

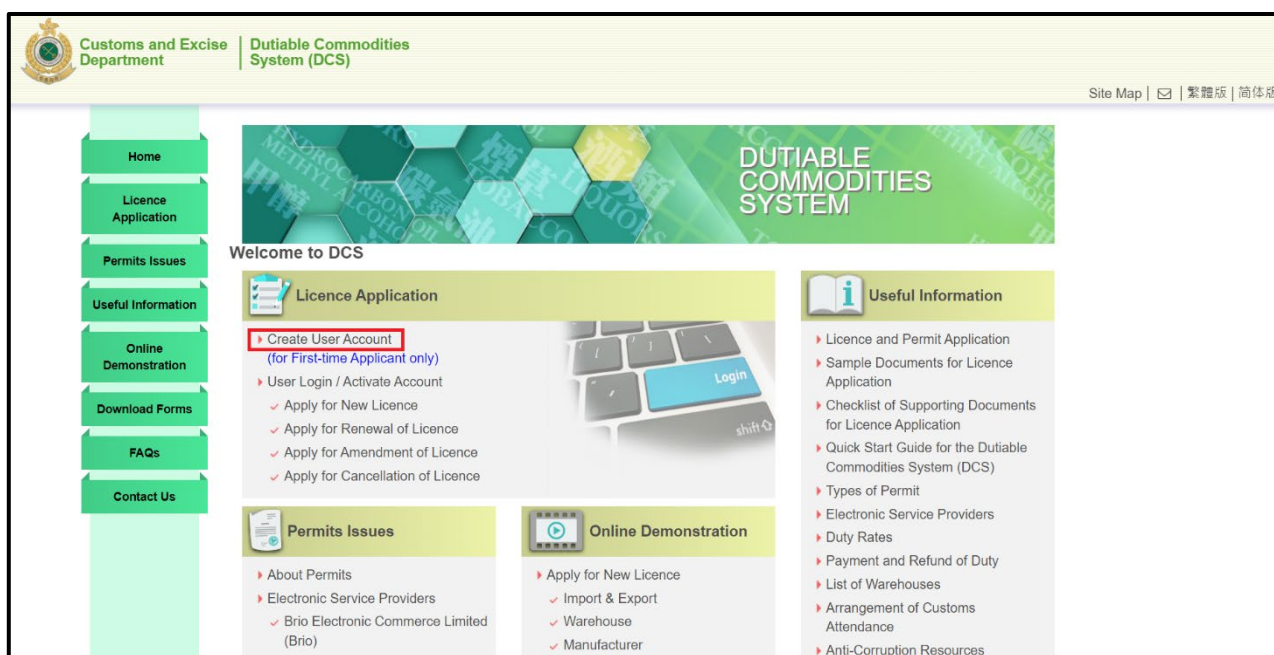
Quick Start Guide for the Dutiable Commodities System (DCS)

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

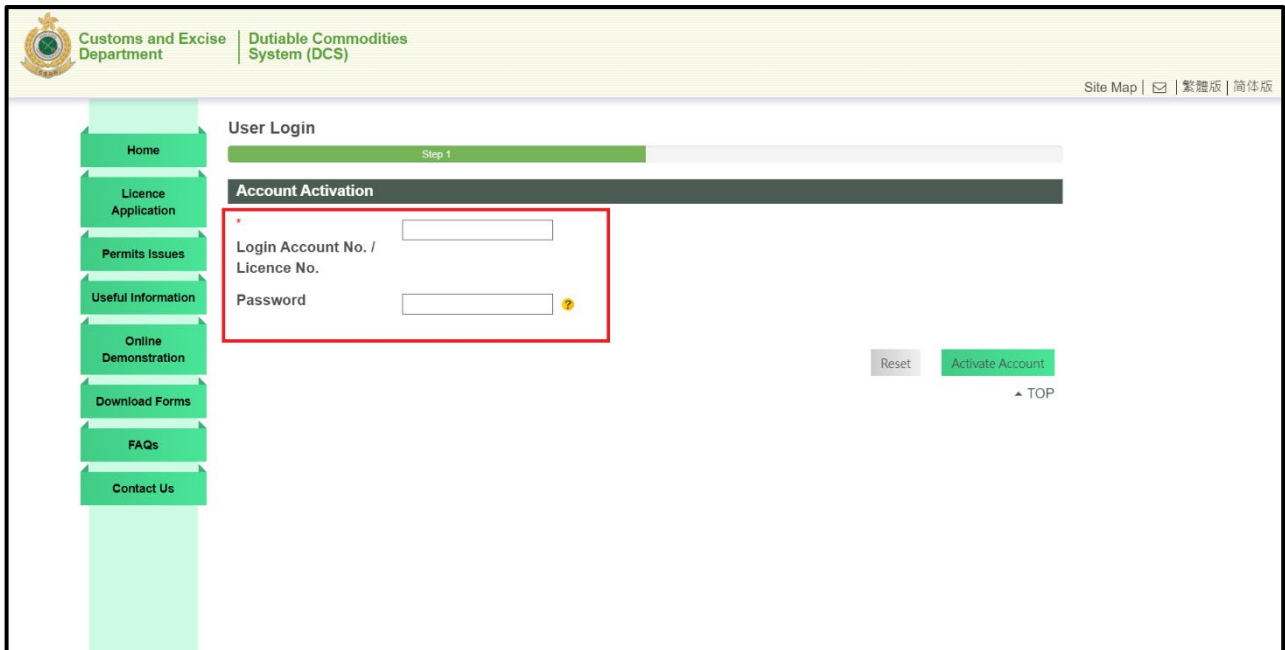
- A user has to use a [digital certificate \(Organisational\)](#) issued by the Recognized Certification Authorities in Hong Kong for signing a Dutiable Commodities Licence application in DCS.
- Please [click here](#) for more information about the details of supporting documents/information.

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

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

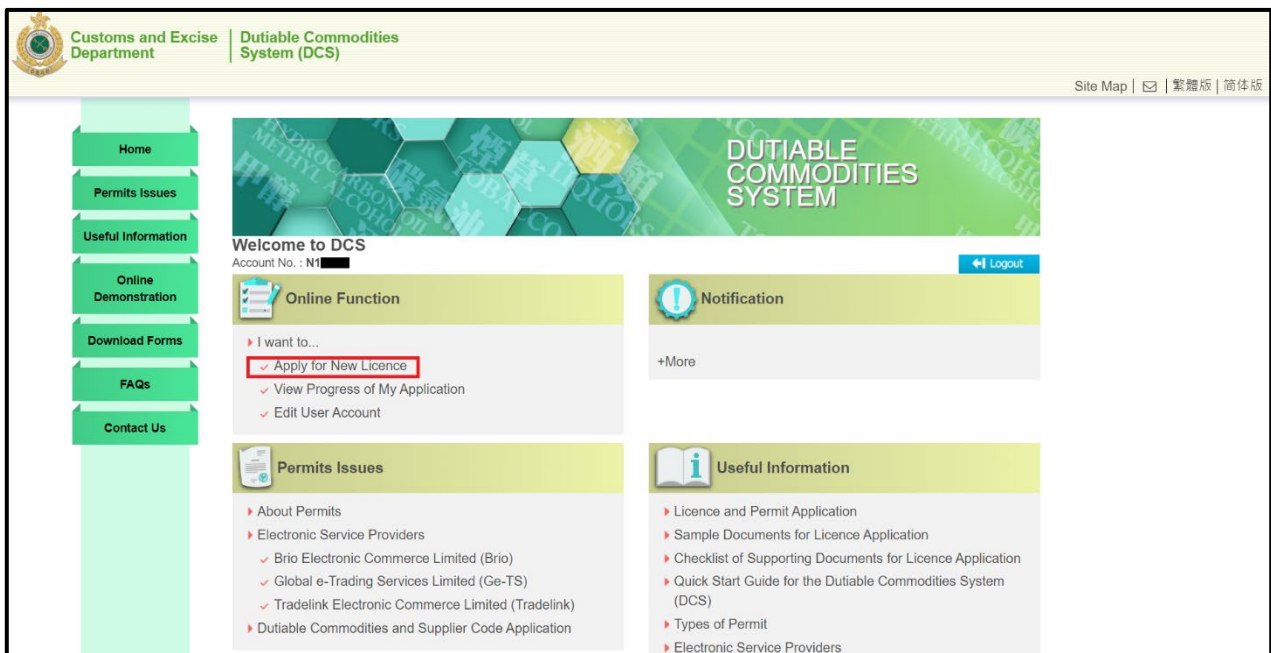


- The user has to input applicant's information, set up password and upload supporting documents.
- After signing by the digital certificate, the user will receive a computer generated email in an hour. The user is required to complete account activation via the link and account login ID provided in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



3. User Login

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



4. New Licence Application

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

Customs and Excise Department | Dutiable Commodities System (DCS)

Site Map | 繁體版 | 簡體版

New Licence Application

Step 2

Input Application Information

Section One Type of Licence Applied

* Licence Type

* Dutiable Commodities in Business Liquor Tobacco Hydrocarbon Oil Methyl Alcohol

Section Two Company Information

* Business Registration No. -

* Company Status

* Company Name (English) (Chinese)

* Telephone No. Fax No.

* Correspondence Phone No.

Contact Person(English)¹ Contact Person(Chinese)¹

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

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

(Version September 2023)