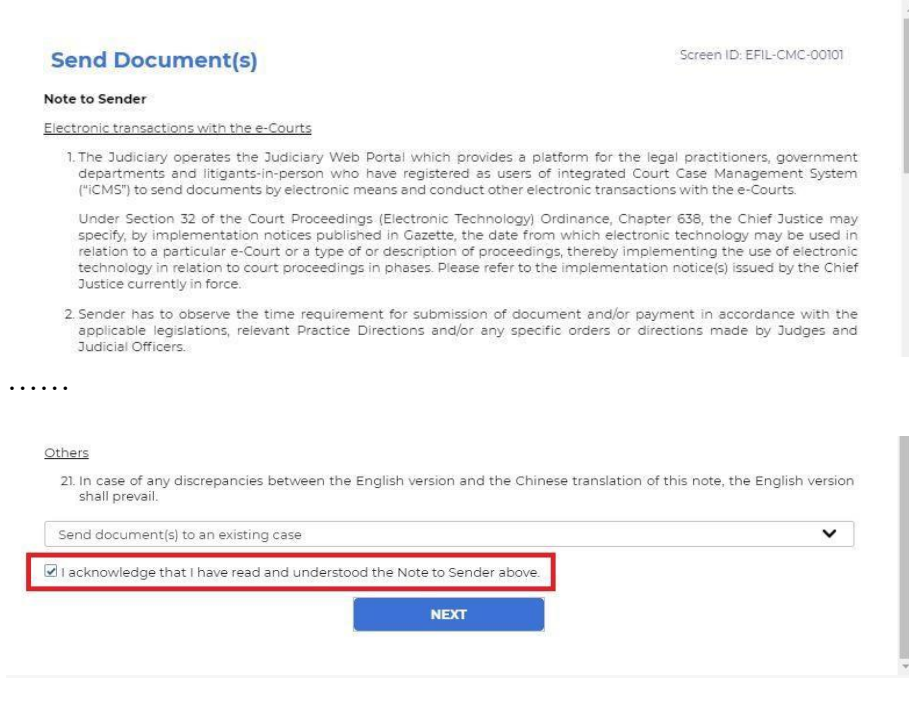
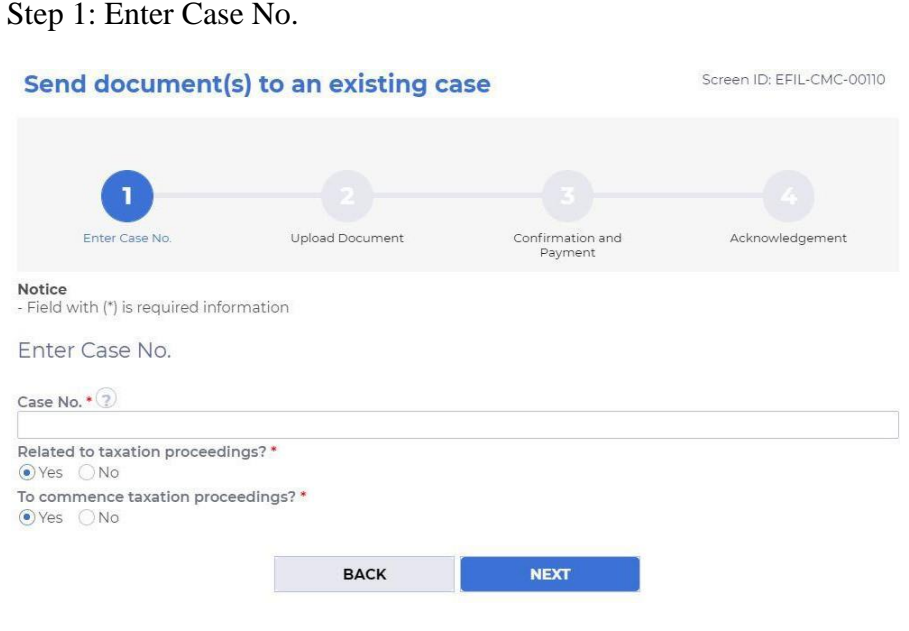


Commence taxation (by Government Department)

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.

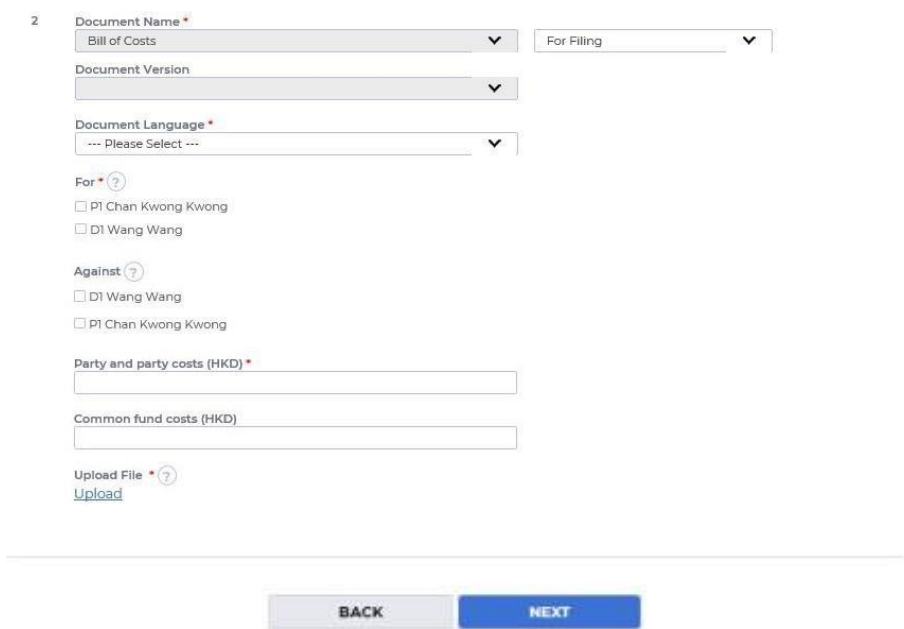
Item	Process	Relevant screenshots for reference																																												
1.	<p><u>Login user account</u></p> <p>By Organization User (“OU”) of Government Department</p> <p><i>[Note: Please refer to relevant step-by-step guide “Account Login and Logout” for more information if necessary.]</i></p>	<p>Organization User</p> <p style="text-align: right;">Screen ID: AUTH-LGN-00001</p> <p style="text-align: center;">LOGIN</p> <p style="text-align: center;">Please fill in the information below. Fields marked with an asterisk (*) are mandatory.</p> <p>Account Type <input type="text" value="Organization"/></p> <p>Organization Code * Login Name * <input type="text"/> <input type="text"/></p> <p>Password * <input type="password"/></p> <p style="text-align: center;">LOGIN</p> <p style="text-align: center;"> Register an Account Account Activation Reset Password </p>																																												
2.	<p><u>Access e-Filing function</u></p> <p>Select court level, e.g. “District Court”></p> <p>Click “Electronic Filing” ></p> <p>Select “Send Document(s)”></p>	<p>Welcome to Judiciary Web Portal! You can access the services of the Integrated Court Case Management System (“iCMS”) in this portal.</p> <p>Home District Court Electronic Filing Send Document(s) Inspection of Document Bailiff Related Services Certification of Translation Service Other Electronic Services Make Electronic Payment Magistrates' Courts Update Your Profile System Maintenance Information</p> <p>Message Box Screen ID: EXT-MSG-00001</p> <p>All Read Unread</p> <table border="1"> <thead> <tr> <th>SUBJECT</th> <th>DATE/TIME</th> <th>FROM</th> <th>FILE</th> </tr> </thead> <tbody> <tr> <td>[DCCJ 57/2022 (Con.)) Document(s) Filed / Lodged</td> <td>06/10/2022</td> <td>Court Registry, District Court</td> <td>-</td> </tr> <tr> <td>[DCCJ 57/2022 (Con.)) New Electronic Submission Received</td> <td>06/10/2022</td> <td>Court Registry, District Court</td> <td>478KB</td> </tr> <tr> <td>[DCEC 6/2022] New Electronic Submission Received</td> <td>28/09/2022</td> <td>Court Registry, District Court</td> <td>478KB</td> </tr> <tr> <td>[TRN-EI365000020] New Electronic Submission Received</td> <td>27/09/2022</td> <td>Court Registry, District Court</td> <td>957KB</td> </tr> <tr> <td>[DCCJ 91/2022] Sealed Document(s) Issued</td> <td>26/09/2022</td> <td>Court Registry, District Court</td> <td>272KB</td> </tr> <tr> <td>[DCPI 291/2022] Sealed Document(s) Issued</td> <td>22/09/2022</td> <td>Court Registry, District Court</td> <td>258KB</td> </tr> <tr> <td>[DCPI 238/2022] Sealed Document(s) Issued</td> <td>22/09/2022</td> <td>Court Registry, District Court</td> <td>799KB</td> </tr> <tr> <td>[DCEC 6/2022] New Electronic Submission Received</td> <td>22/09/2022</td> <td>Court Registry, District Court</td> <td>479KB</td> </tr> <tr> <td>[Document(s) of DCPI 16/2022] Acknowledgement and Paymen...</td> <td>22/09/2022</td> <td>Court Registry, District Court</td> <td>582KB</td> </tr> <tr> <td>[DCCJ 91/2022] Document(s) Filed / Lodged</td> <td>22/09/2022</td> <td>Court Registry, District Court</td> <td>-</td> </tr> </tbody> </table> <p style="text-align: center;"> ⏪ ⏩ 1 2 3 4 5 6 7 8 9 10 ⏭ ⏮ ⏯ </p>	SUBJECT	DATE/TIME	FROM	FILE	[DCCJ 57/2022 (Con.)) Document(s) Filed / Lodged	06/10/2022	Court Registry, District Court	-	[DCCJ 57/2022 (Con.)) New Electronic Submission Received	06/10/2022	Court Registry, District Court	478KB	[DCEC 6/2022] New Electronic Submission Received	28/09/2022	Court Registry, District Court	478KB	[TRN-EI365000020] New Electronic Submission Received	27/09/2022	Court Registry, District Court	957KB	[DCCJ 91/2022] Sealed Document(s) Issued	26/09/2022	Court Registry, District Court	272KB	[DCPI 291/2022] Sealed Document(s) Issued	22/09/2022	Court Registry, District Court	258KB	[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...	22/09/2022	Court Registry, District Court	582KB	[DCCJ 91/2022] Document(s) Filed / Lodged	22/09/2022	Court Registry, District Court	-
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Step-by-step guide - “Commence taxation (by Government Department)”

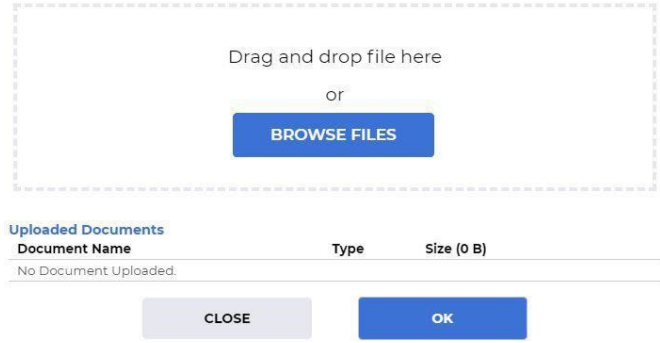

Item	Process	Relevant screenshots for reference
3.	<p><u>Select the required function</u></p> <p>Select “Send document(s) to an existing case” ></p> <p>Tick the checkbox “I acknowledge that I have read and understood the Note to Sender above.” ></p> <p>Click “NEXT”></p>	
4.	<p><u>Enter case number</u></p> <p>Input “Case No.*”></p> <p>Select “Yes” in “Related to taxation proceedings? *”></p> <p>“Yes” is prefilled for “To commence taxation proceedings? *”></p> <p>Click “NEXT”></p>	<p>Step 1: Enter Case No.</p> 
5.	<p><u>Upload document</u></p> <p>a. Notice Of Commencement Of Taxation</p> <p>Select “Notice Of Commencement Of</p>	<p>Step 2: Upload Document</p> <p>To upload two types of documents as follows.</p> <ol style="list-style-type: none"> Notice Of Commencement Of Taxation Bill of Costs <p><u>The 1st document to be uploaded – Notice Of Commencement Of Taxation</u></p>

Step-by-step guide - “Commence taxation (by Government Department)”

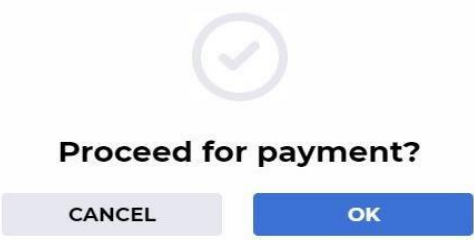
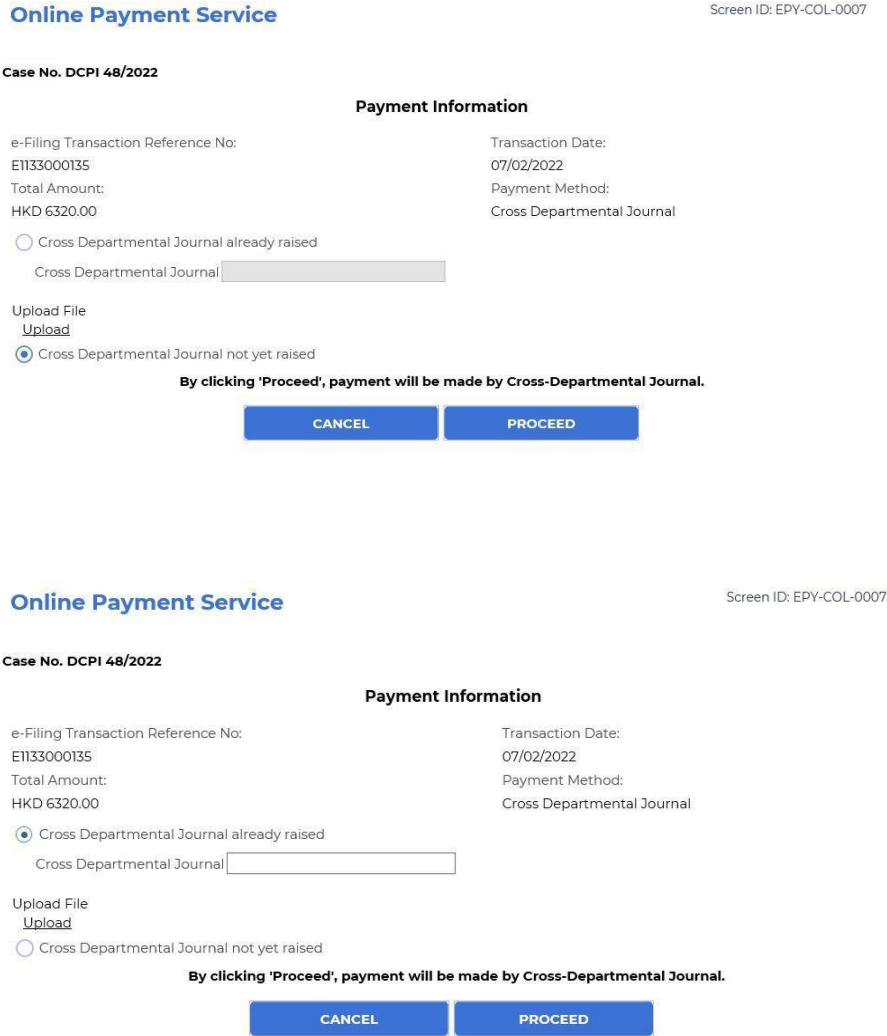
Item	Process	Relevant screenshots for reference
	<p>Taxation” in “Document Name*”></p> <p>“For Filing” is prefilled for “PURPOSE *”></p> <p>Select language in “Document Language*” ></p> <p>Tick the checkboxes under “For*” /and “Against”></p> <p>Click “Upload”></p> <p>Click “BROWSE FILES” and select document></p> <p><i>[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.]</i></p>	
6.	<p><u>Preview uploaded document</u></p> <p>Document name is displayed under “Uploaded Documents”</p> <p>Click “Preview” to view the image of the document></p>	

Item	Process	Relevant screenshots for reference
	<p>Click “OK” if the uploaded document is in order></p> <p>Or, click “Delete” if the uploaded document is not in order></p>	
7.	<p><u>Upload document</u></p> <p>b. Bill of Costs</p> <p>“Bill of Costs” in “Document Name*” is prefilled></p> <p>“For Filing” is prefilled for “PURPOSE *”></p> <p>Select language in “Document Language*” ></p> <p>Tick the checkboxes under “For*” /and “Against”></p> <p>Input “Party and party costs (HKD)*”></p> <p>Input “Common fund costs (HKD)” as appropriate</p> <p>Click “Upload”></p> <p>Click “BROWSE FILES” and select document></p> <p><i>[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.]</i></p>	<p>The 2nd document to be uploaded – Bill of Costs</p> 

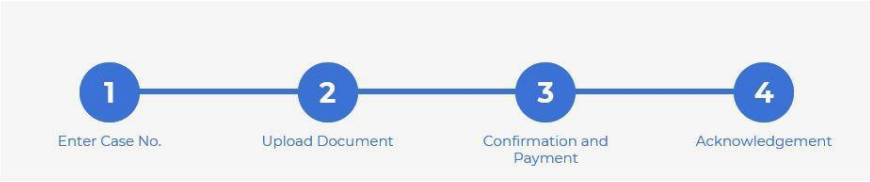
Step-by-step guide - “Commence taxation (by Government Department)”

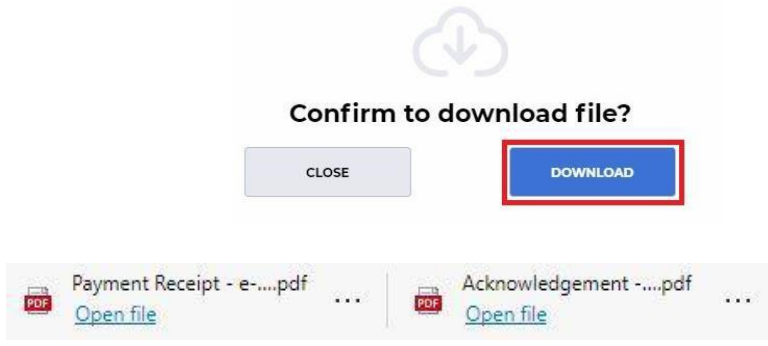
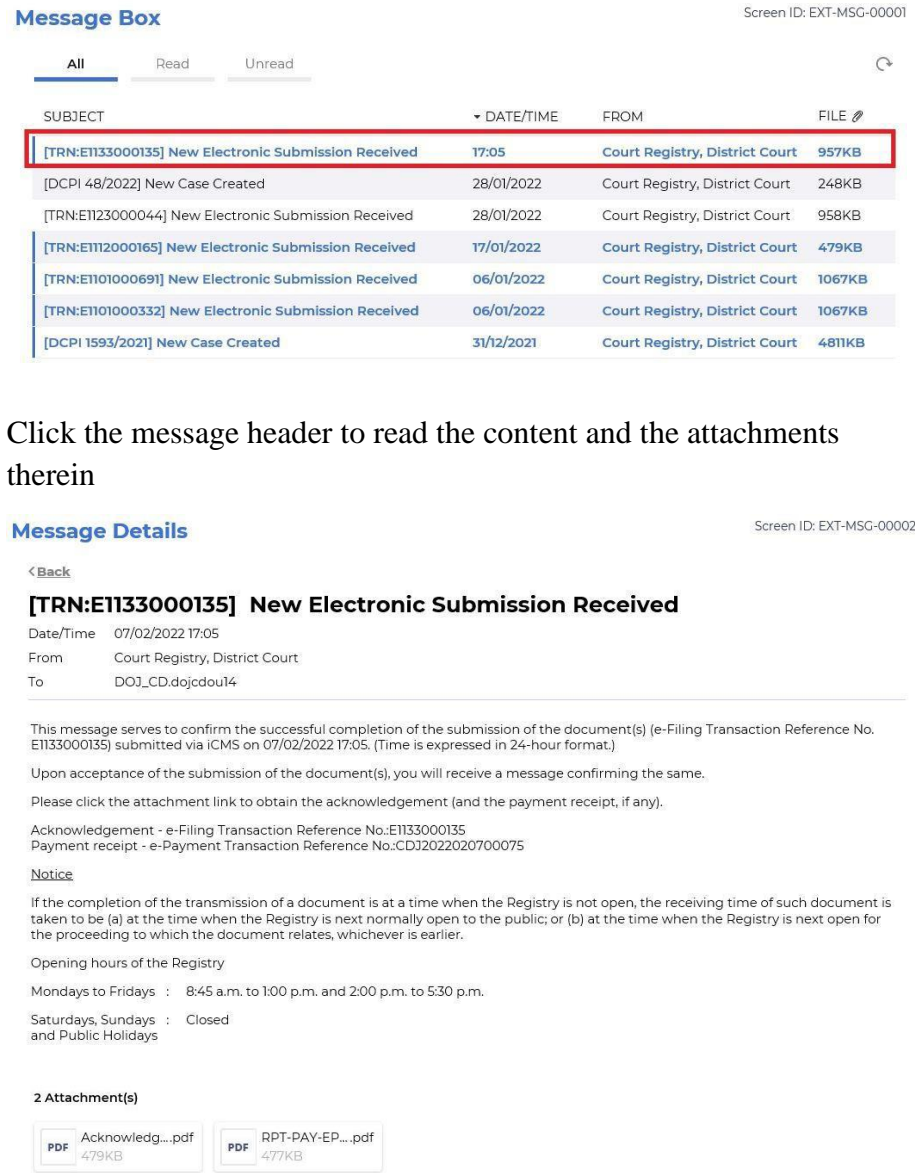
Item	Process	Relevant screenshots for reference
	<p>To preview uploaded document, repeat steps in item 6.</p> <p>Click “NEXT”></p>	
<p>8.</p> <p><u>Confirm details of the filing</u></p> <p>If filing details are in order, click “PAY”></p> <p>Click “OK” to “Proceed for payment?”></p> <p>Or, if filing details are not in order, click “BACK” to return to the previous steps to rectify any of the inputted data></p> <p><i>[Note: Payment is not applicable to Legal Aid Department.]</i></p>		<p>Step 3: Confirm Details of the Filing</p> <p>Send document(s) to an existing case Screen ID: EFIL-CMC-000112</p> 

Step-by-step guide - “Commence taxation (by Government Department)”

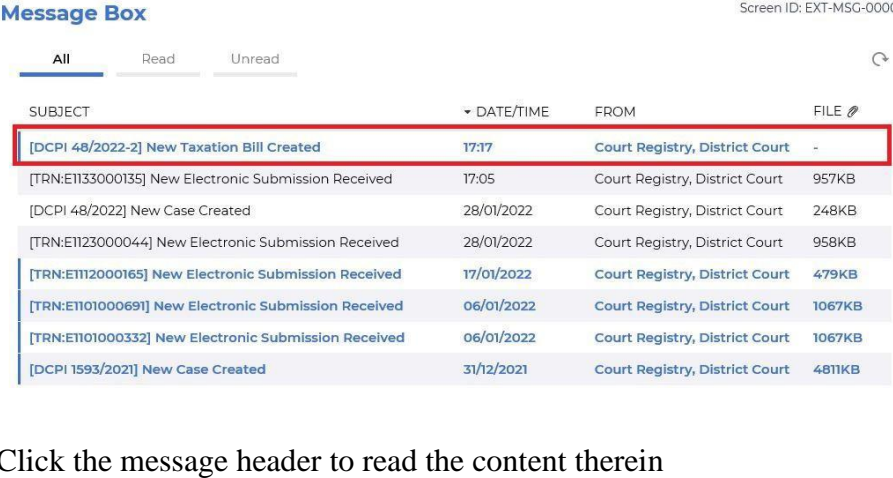
Item	Process	Relevant screenshots for reference
		<p>Popup of confirm to proceed</p> 
9.	<p><u>Settle payment</u></p> <p>Select “Cross Departmental Journal not yet raised”></p> <p>OR</p> <p>Select “Cross Departmental Journal already raised” then input the “Cross Departmental Journal” and click “Upload”></p> <p>Click “PROCEED”></p>	 <p>Online Payment Service Screen ID: EPY-COL-0007</p> <p>Case No. DCPI 48/2022</p> <p>Payment Information</p> <p>e-Filing Transaction Reference No: E1133000135 Total Amount: HKD 6320.00</p> <p>Transaction Date: 07/02/2022 Payment Method: Cross Departmental Journal</p> <p><input type="radio"/> Cross Departmental Journal already raised <input type="radio"/> Cross Departmental Journal <input type="text"/></p> <p>Upload File Upload <input checked="" type="radio"/> Cross Departmental Journal not yet raised</p> <p>By clicking 'Proceed', payment will be made by Cross-Departmental Journal.</p> <p><input type="button" value="CANCEL"/> <input type="button" value="PROCEED"/></p> <hr/> <p>Online Payment Service Screen ID: EPY-COL-0007</p> <p>Case No. DCPI 48/2022</p> <p>Payment Information</p> <p>e-Filing Transaction Reference No: E1133000135 Total Amount: HKD 6320.00</p> <p>Transaction Date: 07/02/2022 Payment Method: Cross Departmental Journal</p> <p><input checked="" type="radio"/> Cross Departmental Journal already raised Cross Departmental Journal <input type="text"/></p> <p>Upload File Upload <input type="radio"/> Cross Departmental Journal not yet raised</p> <p>By clicking 'Proceed', payment will be made by Cross-Departmental Journal.</p> <p><input type="button" value="CANCEL"/> <input type="button" value="PROCEED"/></p>

Step-by-step guide - “Commence taxation (by Government Department)”

Item	Process	Relevant screenshots for reference																																						
10.	<p><u>Acknowledgement</u></p> <p>Click “SAVE ACKNOWLEDGEMENT” ></p> <p>Click “DOWNLOAD” in the popup up of “Confirm to download file?”></p> <p>Click “Open file” to retrieve the Acknowledgement></p> <p>Click “SAVE PAYMENT RECEIPT”></p> <p>Click “DOWNLOAD” in the popup up of “Confirm to download file?”></p> <p>Click “Open file” to retrieve the Receipt></p>	<p>Step 4: Acknowledgement</p> <p>Send document(s) to an existing case Screen ID: EFIL-CMC-000113</p>  <p>Notice</p> <p>If the completion of the transmission of a document is at a time when the Registry is not open, the receiving time of such document is taken to be (a) at the time when the Registry is next normally open to the public; or (b) at the time when the Registry is next open for the proceeding to which the document relates, whichever is earlier.</p> <p>Acknowledgement</p> <p>Submitted By: Miss Chu Lai Hung (DOJ_CD.dojcdou14) Organization: Department of Justice (CD)</p> <p>Submitted On: 07/02/2022 17:05:25 e-Filing Transaction Reference No. E1133000135</p> <p>e-Payment Transaction Date Time: 07/02/2022 17:05:15 e-Payment Transaction Reference No. CDJ2022020700075</p> <p>e-Payment Method: CDJ (Not yet raised)</p> <hr/> <p>Transaction Summary</p> <table border="1"> <thead> <tr> <th>NO.</th> <th>CASE NO.</th> <th>CASE TYPE</th> <th>PAYMENT ITEM(S)</th> <th>FEE (HKD)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>DCPI 48/2022</td> <td>Personal Injuries Action</td> <td>Taxing Fees between Government Departments</td> <td>6,320.00</td> </tr> <tr> <td colspan="4">Bill Number: Commence taxation proceedings</td> <td></td> </tr> <tr> <td colspan="4" style="text-align: right;">Total amount: HKD 6,320.00</td> <td></td> </tr> </tbody> </table> <p>The Following Document(s) Have Been Uploaded</p> <table border="1"> <thead> <tr> <th>NO.</th> <th>PURPOSE</th> <th>DOCUMENT LANGUAGE</th> <th>DOCUMENT NAME</th> <th>UPLOAD FILE</th> <th>DRN</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>For Filing</td> <td>English</td> <td>Notice Of Commencement Of Taxation</td> <td>Notice of commencement of taxation.pdf(712.15KB)</td> <td>113390000284</td> </tr> <tr> <td>2</td> <td>For Filing</td> <td>English</td> <td>Bill of Costs</td> <td>Bill of Costs.pdf (863.67KB)</td> <td>113390000295</td> </tr> </tbody> </table> <p>Please save or print the Acknowledgement/Payment Receipt as a proof of your filing/payment and for subsequent refund purpose, if necessary.</p> <p style="text-align: center;"> SAVE PAYMENT RECEIPT SAVE ACKNOWLEDGEMENT </p>	NO.	CASE NO.	CASE TYPE	PAYMENT ITEM(S)	FEE (HKD)	1	DCPI 48/2022	Personal Injuries Action	Taxing Fees between Government Departments	6,320.00	Bill Number: Commence taxation proceedings					Total amount: HKD 6,320.00					NO.	PURPOSE	DOCUMENT LANGUAGE	DOCUMENT NAME	UPLOAD FILE	DRN	1	For Filing	English	Notice Of Commencement Of Taxation	Notice of commencement of taxation.pdf(712.15KB)	113390000284	2	For Filing	English	Bill of Costs	Bill of Costs.pdf (863.67KB)	113390000295
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Item	Process	Relevant screenshots for reference
		
<p>11.</p> <p><u>Acknowledgement message sent to the message box of OU</u></p> <p>Click “Home”></p> <p>Access Message Box></p> <p>Click the message header to read the content</p>		<p>Message box with message header(s) appears on the landing page</p>  <p>Click the message header to read the content and the attachments therein</p>

Step-by-step guide - “Commence taxation (by Government Department)”

Item	Process	Relevant screenshots for reference
12.	Internal process by Judiciary	Sender will receive message in iCMS message box after internal vetting by Judiciary
13.	<p><u>Confirmation message sent to the message box of OU</u></p> <p>Login and access Message Box></p> <p>Click the message header to read the content</p>	<p>Message box with message header(s) appears on the landing page</p>  <p>Click the message header to read the content therein</p>

Internal process by Judiciary