

Please complete this form in English. The completed application form should be returned **by email** (fr\_section@tid.gov.hk), **by fax** (fax no. 2787 6048), **by post** or **in person** to the Factory Registration Section, 3/F, Trade and Industry Department Tower, 700 Nathan Road, Kowloon.

請以英文填寫本表格。已填妥的申請表，須以電郵(fr\_section@tid.gov.hk)、傳真(號碼：2787 6048)、郵遞或親身交回九龍彌敦道700號工業貿易署大樓3樓工廠登記組。



**TRADE AND INDUSTRY DEPARTMENT**  
**GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION**  
**香港特別行政區政府工業貿易署**

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工業貿易署專用

TID Ref. No. 工業貿易署檔號  
P

**Application and Undertaking for Permission to Subcontract  
the Principal/Origin-Conferring Process(es) of Manufacture or Entire  
Production under Local Subcontracting Arrangement**

**根據本地分判措施要求批准分判主要 / 賦予產品產地來源資格的  
製造工序或全部生產工序的申請及承諾書**

**Declaration by Applicant 申請人聲明：**

I, \_\_\_\_\_, proprietor/partner/director/a responsible officer\* of  
本人 \_\_\_\_\_ (Name) (姓名) 東主/合夥人/董事/負責人員

\_\_\_\_\_ (hereinafter referred to as "the applicant")  
\_\_\_\_\_ (Name of Registered Company/Business) (登記公司 / 業務名稱) (下稱「申請人」)

situated at \_\_\_\_\_  
登記地址是位於 \_\_\_\_\_ (Registered Address) (登記地址)

which is registered with the Trade and Industry Department under \_\_\_\_\_  
在工業貿易署辦理的工廠登記編號為 \_\_\_\_\_ (Factory Registration No.) (工廠登記編號)

hereby apply to the Director-General of Trade and Industry for permission to employ the subcontractor named in paragraph 2 to perform the principal/origin-conferring process(es) of manufacture or entire production stated hereunder in respect of the article(s) described :

現特向工業貿易署署長申請，以期批准僱用下文第2段所載的分判商，代為進行下表所述貨品的主要 / 賦予產品產地來源資格的製造工序或全部生產工序：

Full Description of Finished Articles 製成品的詳細描述	Process of Manufacture to be contracted out 擬分判的製造工序	Materials to be passed to Subcontractor 將交予分判商的物料

2. Subcontractor to be employed 擬僱用的分判商：

(a) Name 名稱： \_\_\_\_\_

(b) Factory Registration No. 工廠登記編號： \_\_\_\_\_

3. I hereby undertake that, conditional on the approval of this application and in consideration thereof  
若此申請書獲得批准，本人保證會遵守以下條文：

(a) the employment of subcontractors will not in any way infringe the conditions for Factory Registration of the applicant. 僱用分判商，在任何情況下均不會違反申請人所須遵守的工廠登記條件；

(b) to maintain proper books and records indicating when and to whom work has been contracted out, the amounts paid for work done and movements of materials purchased and supplied to subcontractors.

就作出分判的日期、有關的分判商資料、承造工作的費用，以及購買並供應予分判商的物料的調配情況，保存完整的帳目及記錄；

(c) to take all reasonable precautions to ensure that the subcontractor covered by this application does not transfer any of the principal/origin-conferring process(es) of manufacture stated above to any other persons. 採取一切合理預防措施，以確保本申請書所載的分判商，不會將上文所載的任何主要 / 賦予產品產地來源資格的製造工序轉交其他人代為承造。

Failure to comply with the above conditions will render the applicant liable to legal action under the Import and Export Ordinance and the Protection of Non-Government Certificate of Origin Ordinance.

本人明白若未能履行上述條文，申請人將會受到進出口條例及非政府簽發產地來源證保障條例所包涵的行政制裁。

4. I acknowledge that, irrespective of whether the applicant is a party to the infringement, the applicant will be liable to the administrative action detailed in paragraph 6 if the subcontractor covered by this application infringes the origin rules.

本人亦接納，如本申請書所載的分判商違反產地來源規則，則不論申請人有否參與違例行為，申請人亦須受到下文第6段所述的行政制裁處分。

\_\_\_\_\_  
Date 日期

\_\_\_\_\_  
Signature and Chop (see Note overleaf)

簽署及印章 (請參閱背頁的附註)

5. **Declaration by Subcontractor 分判商聲明：**

I, \_\_\_\_\_, proprietor/partner/director/a responsible officer\* of  
本人 (Name) (姓名) (東主/合夥人/董事/負責人員)

\_\_\_\_\_  
(Name of Registered Company/Business) (公司 / 業務名稱) (hereinafter called "the subcontractor"),  
下稱 "分判商")

which is registered with Trade and Industry Department under \_\_\_\_\_

在工業貿易署辦理的工廠登記編號為 (Factory Registration No.) (工廠登記編號)

hereby declare that I am the subcontractor of \_\_\_\_\_  
本人聲明本公司 / 業務是在本申請書上列出之貨品的分判商。 (Name of the Applicant) (申請人名稱)

in respect of the goods covered by this application. I undertake that I will do all my best to ensure all the manufacturing process(es) being subcontracted are carried out in the registered premises situated at \_\_\_\_\_

\_\_\_\_\_  
(Registered Address) (登記地址)

本人承諾本人會盡一切所能確保所有分判予本公司 / 業務之製造工序，在本公司 / 業務位於上列地址之廠房內進行。

I will not transfer any of these process(es) to any other company/business. 本人不會將該等工序轉交其他公司 / 業務代為製造。

\_\_\_\_\_  
Date 日期

\_\_\_\_\_  
Signature and Chop (see Note overleaf)

簽署及印章 (請參閱下面的附註)

6. **Administrative Action Against Origin Abuses 就違反產品來源規則所採取的行政制裁**

Applicants and subcontractors are requested to note that the following administrative sanctions may be imposed where origin rules are infringed 申請人及分判商務請注意，違反產地來源規則者，將受到下列行政制裁處分：

- (i) A subcontractor, employed by the applicant under the Local Subcontracting Arrangement to carry out the principal/origin-conferring processes in Hong Kong, will be liable to the following administrative action if he infringes the origin rules. 根據本地分判措施而獲申請人僱用，以在本港進行主要製造工序的分判商，如違反產地來源規則，將會受到以下的行政制裁處分：

(a) **For First Infringement 第一次違例**

The subcontractor will not be allowed to undertake principal/origin-conferring process of manufacture for the applicant concerned for a period of 12 months.

分判商將在一段為期十二個月的時間內，不得為有關的申請人承造主要 / 賦予產品產地來源資格的製造工序。

(b) For Second Infringement 第二次違例

The subcontractor will not be allowed to undertake principal/origin-conferring process of manufacture for any registered company/business for a period of 12 months.

分判商將在一段為期十二個月的時間內，不得為任何公司 / 業務承造主要 / 賦予產品產地來源資格的製造工序。

(c) For Third or Subsequent Infringements 第三次或三次以上違例

The subcontractor will not be allowed to undertake principal/origin-conferring process of manufacture for any registered Company/Business for a period of 12 months, and will be liable to suspension of certification facilities for a period of 3 months.

分判商將在一段為期十二個月的時間內，不得為任何登記公司 / 業務承造主要 / 賦予產品產地來源資格的製造工序。此外，本署會在一段為期三個月的時間內，暫停為該分判商提供來源證簽發服務。

- (ii) An applicant, irrespective of whether he is a party to the infringement, will be liable to the following administrative action if the subcontractor employed by him under the Local Subcontracting Arrangement infringes the origin rules.

申請人根據本地分判措施所僱用的分判商，如果違反產地來源規則，則僱用該分判商的申請人，不論曾否參與有關的違例事件，亦會受到以下的行政制裁處分：

In respect of each infringement 就每一宗違例事件而言

The applicant will not be allowed to contract out principal/origin-conferring process of manufacture to the offending subcontractor for a period of 12 months.

申請人將在一段為期十二個月的時間內，不得將主要 / 賦予產品產地來源資格的製造工序分判予違例的分判商。

In addition, the Trade and Industry Department may disallow an applicant to contract out any principal/origin-conferring process to any subcontractor (for a period of 6 to 12 months) if his subcontractors have repeatedly failed to observe the origin rules.

此外，如申請人僱用的分判商多次違反產地來源規則，則本署可(在一段為期六至十二個月的時間內)禁止該名申請人分判任何主要 / 賦予產品產地來源資格的製造工序予任何分判商。

- Note : (1) For both the applicant and subcontractor, this form should be signed (in the case of a sole proprietor) by the proprietor, (in the case of a partnership) by a partner, and (in the case of a limited company) by a director signing for and on behalf of the company/business or by a responsible person signing for and on behalf of the company who is authorised to do so by the board of directors. Where possible, the official who signs this document should be the same person who signs the Factory Registration Form (TRA 22, TID 91 or/and TID 92).

本表格申請人及分判商的簽署人應為公司 / 業務東主(如屬獨資經營)、合夥人(如屬合夥商號)，如屬有限公司，則應由一名董事代表該公司簽署，或由一名負責人員代表該公司簽署，惟該名簽署人必須獲得董事局授權。在可能範圍內，本文件申請人及分判商的簽署人應為工廠登記表格 (TRA 22, TID 91 或 / 及 TID 92) 的同一簽署人。

- (2) Separate applications to the Director-General of Trade and Industry are required if the said applicant intends to employ subcontractors other than the subcontractor covered by this application.

除本申請書所載的分判商外，上述申請人如擬僱用任何其他分判商，則須就各個分判商，分別向工業貿易署署長遞交申請。

- (3) Separate applications to the Director-General of Trade and Industry are required if the said applicant intends to subcontract any process of manufacture in addition to those described in this application.

除上文所述的製造工序外，上述申請人如擬分判任何其他製造工序，則須就有關製造工序，另外向工業貿易署署長遞交申請。

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The Director-General of Trade and Industry hereby approves the applicant to employ the subcontractor listed above  
工業貿易署署長現批准申請商號僱用上述所載的分判商，

for the purpose of performing the process(es) of manufacture described. 代其承造上述所載的製造工序。

This approval is valid until 此項批准有效期至\_\_\_\_\_。

\_\_\_\_\_  
Date 日期

\_\_\_\_\_  
for Director-General of Trade and Industry  
工業貿易署署長  
( 代行)

\* Delete whichever is inapplicable  
請將不適用者刪去