Appendix V

Air Transhipment Cargo Exemption Scheme for Specified Strategic Commodities (SCTREX): Electronic Submission of Monthly Return

It is a registration condition for companies registered under the Air Transhipment Cargo Exemption Scheme for Specified Strategic Commodities (SCTREX) to lodge monthly returns to the Trade and Industry Department on or before the 15th of each month. Such returns, which must be in a format as approved by the Director-General of Trade and Industry, can be lodged in either paper or electronic format as provided for under the Electronic Transactions Ordinance (Cap. 553). This note sets out the requirements and procedures that SCTREX registrants should meet and follow in lodging electronic monthly returns.

Format of the Monthly Return

2. The monthly return should be of the format as specified in **Appendix VI**.

Digital Certificate

3. An SCTREX registrant who wishes to lodge electronic monthly returns should be a subscriber of digital certificate issued by a Certification Authority recognized by the Commissioner for Digital Policy. Digital certificate is required to enable the electronic submission of monthly returns to be made in compliance with the following requirements :

(a) Authenticity

- The electronic monthly returns should bear a digital signature of the SCTREX registrant so that the Trade and Industry Department is able to ensure the authenticity of the sender and to avoid repudiation by sender of having sent the returns;

(b) Confidentiality

- The returns should be transmitted in a manner in which the Trade and Industry Department will be the only recipient being able to read and understand the messages; and

(c) Integrity

- The returns should be transmitted in a way in which the integrity

of the message can be guaranteed, i.e. the information contained in the message will not be tampered with, either accidentally or deliberately, during transmission.

Registration of Email Address

4. Before lodging any electronic monthly returns, companies must register with the Trade and Industry Department the email addresses they would use and to which their digital certificates are issued. In this connection, registrants should complete and lodge the registration form at **Appendix VII** to the Strategic Trade Controls Branch (address: Room 1324, 13/F, Trade and Industry Tower, 3 Concorde Road, Kowloon City, Hong Kong). The Trade and Industry Department will notify companies through emails upon successful registrations in this respect. Only after receiving such notifying emails should SCTREX registrants start lodging monthly returns through electronic means.

Procedures in Sending Electronic Monthly Returns

5. The email address of the Trade and Industry Department is **sctrex@tid.gov.hk.** All electronic monthly returns should be:

- sent out to the above designated email address on or before 15th of each month;
- digitally signed by the registrant's private key;
- encrypted by the public key of sctrex@tid.gov.hk, which is obtainable in the repository maintained by Hongkong Post; and
- sent together with the digital certificates of the SCTREX registrants.

After the electronic monthly returns are successfully received, an acknowledge message will be sent back to the registrants.

Enquiry

6. In case you have any enquiry on the above, please contact Mr Eric Ng at 2398 5581.