)

User can select “Ledger” → “Ledger Enquiry”

1. Input HK Ref No (support partial match); or
2. Input Unregistered drug name (support partial match); or
3. Select Status; and
4. Click “Search” button, result will displayed in the result table


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Dash Board | Drug Enlisting | Import / Export Licence | Report Shipment | Batch | Ledger | Profile | 中 | Logout

Ledger Enquiry
 Logon as: Company A (Trader Supervisor - User One)  
Date: 23.07.2014 15:46:03

HK Ref No.: 
 Unregistered drug name: 
 Status: ☒ Active ☐ Item suspended ☐ Particular batch suspended

4 Search

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HK Ref No.	Drug name	Book balance	Status	Reason	View
UR00000002	KEITHTEST17032014V2	800(tablet)	Active		Batch list Transaction list
UR00000047	KEITH03042014	200(gram)	Active		Batch list Transaction list
UR00000096	TEST BATCH UPLOAD DRUG 17062014	0(milliliter)	Active		Batch list Transaction list
UR00000101	TEST NEW DRUG	0(milliliter)	Active		Batch list Transaction list
UR00000102	NEW DRUG 07072014	0(milliliter)	Active		Batch list Transaction list
UR00000103	NEW DRUG 2 07072014	1000000(gram)	Active		Batch list Transaction list
UR00000104	BATCH UPLOAD OPENING BAL 07072014	0(gram)	Active		Batch list Transaction list
UR00000107	TEST 07072014	0(gram)	Active		Batch list Transaction list
UR00027666	DUTASTERIDE CAP. 0.5MG	500(gram)	Active		Batch list Transaction list
UR00027667	CLINDAMYCIN 1% LOTION	0(milliliter)	Active		Batch list Transaction list

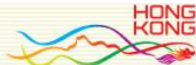
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## 5.7.2 Ledger Maintenance - Batch List (Page ID: C007001)

User can select “Ledger” → “Ledger Enquiry” and then:

1. Input HK Ref No (support partial match); or
2. Input Unregistered drug name (support partial match); or
3. Select Status; and
4. Click “Search” button, result will displayed in the result table
5. Click “Batch List” button to redirect to Ledger Maintenance – Batch List page


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### Ledger Enquiry

Logon as: Company A (Trader Supervisor - User One)  
Date: 23.07.2014 15:46:03

HK Ref No.:

Unregistered drug name:

Status: ☒ Active ☐ Item suspended ☐ Particular batch suspended

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HK Ref No.	Drug name	Book balance	Status	Reason	View
UR00000002	KEITHTEST17032014V2	800(tablet)	Active		<input type="button" value="Batch list"/> <input type="button" value="Transaction list"/>
UR00000047	KEITH03042014	200(gram)	Active		<input type="button" value="Batch list"/> <input type="button" value="Transaction list"/>
UR00000096	TEST BATCH UPLOAD DRUG 17062014	0(milliliter)	Active		<input type="button" value="Batch list"/> <input type="button" value="Transaction list"/>
UR00000101	TEST NEW DRUG	0(milliliter)	Active		<input type="button" value="Batch list"/> <input type="button" value="Transaction list"/>
UR00000102	NEW DRUG 07072014	0(milliliter)	Active		<input type="button" value="Batch list"/> <input type="button" value="Transaction list"/>
UR00000103	NEW DRUG 2 07072014	1000000(gram)	Active		<input type="button" value="Batch list"/> <input type="button" value="Transaction list"/>
UR00000104	BATCH UPLOAD OPENING BAL 07072014	0(gram)	Active		<input type="button" value="Batch list"/> <input type="button" value="Transaction list"/>
UR00000107	TEST 07072014	0(gram)	Active		<input type="button" value="Batch list"/> <input type="button" value="Transaction list"/>
UR00027666	DUTASTERIDE CAP. 0.5MG	500(gram)	Active		<input type="button" value="Batch list"/> <input type="button" value="Transaction list"/>
UR00027667	CLINDAMYCIN 1% LOTION	0(milliliter)	Active		<input type="button" value="Batch list"/> <input type="button" value="Transaction list"/>

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6. Input batch no (support partial match) or
7. Select Status and
8. Click “Search” button, result will displayed in the result table
9. A) Click the Manufacturer batch no. link to redirect to Ledger Maintenance – Transaction Details page  
B) Click “Back” button back to search page.

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Dash Board Drug Enlisting Import / Export Licence Report Shipment Batch Ledger Profile Logout

**Ledger Maintenance - Batch list** Login as: Company A (Trader Supervisor - User One) Date: 23.07.2014 15:46:03

+ HK Ref No.: UR00027666  
 + Unregistered drug name: DUTASTERIDE CAP. 0.5MG  
 + Pack size: 10 box  
 + Manufacturer batch no.  **6**  
 + Status: ☒ Active ☐ Suspend **7**

**8** Search

Page 1 / 1

From Import licence no. (dd.mm.yyyy)	Licence date (dd.mm.yyyy)	Manufacturer batch no.	Batch Expiry (dd.mm.yyyy)	Export out before (dd.mm.yyyy)	Licence expiry (dd.mm.yyyy)	Balance	Status
Opening balance	13.08.2013					0(gram)	Active
02100097	08.04.2014	<a href="#">T001</a> <b>9A</b>	03.07.2014	03.07.2015	08.04.2015	500(gram)	Active

**9B** Back

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10. Click “Back” button back to search page.

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Dash Board Drug Enlisting Import / Export Licence Report Shipment Batch Ledger Profile 中 Logout

**Ledger Maintenance - Transaction Details** Login as: Company A (Trader Supervisor - User One) Date: 22.07.2014 15:46:03

\* HK Ref No.: UR00027666  
 \* Unregistered drug name: DUTASTERIDE CAP. 0.5MG  
 \* Pack size: 10 box  
 Transaction date(mm.yyyy)  to    
 Manufacturer batch no: T001   
 Import licence number: 02100097 - 08.04.2014

Transaction date (dd.mm.yyyy)	Type	From Import licence no. (dd.mm.yyyy)	Manufacturer batch no.	Export out before (dd.mm.yyyy)	Batch Expiry (dd.mm.yyyy)	Invalid Quantity	Quantity	Running Total
Opening: 0								
08.04.2014	IMPORT (02100097)		T001	03.07.2015	03.07.2014		500(gram)	500(gram)
Closing: 500								

As of today running total:500(gram) Invalid Quantity:0(gram)

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### 5.7.3 Ledger Maintenance - Transaction Details (Page ID: C007001)

User can select “Enquiry” → “Ledger Enquiry” and then:

1. Input HK Ref no (support partial match) or
2. Input Unregistered drug name (support partial match) or
3. Select Status and
4. Click “Search” button, result will displayed in the result table
5. Click “Transaction list” to redirect to Ledger Maintenance – Transaction page


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Dash Board | Drug Enlisting | Import / Export Licence | Report Shipment | Batch | Ledger | Profile | 中 | Logout

**Ledger Enquiry**

 Logon as: Company A (Trader Supervisor - User One)  
 Date: 23.07.2014 15:46:03

HK Ref No.: 
 Unregistered drug name: 
 Status: ☒ Active ☐ Item suspended ☐ Particular batch suspended

4 Search

HK Ref No. Drug name Book balance Status Reason View

UR00000002	KEITHTEST17032014V2	800(tablet)	Active		Batch list Transaction list
UR00000047	KEITH03042014	200(gram)	Active		Batch list Transaction list
UR00000096	TEST BATCH UPLOAD DRUG 17062014	0(milliliter)	Active		Batch list Transaction list
UR00000101	TEST NEW DRUG	0(milliliter)	Active		Batch list Transaction list
UR00000102	NEW DRUG 07072014	0(milliliter)	Active		Batch list Transaction list
UR00000103	NEW DRUG 2 07072014	1000000(gram)	Active		Batch list Transaction list
UR00000104	BATCH UPLOAD OPENING BAL 07072014	0(gram)	Active		Batch list Transaction list
UR00000107	TEST 07072014	0(gram)	Active		Batch list Transaction list
UR00027666	DUTASTERIDE CAP. 0.5MG	500(gram)	Active		Batch list Transaction list
UR00027667	CLINDAMYCIN 1% LOTION	0(milliliter)	Active		Batch list Transaction list

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6. Select Transaction date range or
7. Input Manufacturer batch no (support partial match) or
8. Input Import licence number (support partial match) and
9. Click “Search” button, result will displayed in the result table

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Dash Board Drug Enlisting Import / Export Licence Report Shipment Batch Ledger Profile 中 Logout

Logon as: Company A (Trader Supervisor - User One)  
Date: 23.07.2014 15:46:03

**Ledger Maintenance - Transaction Details**

HK Ref No.: UR00027771  
Unregistered drug name: TEST IE10 DRUG 01  
Pack size: 10 box

Transaction date(mm,yyy) 06.2014 to 07.2014 **6** Clear date field

Manufacturer batch no: **7**

Import licence number: **8**

**9** Search


Transaction date (dd.mm.yyyy)	Type	From Import licence no. (dd.mm.yyyy)	Manufacturer batch no.	Export out before (dd.mm.yyyy)	Batch Expiry (dd.mm.yyyy)	Invalid Quantity	Quantity	Running Total
Opening: 0								
18.06.2014	IMPORT (02100312)		TEST1234	18.06.2015	18.06.2014		7500000 (milliliter)	7500000(milliliter)
26.06.2014	IMPORT (02100315)		TEST100	02.07.2015	02.07.2014		7500 (milliliter)	7507500(milliliter)
26.06.2014	IMPORT (02100317)		T001	02.07.2015	02.07.2014		7500 (milliliter)	7515000(milliliter)
02.07.2014	IMPORT (02100319)		T002	03.07.2015	03.07.2014		52500 (milliliter)	7567500(milliliter)
03.07.2014	IMPORT (02100321)		T009	03.07.2015	03.07.2014		7500 (milliliter)	7575000(milliliter)
03.07.2014	IMPORT (02100322)		T8985	03.07.2015	03.07.2014		15000 (milliliter)	7590000(milliliter)
03.07.2014	BATCH DISPOSAL (Pending) (BD00000037)	02100322 (03.07.2014)	T8985	03.07.2015	03.07.2014		-15000 (milliliter)	7575000(milliliter)
Closing: 7575000								
As of today running total:7575000(milliliter) Invalid Quantity:0(milliliter)								

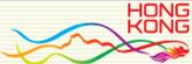
10. Click “Back” button back to search page.

## 5.8 USER PROFILE

### 5.8.1 View Company Profile (Page ID: C001001)

Select menu “Profile” → “Company Profile Maintenance”

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Dash BoardDrug EnlistingImport / Export LicenceReport ShipmentBatchEnquiryProfile中Logout

 **Company Profile Maintenance**

Logon as: Company A (Trader Supervisor - User One)  
Date: 07.07.2014 14:59:11

BR number:99999999-000

Company (Eng) :Company A

Company (Chi) :公司 A

**Contact Information**

Person name:

Telephone:28272228

Email:

Fax:28271988

Address (Eng):43, 43, CENTRAL PLAZA  
HARBOUR RD  
HK

Address (Chi):43, 43, CENTRAL PLAZA  
18  
HK

[Terms and Conditions](#) | Version 1.0.0 (C001001)

## 5.8.2 User Profile Maintenance (Page ID: C001002)

In order to maintenance user profile, supervisors can select “Profile” → “User Profile Maintenance”.

### 1. Users will be displayed in “List of user”

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Dash Board Drug Enlisting Import / Export Licence Report Shipment Batch Enquiry Profile 中 Logout

**User Profile Maintenance** Logon as: Company A (Trader Supervisor - User One)  
Date: 07.07.2014 14:59:11

**List of user:**

Page 1 / 1

- ▶ AngusTest
- ▶ TestUser
- ▶ angus1327jp
- ▶ jay1
- ▶ user1 \*
- ▶ user2

\* indicate the primary user

**User details:**

**Company A**

User ID:

User name:

Email\*:

Role:

Status:

Last update:   
(dd.mm.yyyy HH:mm:ss)

\*Email must be the same email as registered in HK post office e-cert if you choose "Supervisor"


Submit

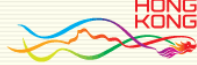
[Terms and Conditions](#) | Version 1.0.0 (C001002)

### 5.8.3 Create User Account (Page ID: C001002)

Go to “Profile” → “User Profile Maintenance” → “User details”

1. Input “User ID” and
2. Input “User name” and
3. Input “Email” and
4. Select “Role” and
5. Select “Status” and
6. Click “Submit” button


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Dash Board
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Profile
中
Logout

**User Profile Maintenance**

**List of user:**

Page 1 / 1

- ▶ AngusTest
- ▶ TestUser
- ▶ angus1327jp
- ▶ jay1
- ▶ user1 \*
- ▶ user2

\* indicate the primary user

**User details:**

**Company A**

User ID:  
 User name:  
 Email\*:  
 Role:  
 Status:

Last update:  
 (dd.mm.yyyy HH:mm:ss)

\*Email must be the same email as registered in HK post office e-cert if you choose "Supervisor"

6

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Form will be validated if “Submit” button is clicked, below shows possible warning messages.

Validation	Warning Messages
Missing user ID	Please input user ID
User ID is already in use	User id is already in use
Violate user ID policy	Violate user id policy User id should only contains 1. Character (A-Z, a-z) 2. Digit (0-9) 3. Non-alphanumeric character (!@#\$\$%^&*()-_+={}[] <>?~:;,.) 4. No space
User ID length is less than 5	Minimum user id length is 5
Missing user name	Please input user name
If user ID and password incorrect	User ID/ password incorrect
Missing email	Please input email
Email is already in use	Email is already in use
Email is not valid	Please input valid email address
Missing user role	Please select a user role
Missing user status	Please select a user status

If the validation is passed, “User created, activation email sent” will be shown.

The screenshot displays the 'User Profile Maintenance' page. At the top, a yellow banner reads 'User created, activation email sent'. Below this, the 'List of user:' section shows a list of users: AngusTest, TestUser, angus1327jp, jay1, traderUser1, user1 (marked as primary), and user2. The 'User details:' section for 'Company A' shows the following information: User ID: traderUser1, User name: traderUser1, Email\*: traderUser1@dh.gov.hk, Role: Normal user, Status: Active, and Last update: (dd.mm.yyyy HH:mm:ss). A red arrow points from the yellow banner to the 'User details:' section. At the bottom right of the 'User details:' section is a 'Submit' button. The footer of the page includes 'Terms and Conditions | Version 1.0.0 (C001002)'.

### 5.8.4 Update User Info (Page ID: C001002)

Go to “Profile” → “User Profile Maintenance”

1. Click on the target ID below the “List of user”
2. Change the “User name” or
3. Change the “Email” or
4. Change the “Role” or
5. Click “Reset password/ reactivate” to reset password or reactivate the account or
6. Change the “Status”
7. Click “Update” button to submit change

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**User name:** traderUser1\_New

**User Profile Maintenance**

Logon as: Company A (Trader Supervisor - User One)  
Date: 07.07.2014 14:59:11

**List of user:**

Page 1 / 1

- AngusTest
- TestUser
- angus1327jp
- jay1
- traderUser1 **1**
- user1 \*
- user2

\* indicate the primary user

**User details:**

**Company A**

User ID: traderUser1

User name: traderUser1\_New **2**

Email\*: traderUser1@dh.gov.hk

Role: Normal user **6**

Reset password/ reactivate: ☐

Status: Active

Last update: 07.07.2014 15:43:27  
(dd.mm.yyyy HH:mm:ss)

\*Email must be the same email as registered in HK post office e-cert if you choose "Supervisor"

**7** Update Add new user

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Form will be validated if “Update” button is clicked, below shows possible warning messages.

Validation	Warning Messages
Missing user name	Please input user name
Missing email	Please input email
Email is already in use	Email is already in use
Email is not valid	Please input valid email address
Missing user role	Please select a user role
Missing user status	Please select a user status

If the validation is passed, “User updated” will be shown.

The screenshot displays the 'User Profile Maintenance' page. At the top, a yellow banner reads 'User updated'. A red arrow points from this banner to a yellow box within the 'User details' section, which also contains the text 'User updated'. The 'User details' section is for 'Company A' and includes the following fields:

- User ID: traderUser1
- User name: traderUser1\_New (highlighted with a red box)
- Email\*: traderuser1@dh.gov.hk
- Role: Normal user (dropdown)
- Reset password/ reactivate: ☐
- Status: Active (dropdown)
- Last update: 07.07.2014 15:43:27

Below the fields, a note states: '\*Email must be the same email as registered in HK post office e-cert if you choose "Supervisor"'. At the bottom right of the details section are 'Update' and 'Add new user' buttons. On the left, the 'List of user:' section shows a list of users: AngusTest, TestUser, angus1327jp, jay1, traderUser1, user1 \*, and user2. A red asterisk indicates the primary user. The page footer includes 'Terms and Conditions | Version 1.0.0 (C001002)'.

## 5.8.5 Reset User Password / Reactivate (Page ID: C001002)

Go to “Profile” → “User Profile Maintenance”

1. Click on the target ID below the “List of user”
2. Click “Reset password/ reactivate” to reset password or reactivate the account and
3. Click “Update” button to submit change

The screenshot shows the 'User Profile Maintenance' interface. On the left, under 'List of user:', a list of users is shown: AngusTest, TestUser, angus1327jp, **jay1**, traderUser1, user1, and user2. 'jay1' is highlighted. On the right, under 'User details:', the details for 'Company A' are shown for user 'jay1'. The 'Reset password/ reactivate:' checkbox is checked. The 'Update' button is visible at the bottom right.

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Reset password/ reactivate:

Logon as: Company A (Trader Supervisor - User One)  
Date: 07.07.2014 14:59:11

User Profile Maintenance

List of user:

Page 1 / 1

- AngusTest
- TestUser
- angus1327jp
- jay1**
- traderUser1
- user1
- user2

\* indicate the primary user

User details:

Company A

User ID: jay1

User name: Trader User-JAY CHAN

Email\*: jay1\_lee@yahoo.com.hk

Role: Normal user

Reset password/ reactivate: ☒

Status: Active

Last update: 29.08.2013 12:37:37

\*Email must be the same email as registered in HK post office e-cert if you choose "Supervisor"

Update Add new user

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The successful message will be shown.

The screenshot shows the 'User Profile Maintenance' interface after a successful update. A yellow message box at the top of the 'User details' section displays the text 'User updated, reactivation mail sent'. The 'Reset password/ reactivate:' checkbox is now unchecked.

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User updated, reactivation mail sent

Logon as: Company A (Trader Supervisor - User One)  
Date: 07.07.2014 14:59:11

User Profile Maintenance

List of user:

Page 1 / 1

- AngusTest
- TestUser
- angus1327jp
- jay1
- traderUser1
- user1
- user2

\* indicate the primary user

User details:

Company A

User ID: jay1

User name: Trader User-JAY CHAN

Email\*: jay1\_lee@yahoo.com.hk

Role: Normal user

Reset password/ reactivate: ☐

Status: Active

Last update: 29.08.2013 12:37:37

\*Email must be the same email as registered in HK post office e-cert if you choose "Supervisor"

Update Add new user

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The reactivation mail sent to [jay1\\_lee@yahoo.com.hk](mailto:jay1_lee@yahoo.com.hk) as follow.

- PLAMMS account is reset



- **plammsinfo@dh.gov.hk**

今天 於 3:54 PM ★

收件人 我

Dear Sir/Madam,

Your account is reset at 07-Jul-2014 15:54:30.


Please click below link to re-activate the account within 24 hours


User id: jay1

Activation link: [https://www.drugoffice.gov.hk/PlammsInterWeb/jsp/initActivation.jsp?act\\_code=oII7b0TQtc%2F2zEvWl2R7QA%3D%3D&user\\_id=jay1](https://www.drugoffice.gov.hk/PlammsInterWeb/jsp/initActivation.jsp?act_code=oII7b0TQtc%2F2zEvWl2R7QA%3D%3D&user_id=jay1)


Regards,  
PLAMMS

User “jay1” needs to click the Activation link to reset his/her account password.

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中

  
Pharmaceuticals Licence Application  
and  
Movement Monitoring System

Please assign a password to complete activation

User ID:

Password:

Confirm password:

Activate

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The successful message will be shown.

The screenshot displays the login interface of the Pharmaceuticals Licence Application and Movement Monitoring System. At the top, a yellow banner with a black border contains the text "Account activated, please login." A red arrow points from this banner down to a smaller, identical yellow banner located below the system's logo. The logo consists of a red stick figure inside a square frame, with the text "Pharmaceuticals Licence Application and Movement Monitoring System" underneath. Below the second yellow banner, there are two radio buttons: "Password Login" (selected) and "E-cert Login". Underneath these are input fields for "User ID:" and "Password:", followed by a "Login" button. At the bottom of the page, there is a link for "Download user manual". The footer includes the text "Terms and Conditions | Version 1.0.0". The top header features the "Drug Office" logo on the left and the "HONG KONG" logo on the right.

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The Government of the Hong Kong Special Admin

HONG KONG

Account activated, please login.

Account activated, please login.

Pharmaceuticals Licence Application  
and  
Movement Monitoring System

☒ Password Login ☐ E-cert Login

User ID:

Password:

Login

[Download user manual](#)

[Terms and Conditions](#) | Version 1.0.0

### 5.8.6 Change Password (Page ID: C016001)

Go to “Profile” → “Change Password”

1. Input “Current password” and
2. Input “New password” and
3. Input “Confirm New password” and
4. Click “Change password” button

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Dash Board Drug Enlisting Import / Export Licence Report Shipment Batch Enquiry Profile 中 Logout

Change Password

Logon as: Company A (Trader Supervisor - User One)  
Date: 07.07.2014 16:09:53

User ID: user1

Current password:

New password:

Confirm New password:

Change password

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Form will be validate if “Change password” button is clicked, below shows possible warning messages.

Validation	Warning Messages
Missing current password	Please input current password.
Missing new password	Please input new password.
Missing confirm new password	Please confirm new password.
New password and confirm new password not match	New password and confirm new password do not match.
Current password is not correct	Invalid information, please verify that the user ID and the current password are correct.
Password is less than 8	Minimum password length is 8
Violate password Policy	Violate password policy Password should contains all of bellows 1. Uppercase character (A-Z) 2. Lowercase character (a-z) 3. Digit (0-9) 4. Non-alphanumeric character (!@#\$%^&*()-_+= { }     < > ? : ; , . ) 5. No space
Password is the same as latest 10 password	Password was recently used (10 times) and is not valid for reuse.

If the validation is passed, “Password changed successfully” will be shown.

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HONG KONG

Dash Board Drug Enlisting Import / Export License Report Shipment Batch Enquiry Profile 中 Logout

**Change Password** Logon as: TRADER1 (Trader Supervisor - User One)  
Date: 30.07.2013 10:07:51

Password changed successfully

User ID: user1

Current password:

New password:

Confirm New password:

Change password

Version 1.0.0 (C016001)

## 6. APPENDIX

1. Application of the e-cert  
[http://www.hongkongpost.gov.hk/product/ecert/apply/img/e-Cert\\_\(S\\_O\\_E\)\\_N.pdf](http://www.hongkongpost.gov.hk/product/ecert/apply/img/e-Cert_(S_O_E)_N.pdf)
2. Change password of the e-cert  
<http://www.hongkongpost.gov.hk/product/download/changepin/index.html>
3. Java Platform, Standard Edition is required for submit import and export License  
<http://www.java.com/en/download/index.jsp>
4. Terms and Conditions  
[https://www.drugoffice.gov.hk/PlammsInterWeb/jsp/tc\\_en.jsp](https://www.drugoffice.gov.hk/PlammsInterWeb/jsp/tc_en.jsp)

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