



Textiles Trader Registration Scheme (TTRS)

Other Questions and Answers

I. Registration

1. What is the coverage of TTRS?

With effect from 20 May 2011, TTRS covers the following textiles shipments:

- (a) textiles imports from the Mainland;
- (b) textiles exports to the Mainland; and
- (c) textiles exports to the USA.

2. How to register for TTRS? How long does it take to process an application?

Traders should complete the Application Form for Textiles Trader Registration (TID91), which is available at the Department's website (<http://www.tid.gov.hk/english/aboutus/form/publicform/ttrs/files/etid91.pdf>). They should return the completed application form, together with the evidence of payment and other required documents, to the Central Registration Office (2/F, Trade and Industry Department Tower) either in person or by registered mail.

Under normal circumstances, applications for registration under the TTRS will be processed within three clear working days (i.e. excluding Saturdays, Sundays and public holidays) after the date upon which the application is received. If necessary, the signatory of the application may be invited for an interview and required to produce the original of the documents for examination. On approval, a Certificate of Registration as a Textiles Trader which is valid for one year will be issued and sent to the applicant by registered mail.

3. What supporting documents are required for the application?

The application should be supported by:

- a) a photocopy of the valid Business Registration Certificate;
- b) a photocopy of the Hong Kong Identity Card / Passport of the signatory to the application;
- c) the green copy (or photocopy) of the machine-printed pay-in slip if the payment is made at HSBC, or Part B of the demand note with a franking if the payment is made at the Department's Collection and Form Sales Office evidencing payment of the registration fee;

- d) in the case of a limited company,
 - (i) a photocopy of the Certificate of Incorporation;
 - (ii) a certified true copy of X/X(i)/X(ii)/D1/D2/D2A/NC1/NC1G/AR1 as appropriate from Companies Registry, or certified either by a Certified Public Accountant or a Solicitor; and
- e) in the case of a sole proprietorship or partnership company, a photocopy of the address proof of the “Usual Place of Business” as declared in the application form.

II. Textiles Notification Forms

4. Can I bring back the unused notification forms for refund/ exchange for other forms?

Unused forms will not be refunded or exchanged. Traders are advised to avoid purchasing excessive quantities of the notification forms.

Unused forms must not be transferred for use by other traders, irrespective of whether they are registered under the TTRS.

5. What is the responsibility of a registered textiles trader in respect of the use of textiles notification forms?

Registered traders should ensure that their shipments are covered by appropriate textiles notifications and the information and declaration made thereon are true and correct.

6. Where can I buy textiles notification forms?

Textiles notification forms (including Import Notification, Export Notification I and Export Notification II) are available for sale at the Department’s Collection and Form Sales Office (Room 104, 1/F, Trade and Industry Department Tower).

Traders should present the original or certified true copy of the valid Certificate of Registration as a Textiles Trader when purchasing the textiles notification forms. For purchase of Import Notification forms, traders are also requested to approach the Central Registration Office on 2/F of the Trade and Industry Department Tower for endorsement on the Application for Purchase of Import Notification (Textiles) Forms (TID 228) (<http://www.tid.gov.hk/english/aboutus/form/publicform/ttrs/files/tid228.pdf>).

7. If I have used a wrong form to lodge notification (e.g. used an old form), what should I do?

If the error is detected before shipment, the trader should try to withdraw the notification from the relevant carriers and replace it with a correct notification. If this is not possible, he should first cancel the wrong notification, and then lodge a

fresh notification using the correct form.

If the error is only detected after shipment, he should first cancel the wrong notification, and then apply for a retrospective consignment-specific import or export licence from TID to cover the shipment.

Traders should make sure that appropriate forms are used in lodging textiles notifications. Under the law, any shipment covered by improper textiles notification will be regarded as import or export of textiles not under and in accordance with a valid licence. This may attract legal and/or administrative actions against the textiles trader concerned.

8. *If I decide to terminate my TTRS registration, can I bring back the unused notification forms for refund?*

Unused forms will not be refunded. Traders are advised to avoid purchasing excessive quantities of textiles notification forms.

Unused forms must not be transferred for use by other traders, irrespective of whether they are registered under the TTRS.

III. Electronic Service for Textiles Notifications

9. *Should all cargoes in the same vessel be covered by notifications lodged in the same mode?*

There is no requirement that all textiles cargoes on the same vessel have to be covered by notifications lodged in the same mode.

10. *If a registered textiles trader has registered with Tradelink for using electronic service in lodging notifications, can he still lodge paper notifications?*

Yes. registered textiles trader may lodge notifications in either paper or electronic mode. For lodgment in paper mode, traders have to buy the appropriate notification forms from the Department.

IV. Provision of Product HS Codes

11. *Can the product HS codes declared on notifications be amended?*

Traders should exercise care in filling in the product HS codes on textiles notifications. Amendment to HS codes provided on textiles notifications will only be allowed if there is no change to the detailed description of the goods concerned.

12. *If the HS code of the goods is not available at the time of lodging the notifications, can it be omitted and be provided subsequently by raising an amendment request?*

No. Traders are required to provide the HS codes of the good concerned in the notification at lodgement, otherwise this will be treated as an incomplete textiles notification. Notifications which are not completed in accordance with prescribed requirements are considered invalid. The use of an invalid notification for import or export of textiles would constitute an offence under the Import and Export Ordinance.

If traders wish to make enquiries on HS codes, they may approach the Trade Classification Section of the Census and Statistics Department (C&SD) at telephone 3178 8933 or make use of C&SD's online commodity code searching service (<http://www.censtatd.gov.hk/trader/hrcode/index.jsp>).

13. *If an exporter finds that the HS code provided in an Import Notification (IN) supporting an Export Notification II (EN II) is wrong, what should he do?*

The HS code provided in a notification must be in accordance with the prevailing Hong Kong Imports and Exports Classification List (Harmonized System) and should correspond to the textiles products declared under the "Full Description of Goods". If an exporter finds that the HS code provided in an IN supporting an EN II is wrong, he should provide the correct HS code in the EN II, and ask the importer to lodge an amendment request to the Department to amend the HS code in the IN.

Trade and Industry Department

May 2011