TRADE AND INDUSTRY DEPARTMENT
THE GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION
(Please complete this form by typing)

To : Director-General of Trade and Industry

For Official Use Only
Date of Receipt : _____

Certificate of Origin

Supporting Document(s) for Electronic Submission of Certificate of Hong Kong Origin (CHKO) / Certificate of Origin – Processing (COP) Application

Unique CHKO / COP Reference (UCR) No. :

CHKO / COP Approval No. (if any) :

Date of submission for electronic message (dd/mm/yyyy) : _____

Applicant's Name : _____

Tel. No. : _____

The following document(s) is/are attached for the processing of the subject CHKO/COP application/request:

Part I) Application Type - Please tick "✓" as appropriate (Note: Please tick only one box)

[ ]	Fresh Application
[ ]	Request for Expeditious Issue
[ ]	Re-submission
[ ]	Retrospective Application
[ ]	Request for Amendment
[ ]	Request for Cancellation

Part II) Supporting Document Code - Please tick "✓" as appropriate to indicate the type of documents attached to this form.

	Code	Description
[ ]	202	Explanatory letter for amendment request
[ ]	205	Explanatory letter for retrospective CO application
[ ]	206	Explanatory letter for expeditious application
[ ]	207	Explanatory letter (Others)
[ ]	208	Copy of buyer's order
[ ]	209	Copy of production order and records
[ ]	210	Copy of buyer's shipment instructions
[ ]	211	Copy of relevant documents from overseas customs
[ ]	212	Copy of Letter of Credit (L/C)
[ ]	213	Copy of invoice
[ ]	214	Copy of shipping document : e.g. bill of lading/air waybill
[ ]	215	Copy of packing list
[ ]	216	Relevant copy of Certificate of Origin
[ ]	217	Copy of Export Licence (EL)
[ ]	219	Copy of authorisation letter from registered brand name/trademark holder
[ ]	220	Copy of authorisation letter from copyright holder
[ ]	HD3	Others (please specify) (i)..... (ii)..... (iii).....

Authorized Signature and Business Chop : .....

Name of Signatory (in block letters, see Note 1) : ..... Date : .....

Note : (1) If signed by the Exporter, the signatory should be the signatory of the subject CHKO/COP application or the proprietor/partner/director or the responsible person duly authorized by the applicant company. If signed by the Manufacturer, the signatory should be an authorized signatory under Factory Registration.

(2) This form together with the supporting documents should be submitted to the Customer Service Centre of the Textiles Licensing Branch. In normal cases, the attached documents will **not** be returned to the applicant.

(3) The Department will process the concerned CHKO/COP application/request upon receipt of **all** supporting documents from the applicant and issue a response to the applicant according to normal processing procedures.