## **Commence taxation (by Government Department)**

This step-by-step guide outlines the general process required to send documents using iCMS. It is for general guidance only. The screenshots provided hereunder are for general illustration purpose and may not be specific for the case/document concerned.

Item	Process	Relevant screen	Relevant screenshots for reference				
1.	Login user account	Organization Use	er				
	By Organization User ("OU") of Government Department [Note: Please refer to relevant step-by-step guide "Account Login and Logout" for more information if necessary.]	Please fill in t Account Type Organization Organization Code *	LOGIN he information below. Fields marked with Login Name*		Screen ID: AUTH-LGN- (*) are mandatory.	♥	
		Reg	LOGIN gister an Account   Account Activation	Reset P	assword		
2.	Access e-Filing function	Welcome to Judiciary Web Portal	You can access the services of the integrated Court Case Mana	gement System ("	'iCMS") in this portal.		
		C) Home	Message Box			ID: EXT-MSG-00001	
	Select court level, e.g. "District Court">	District Court     Send Document(s)	All Read Unread			C	
	Court >	Inspection of Document  Bailiff Related Services	SUBJECT [DCCJ 57/2022 (Con.)] Document(s) Filed / Lodged	DATE/TIME     06/10/2022	FROM Court Registry, District Court	FILE Ø	
	Click "Electronic Filing" >	Certification of Translation Service • Other Electronic Services • Make Electronic Payment •	[DCCJ 57/2022 (Con.)] New Electronic Submission Received [DCEC 6/2022] New Electronic Submission Received [TRN:EI365000020] New Electronic Submission Received	06/10/2022 28/09/2022 27/09/2022	Court Registry, District Court Court Registry, District Court Court Registry, District Court	478KB 478KB 957KB	
	Select "Send Document(s)">	Magistrates' Courts	[DCCJ 91/2022] Sealed Document(s) Issued [DCPI 291/2022] Sealed Document(s) Issued	26/09/2022 22/09/2022	Court Registry, District Court	272KB 258KB	
		O System Maintenance Information	[DCPI 238/2022] Sealed Document(s) Issued	22/09/2022	Court Registry, District Court	799KB	
			[DCEC 6/2022] New Electronic Submission Received	22/09/2022	Court Registry, District Court	479KB	
			[Document(s) of DCPI 16/2022] Acknowledgement and Paymen [DCCJ 91/2022] Document(s) Filed / Lodged	22/09/2022 22/09/2022	Court Registry, District Court Court Registry, District Court	582KB	
			K < 1 2 3 4 5				

Item	Process	Relevant screenshots for reference
3.	Select the required	A
	function	Send Document(s) Screen ID: EFIL-CMC-00101
		Note to Sender
	Select "Send document(s) to	Electronic transactions with the e-Courts
	an existing case" >	<ol> <li>The Judiciary operates the Judiciary Web Portal which provides a platform for the legal practitioners, government departments and litigants-in-person who have registered as users of integrated Court Case Management System ("iCMS") to send documents by electronic means and conduct other electronic transactions with the e-Courts.</li> </ol>
	Tick the checkbox "I acknowledge that I have read and understood the Note to Sender above." >	Under Section 32 of the Court Proceedings (Electronic Technology) Ordinance, Chapter 638, the Chief Justice may specify, by implementation notices published in Gazette, the date from which electronic technology may be used in relation to a particular e-Court or a type of or description of proceedings, thereby implementing the use of electronic technology in relation to court proceedings in phases. Please refer to the implementation notice(s) issued by the Chief Justice currently in force. 2. Sender has to observe the time requirement for submission of document and/or payment in accordance with the applicable legislations, relevant Practice Directions and/or any specific orders or directions made by Judges and Judicial Officers.
	Click "NEXT">	Others
		21. In case of any discrepancies between the English version and the Chinese translation of this note, the English version
		shall prevail.
		Send document(s) to an existing case
		I acknowledge that I have read and understood the Note to Sender above.  NEXT  V
4.	Enter case number	Step 1: Enter Case No.
	Input "Case No.*">	Send document(s) to an existing case Screen ID: EFIL-CMC-00110
	Select "Yes" in "Related to taxation proceedings? *">	
	taxation proceedings:	Enter Case No. Upload Document Confirmation and Acknowledgement
	"Yes" is prefilled for "To	Payment
	1	Notice - Field with (*) is required information
	commence taxation	Enter Case No.
	proceedings? *">	
		Case No. * ③
	Click "NEXT">	Related to taxation proceedings? *  • Yes No
		To commence taxation proceedings? *
		● Yes ○ No
		BACK NEXT
5.	Upload document	Step 2: Upload Document
	a. Notice Of	To upload two types of documents as follows.
	Commencement Of	a) Notice Of Commencement Of Taxation
	Taxation	b) Bill of Costs
	Select "Notice Of	$\frac{\text{The } 1^{\text{st}} \text{ document to be uploaded} - \text{Notice Of Commencement Of}}{-}$
	Commencement Of	Taxation

Item	Process	Relevant screenshots for reference
	Taxation" in "Document	
	Name*">	
	"For Filing" is prefilled for	Send document(s) to an existing case Screen ID: EFIL-CMC-00011
	"PURPOSE *">	
	Select language in	Enter Case No. Upload Document Confirmation and Acknowledgement Payment
	"Document Language*" >	Notice - Field with (*) is required information
	Tick the checkboxes under "For*" /and "Against">	Upload Document Case No. DCPI 48/2022
		Bill Number Commence taxation proceedings
	Click "Upload">	NO. DOCUMENT PURPOSE*
	Click "BROWSE FILES" and select document>	Document Name*     Notice Of Commencement Of Taxation     For Filing     Document Version
	[Note: You may also use "Drag and drop file here" to upload document file. Please refer to the step-by- step guide "Upload document using 'drag and drop' feature" for more information.]	Document Language     Implease Select Implease Select     Implease Select Implease Select     Implease Select Implease Select     Implease Select Implease Select     Implease Select Implease Select Implease Select     Implease Select Impleas
6.	Preview uploaded	
	<u>document</u>	Drag and drop file here
	Document name is displayed under "Uploaded	or BROWSE FILES
	Documents"	Uploaded Documents Document Name Type Size (269.8
	Click "Preview" to view the	Document Name         Type         Size (2000)           Notice of Commencement of Taxation.pdf         pdf         269.8 KB         Preview         Delete
	image of the document>	CLOSE OK

Item	Process	Relevant screenshots for reference
	Click "OK" if the uploaded document is in order>	
	Or, click "Delete" if the uploaded document is not in order>	
7.	Upload document	The 2 <sup>nd</sup> document to be uploaded – Bill of Costs
	<ul><li>b. Bill of Costs</li><li>"Bill of Costs" in</li><li>"Document Name*" is</li></ul>	2 Document Name* Bill of Costs Document Version Document Language* Please Select Y
	prefilled>	For * ③ □ P1 Chan Kwong Kwong
	"For Filing" is prefilled for "PURPOSE *">	□ D1 Wang Wang Against ⑦ □ D1 Wang Wang □ P1 Chan Kwong Kwong
	Select language in	Party and party costs (HKD) *
	"Document Language*" >	Common fund costs (HKD) Upload File * ⑦
	Tick the checkboxes under "For*" /and "Against">	Upload Upload
	Input "Party and party costs (HKD)*">	BACK
	Input "Common fund costs (HKD)" as appropriate	
	Click "Upload">	
	Click "BROWSE FILES" and select document>	
	[Note: You may also use "Drag and drop file here" to upload document file. Please refer to the step-by- step guide "Upload using 'drag and drop' feature" for more information.]	

Item	Process	<b>Relevant screenshots for reference</b>	
	To preview uploaded		processo and an according
	document, repeat steps in		
	item 6.	Drag and drop file here	
		or	
	Click "NEXT">	BROWSE FILES	
		Uploaded Documents Document Name Type Size (0 B)	
		No Document Uploaded.	
		CLOSE OK	
			•
8.	Confirm details of the	Step 3: Confirm Details of the Filing	
0.	<u>filing</u>	Step 5. Commin Details of the Filling	
	ming	Send document(s) to an existing case	Screen ID: EFIL-CMC-000112
	If filing details are in order,		
	click "PAY">		
	Click "OK" to "Proceed for	Enter Case No. Upload Document Confirmation and	Acknowledgement
	payment?">	Payment	Acknowledgement
	puyment.	Confirm Details of the Filing	
	Or, if filing details are not in	Case No.	
	order, click "BACK" to	DCPI 48/2022	
	return to the previous steps	Bill Number Commence taxation proceedings	
	to rectify any of the inputted	NO. DOCUMENT PURPOSE*	PAYMENT FEE(HKD) ITEM(S)
	data>	1 Document Name For Filing	20 12 12
	(Note: Damas and is a st	Notice Of Commencement Of Taxation Document Version	
	[Note: Payment is not		
	applicable to Legal Aid	Document Language English	
	Department.]	For P1 Chan Kwong Kwong	
		· · · · · · · · · · · · · · · · · · ·	
		2 Document Name For Filing Bill of Costs	Taxing Fees 6,320.00 between Government
		Document Version	Departments
		Document Language English	
		For	
		PI Chan Kwong Kwong	
		Against -	
		Party and party costs (HKD) 157,911.00	
		Common fund costs (HKD)	
		- Upload File	
		Bill of Costs.pdf(863.67KB)	
			Total amount : HKD 6,320.00
		BACK PAY	

Item	Process	Relevant screenshots for reference	
		Popup of confirm to proceed Proceed for payment? CANCEL OK	
9.	Settle payment Select "Cross Departmental Journal not yet raised"> OR Select "Cross Departmental Journal already raised" then input the "Cross Departmental Journal" and click "Upload"> Click "PROCEED">	Contine Payment Service         Case No. DCPI 48/2023         Payment Information         e-Filing Transaction Reference No:         Case No. DCPI 48/2023         Case Departmental Journal already raised         Cose Departmental Journal Interaction raised         Point Reference         Upload File         Upload File         Upload File         Of cose Departmental Journal not yet raised         Stationary Proceed', payment will be made by Cross-Departmental Journal	creen ID: EPY-COL-0007
		Case No. DCPI 48/2022         Case No. DCPI 48/2023         e-Filing Transaction Reference No:         E-TSU00105         Total Amount:         HXD 6320.001         Corso Departmental Journal already raised         Tots Departmental Journal [	Screen ID: EPY-COL-0007

Item	Process	Relev	vant so	creensho	ts for referenc	ce	
10.	Acknowledgement	-		nowledge			
	Click "SAVE ACKNOWLEDGEMENT" >	Sen	d docu	ment(s) t	o an existing cas	se	Screen ID: EFIL-CMC-000113
	Click "DOWNLOAD" in		1	)	2	3	
	the popup up of "Confirm to download file?">		Enter Case	No.	Upload Document	Confirmation and Payment	Acknowledgement
	Click "Open file" to retrieve the Acknowledgement>	docum Registr	ent is taken y is next ope	to be (a) at the	time when the Registry is		open, the receiving time of suc blic; or (b) at the time when th
	Click "SAVE PAYMENT RECEIPT"> Click "DOWNLOAD" in	Submit 07/02/2 e-Paym	iu Lai Hung ted On 022 17:05:25	(DOJ_CD.dojcdo	bul4)	Organization Department of Justice (CD) e-Filing Transaction Referen E1133000135 e-Payment Transaction Refe CDJ20220207000075	
	the popup up of "Confirm to download file?">		ent Methoo ot yet raised				
	Click "Open file" to retrieve the Receipt>	Transa NO.	ction Summ CASE NO.	ary CASE TYPE	PAYMENT ITE	M(S)	FEE (HKD)
		1	DCPI 48/2022 Bill Number : Commen ce taxation proceedir gs		ies Taxing rees betw	veen Government Departments	6,320.00
							Total amount : HKD 6,320.00
		The Fo		ument(s) Have B			
		NO.	E	DOCUMENT	DOCUMENT NAME	UPLOAD FILE	DRN
		1	For Filing	English	Notice Of Commenceme Of Taxation	ent Notice of commencement of taxation.pdf(712.15KB)	113390000284
		2	For Filing	English	Bill of Costs	Bill of Costs.pdf (863.67KB)	113390000295
			save or print	у.		proof of your filing/payment an	d for subsequent refund

Item	Process	Relevant screenshots for reference				
		Confirm to d CLOSE Payment Receipt - epdf Open file				
11.	Acknowledgement message	Message box with message header	(s) appears	s on the landing pa	age	
	sent to the message box of	Message Box	-		EXT-MSG-00001	
	<u>OU</u>	All Read Unread			G	
	Click "Home">	SUBJECT	- DATE/TIME	FROM	FILE Ø	
		[TRN:E1133000135] New Electronic Submission Received	17:05	Court Registry, District Court	957KB	
	Access Message Box>	[DCPI 48/2022] New Case Created	28/01/2022	Court Registry, District Court	248KB	
	C	[TRN:E1123000044] New Electronic Submission Received	28/01/2022	Court Registry, District Court	958KB	
	Click the message header to	[TRN:E1112000165] New Electronic Submission Received	17/01/2022	Court Registry, District Court	479KB	
	read the content	[TRN:E1101000691] New Electronic Submission Received	06/01/2022	Court Registry, District Court	1067KB	
	lead the content	[TRN:E1101000332] New Electronic Submission Received [DCPI 1593/2021] New Case Created	06/01/2022	Court Registry, District Court	1067KB 4811KB	
		Click the message header to read the therein  Message Details  Back  [TRN:E1133000135] New Electronic Su Date/Time 07/02/2022 17:05 From Court Registry, District Court To D01_CD.dojcdou14		Screen II	nts D: EXT-MSG-00002	
		This message serves to confirm the successful completion of the si El133000135) submitted via ICMS on 07/02/2022 17:05. (Time is expr Upon acceptance of the submission of the document(s), you will re Please click the attachment link to obtain the acknowledgement ( Acknowledgement - e-Filing Transaction Reference No:El1330001 Payment receipt - e-Payment Transaction Reference No:CD120220 Notice If the completion of the transmission of a document is at a time wi taken to be (a) at the time when the Registry is next normally oper the proceeding to which the document relates, whichever is earlie Opening hours of the Registry Mondays to Fridays : 8:45 a.m. to 1:00 p.m. and 2:00 p.m. to 5:30 Saturdays, Sundays : Closed and Public Holidays 2 Attachment(s) PDF Acknowledgpdf PDF ACKNOWLEDGpdf	essed in 24-hour for acceive a message co (and the payment re 35 D20700075 hen the Registry is n n to the public; or (b) r.	mat.) infirming the same. icceipt, if any). iot open, the receiving time of such	document is	

Item	Process	Relevant screenshots for reference					
12.	Internal process by	Sender will receive message in iCMS message box after internal vetting by Judiciary					
	Judiciary						
13.	<b><u>Confirmation message sent</u></b> to the message box of OU	Message box with message header(	(s) appears	on the landing pa	ige		
		Message Box		Screen ID	EXT-MSG-00001		
	Login and access Message Box>	All Read Unread			G		
	DOX>	SUBJECT	▼ DATE/TIME	FROM	FILE 🖉		
	Click the message header to	[DCPI 48/2022-2] New Taxation Bill Created	17:17	Court Registry, District Court	¥		
	Ũ	[TRN:E1133000135] New Electronic Submission Received	17:05	Court Registry, District Court	957KB		
	read the content	[DCPI 48/2022] New Case Created	28/01/2022	Court Registry, District Court	248KB		
		[TRN:E1123000044] New Electronic Submission Received	28/01/2022	Court Registry, District Court	958KB		
		[TRN:E1112000165] New Electronic Submission Received	17/01/2022	Court Registry, District Court	479KB		
		[TRN:E1101000691] New Electronic Submission Received	06/01/2022	Court Registry, District Court	1067KB		
		[TRN:E1101000332] New Electronic Submission Received	06/01/2022	Court Registry, District Court	1067KB		
		[DCPI 1593/2021] New Case Created	31/12/2021	Court Registry, District Court	4811KB		
		Click the message header to read th Message Details		therein Screen ID: EXT-M	45G-00002		
		[DCPI 48/2022-2] New Taxation Bill Cr	reated				
		Date/Time 07/02/2022 17:17 From Court Registry, District Court					
		To DOJ_CD.dojcdoul4					
		This message serves to confirm the acceptance of the submission of submitted via iCMS on 07/02/2022 17:05. (Time is expressed in 24-hoi DCPI 48/2022-2 - Notice Of Commencement Of Taxation, 展開設書評 DCPI 48/2022-2 - Bill of Costs. 設資單 - DRN:113390000295	ur format.)		33000135)		

Internal process by Judiciary