

EZ WAY MANUAL

Please follow the instructions below to apply for LOA (Letter of Authorization) and Passport Copy (Please take a picture containing your Passport No.) or ARC.

Step 1.

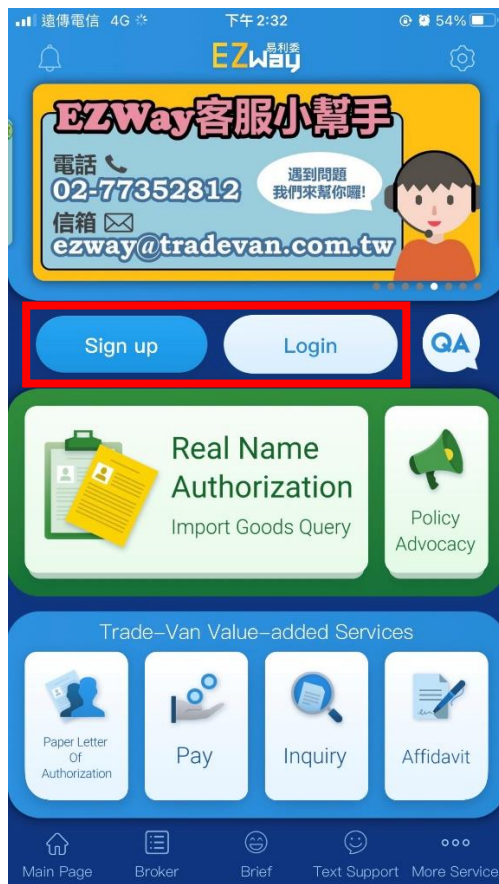
Download Ez way App.



Step 2.

1. Select “Sign up” to register.

If you already have an account, please log in and go to [Step 10](#).



Step 3.

1. Select Nationality and Credentials.
2. If you don't have a Resident Certificate, please select other Certificates and go to **Step 8**.
3. Select "Start".

The screenshot shows a mobile app interface for signing up. At the top, it says "Sign up" and "Prepare your cellphone and ID". A progress bar indicates three steps: Step 1 (Take ID Photo), Step 2 (Complete Basic Info), and Step 3 (Verify). The current screen is for Step 3, where users select their nationality and credentials. The "Nationality" section has two options: "R.O.C Citizen" and "Not Citizen" (selected). The "Credentials" section has three options: "Resident Certificate" (selected), "Other Certificate", and "Other Country" (selected). A "Start" button is at the bottom.

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Sign up
Prepare your cellphone and ID

Step 1 Take ID Photo (ID Card/Resident Certificate)

Step 2 Complete Basic Info

Step 3 Verify

Nationality

R.O.C Citizen Not Citizen

Credentials

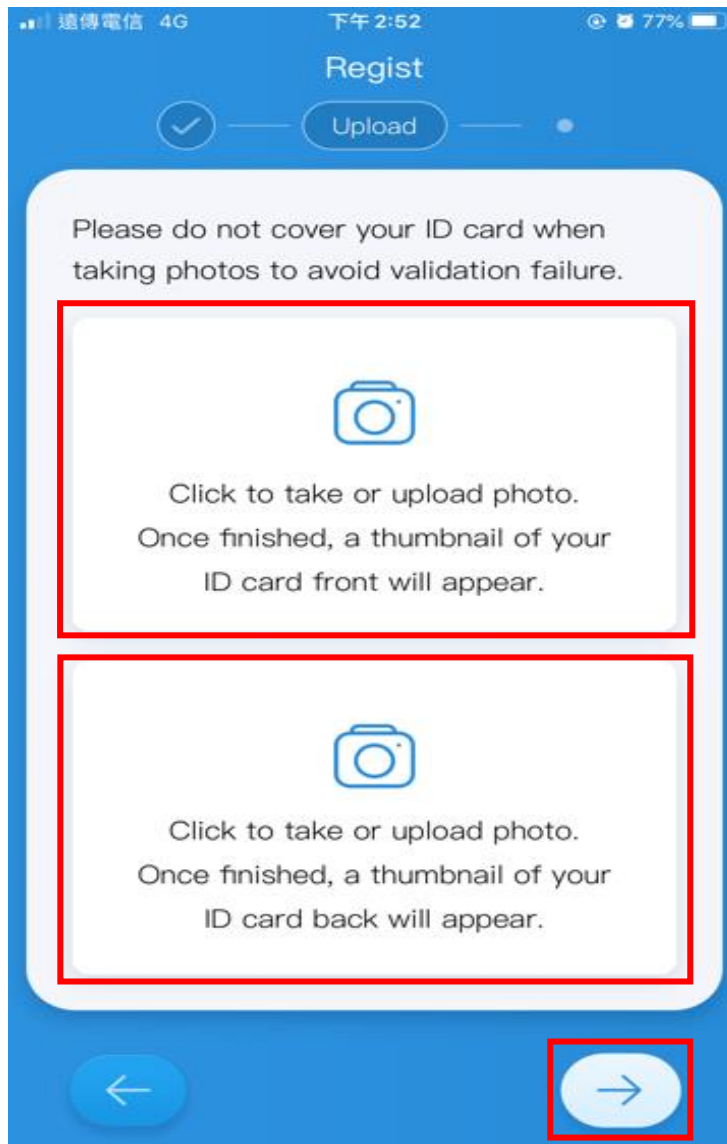
Resident Certificate Other Certificate

China, Hong Kong, Macao Other Country

Start

Step 4.

Please upload the page with ARC.



Step 5.

1. Please fill out the form with required information and ID Card No. / ACR No.
2. Once you agreed with “Pre-entrustment”, pre-authenticate process must be done for each import shipment to allow the Customs Clearance of the goods.

Sign up

Fill in information

Nationality

R.O.C Citizen Not Citizen (Without household registration)

Credentials

Resident Certificate Other Certificate

Are you a citizen of mainland China, Hong Kong or Macau that has Permanent Resident Certificate or Resident Visa?

Yes No

English Name (must match the passport)

The identification result is "SACILOTTO ANHA LI SE", if there is any error, please modify in the above fields.

Chinese Name (Not mandatory)

Please enter chinese name.

Sign up

ID Card No.

The identification result is "F9003S605A", if there is any error, please modify in the above fields.

Resident Certificate Expiry date

Please enter resident certificate expiry

The identification result is "", if there is any error, please modify in the above fields.

Birth Date

The identification result is "1984-05-26", if there is any error, please modify in the above fields.

User ID.

Allowed Character: Aa-Zz, 0-9, Valid Le...

Password

Allowed Character: Aa-Zz, 0-9, Va...

Confirm Password

1:54

Sign up

Confirm Password

Contact No.

Email

Address (optional)

Input Address

Pre-entrustment declaration Select "Confirm" for customs declaration

Agree Disagree

Please enter your exact ID No. and name. You will need to revalidate your information if the Customs cannot verify your data.

Step 6.

1. Tick two boxes below and you will receive verify code in a minute, and click verify.

Sign up

Verify

Please take the photo of the front and back side of your ID card, and verify through SMS verification code

If you cannot receive sms from EZ Way, please confirm if you've installed APP such as WHOSCALL that might blocked sms, or if your phone was set to block sms from unknown numbers. If you still cannot receive the text messages, please confirm with your telecom company whether your number was set to block advertising sms. The numbers used to send sms from EZ Way are: 0911510172, 0954000172, 0911511205, 0954000742 and 0911510694.

- Please be sure that the registered cellphone No, can receive verification code through SMS.
- Agree to upload and save ID card for identity verification and Customs examination.

→

Enter SMS verification code

Verification Code Sent To 0906****21

Verify Code

If you didn't receive the verification code, please select "resend verification code". The verification code will only be resend twice.

If you wish to resend the verification code or to change your phone number, please press "Resend Verification Code" or "Change Phone Number" in 00:50 seconds.

Verify

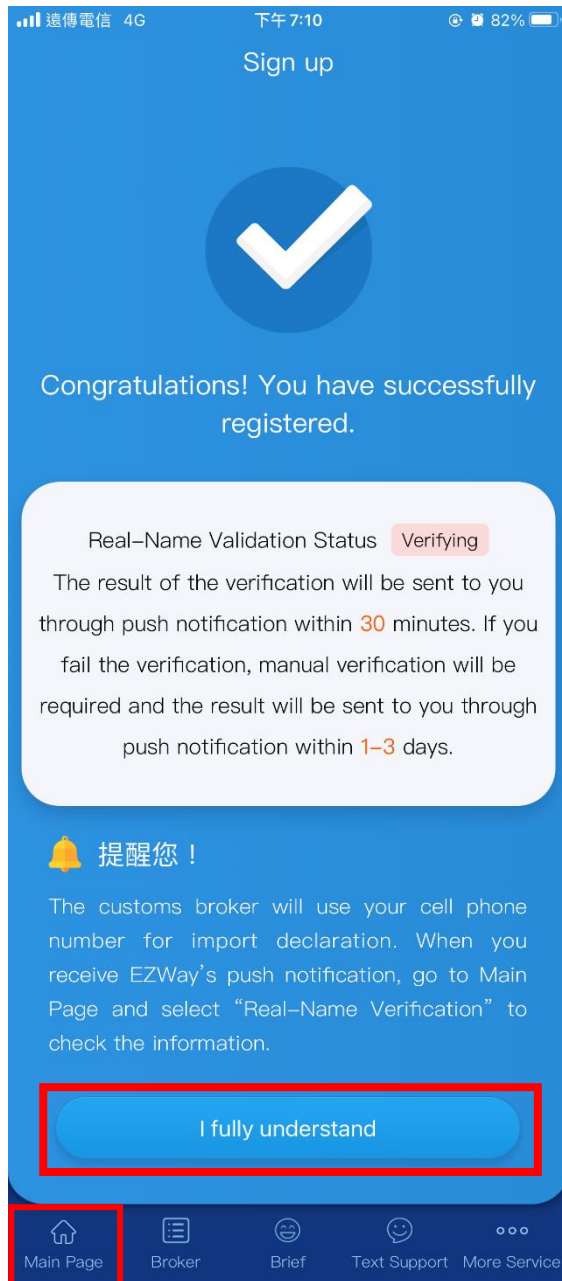
Resend Verification Code

Change Phone Number

Step 7.

You have successfully registered.

Please select “Main Page” to apply for LOA.



Step 8.

1. Please fill out the form with required information and ID Card No. / Passport No.
2. Once you agreed with “Pre-entrustment”, pre-authenticate process must be done for each import shipment to allow the Customs Clearance of the goods.

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Sign up

Fill in information

Nationality

R.O.C Citizen Not Citizen (Without household registration)

Credentials

Resident Certificate Other Certificate

English Name (must match the passport)

Please enter english name (must match t...

Chinese Name (Not mandatory)

Please enter chinese name.

ID Card No.(optional)

Please enter the account holder's ID No.

Birth Date

Please enter your birth date

Account ID

Allowed Character: Aa-Zz, 0-9, Valid Len...

Password

11:42 4G 96

Sign up

Allowed Character: Aa-Zz, 0-9, Valid Len...

Password

Allowed Character: Aa-Zz, 0-9, Vali...

Confirm Password

Confirm Password

Contact No.

Please enter the account holder's cellpho...

Email

Please do not use Yahoo or hotmail. This i...

Address (optional)

Input Address

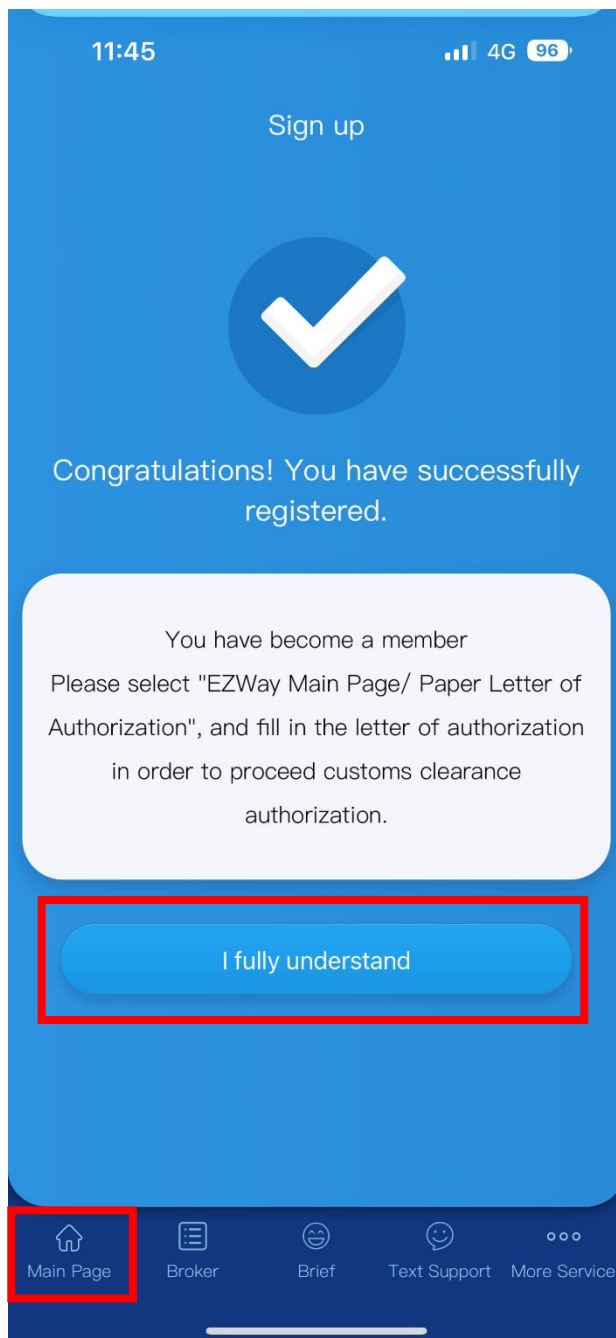
Pre-entrustment Select "Confirm" for customs declaration

Agree Disagree

Step 9.

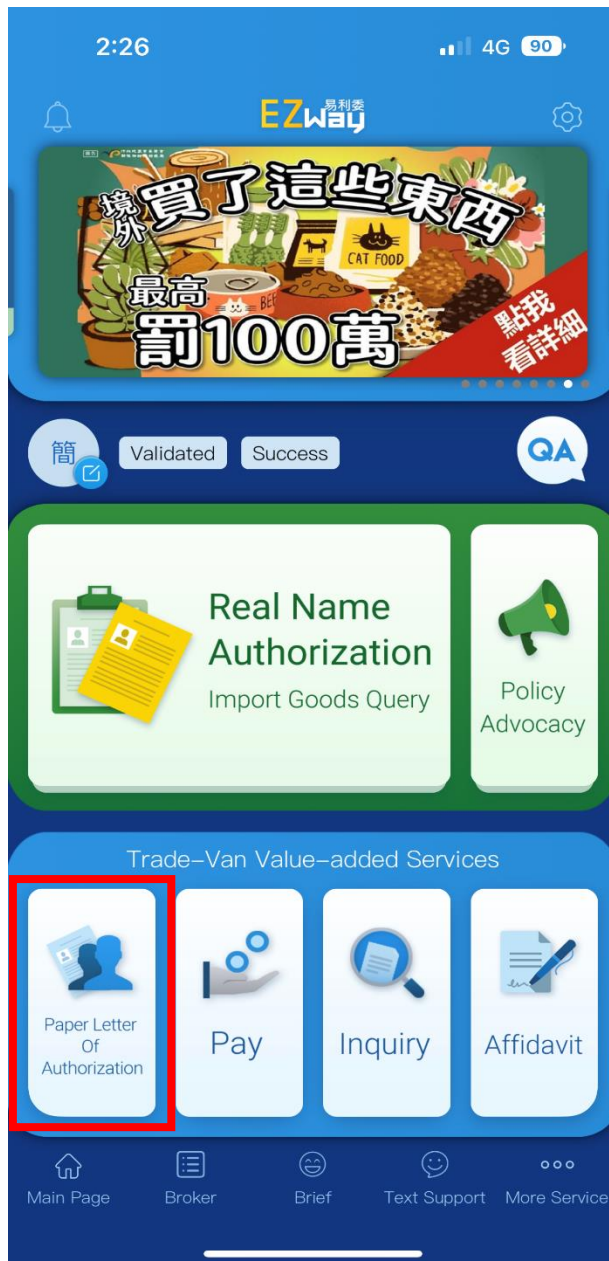
You have successfully registered.

Please select "Main Page" to apply for LOA.



Step 10.

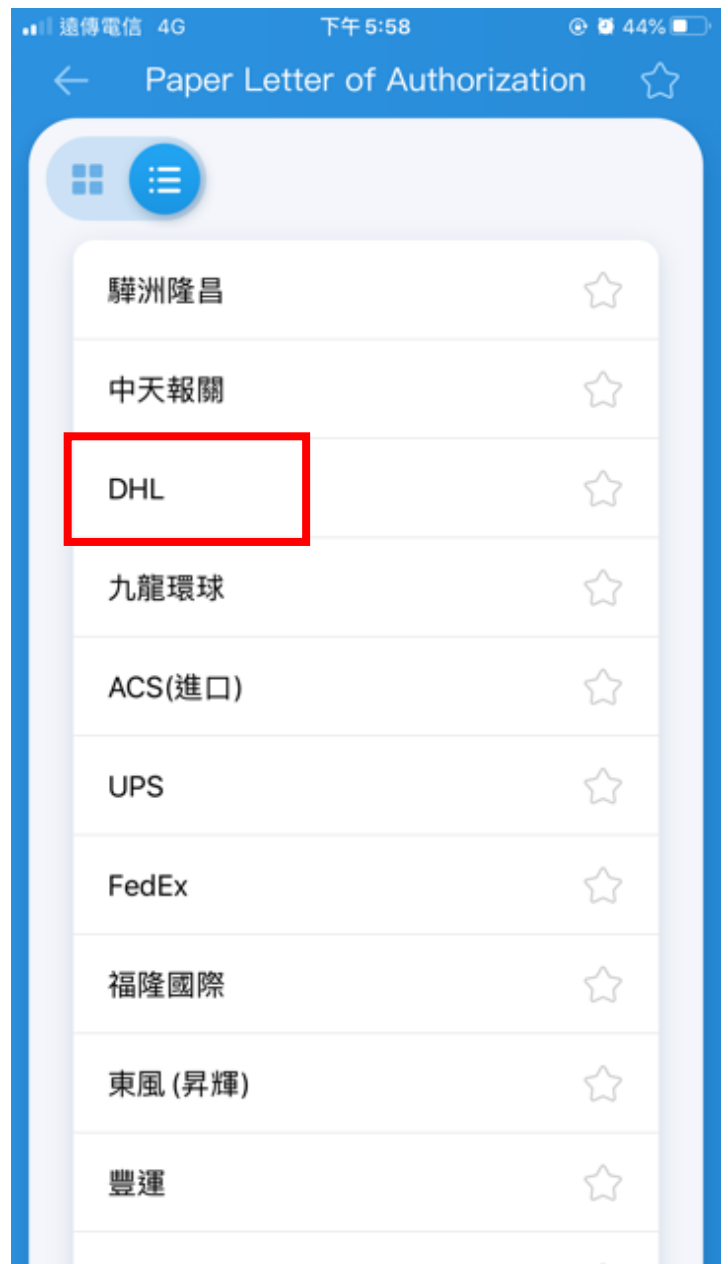
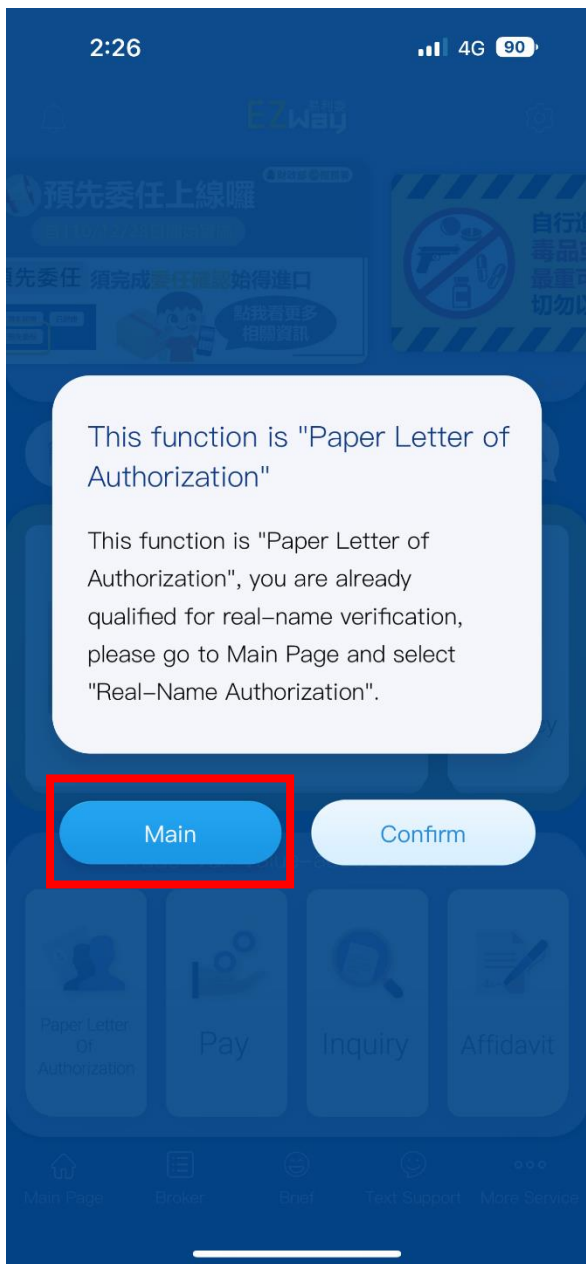
1. Select “PAPER LETTER OF AUTHORIZATION”.
2. Select “Create”



Step 11.

3. Select "Confirm".

4. Select "DHL".



Step 12.

1. Fill out the box with your HAWB No.(Tracing Number)
2. Sign in directly on your cell phone.
3. Other Docs. -- Attach other documents here if required.
Ex: NCC application form.
4. After you fill in the boxes with all the information required, then select "Submit".

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← Create Paper Letter of Authorization

Brokers
DHL

Type
Import Export

HAWB No
Please Enter HAWB No

Date
2020-06-29

Name
簡

ID Card No.
H[REDACTED]

Telephone
0989[REDACTED]

Email
NICOLE[REDACTED]@GMAIL.[REDACTED]

Address
桃園市

Upload Picture
ID Card(Front) ID Card(Back) Signature Other Docs.

Saved for Future Usage

Submit

Step 13.

1. If all the information is correct, select "Confirm".

預覽委任書

Letter of Authorization

I hereby entrust _____ to process all the relevant customs clearance procedures of the goods listed in the following documents:

Import Declaration (No. _____) HAWB No. _____ (mandatory if declared in simplified form)

Export Declaration (No. _____) HAWB No. _____ (mandatory if declared in simplified form)

Transit Application Form

The contents of declaration have not yet been provided by air express delivery enterprise. Thus, the following document(s) have been submitted in advance:

commercial invoice

purchase order

other supporting documents (_____)

The entruster is entitled to full authority over the entrusted matters, including the verification of examination result, payment of duties/taxes/fees, claiming or abandoning import goods, recognition, receiving all the notifications and documents such as duty memo issued by your Office, picking up the sample of goods, and the special mandate to process such matters as the shut-out and exportation of shut-out export goods as well as the claim of goods out of the warehouse.

In order to process the paperless operation of the required documents for C2 (Document Review) Import/Export Declarations, the electronically transmitted documents, on which the stamp of the entruster or its responsible person is unavailable, have genuinely been submitted by the entruster to the entrustee.

To: _____ Customs, Customs Administration, Ministry of Finance

Entruster: _____ (Signature/Stamp)

Name of the responsible Person: _____ (Signature/Stamp)

Business Account Number: _____

Customs Management Number: _____

Address: _____

Cancel Confirm

預覽委任書

Letter of Authorization

I hereby entrust _____ to process all the relevant customs clearance procedures of the goods listed in the following documents:

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The entruster is entitled to full authority over the entrusted matters, including the verification of examination result, payment of duties/taxes/fees, claiming or abandoning import goods, recognition, receiving all the notifications and documents such as duty memo issued by your Office, picking up the sample of goods, and the special mandate to process such matters as the shut-out and exportation of shut-out export goods as well as the claim of goods out of the warehouse.

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To: _____ Customs, Customs Administration, Ministry of Finance

Entruster: _____ (Signature/Stamp)

Name of the responsible Person: _____ (Signature/Stamp)

Business Account Number: _____

Customs Management Number: _____

Address: _____

Message
Confirm Authorization?

Cancel Confirm

Step 14.

You have confirmed the appointment.

