



Import and Export Ordinance (Cap. 60)
香港法例第 60 章進出口條例

To : Factory Registration Section
Trade and Industry Department
致 : 工業貿易署
工廠登記組

Dear Sir,
執事先生 :

**Application for Amendment of Registration Particulars
under Factory Registration (FR)**
申請修訂工廠登記資料

On behalf of _____
(name of factory)

(FR No. : _____), I would like to apply for amendment of the following registration particular(s) under our Factory Registration with your Department. The revised information is now given below :
本人代表 _____

(工廠名稱)

(工廠登記號碼 : _____)申請修訂下列在貴署工廠登記下的登記資料。經修訂的資料如下：
(Please select the item(s) that have to be amended by putting a tick in the square box) (請在需修訂項目旁的方格劃上「✓」號)

(A) For the following changes, please fill in and return Annex 1. 如屬以下之改動，請同時填妥及遞交附件 1。

- | | |
|---|------------------|
| <input type="checkbox"/> Main Factory Address/Tel No./Fax No. | 總廠地址／電話號碼／傳真號碼 |
| <input type="checkbox"/> Branch Factory Address/Tel No./Fax No. | 分廠地址／電話號碼／傳真號碼 |
| <input type="checkbox"/> Articles produced and Type(s) of Certificate of Origin required | 生產的貨品及所需的產地來源證種類 |
| <input type="checkbox"/> Manufacturing process(es) of the respective articles to be carried out | 個別貨品進行的生產工序 |
| <input type="checkbox"/> Principal materials used | 所使用的主要物料 |
| <input type="checkbox"/> Machinery and Equipment | 設備 |

(B) For the following changes, please also fill in and return Annex 2. 如屬以下之改動，請同時填妥及遞交附件 2。

- | | |
|--|----------------------|
| <input type="checkbox"/> Name of Company/Registered Business | 公司／已註冊業務名稱 |
| <input type="checkbox"/> Office Address/Tel No./Fax No./Email Address | 辦公室地址／電話號碼／傳真號碼／電郵地址 |
| <input type="checkbox"/> Storage Premises/Tel No./Fax No. | 貨倉地址／電話號碼／傳真號碼 |
| <input type="checkbox"/> Correspondence Address | 通訊地址 |
| <input type="checkbox"/> Partners/Directors | 合夥人／董事 |
| <input type="checkbox"/> Staff and wage rates | 員工及工資率 |
| <input type="checkbox"/> Authorised Signatory(ies) | 獲授權簽署人 |
| <input type="checkbox"/> Company Chop/Amendment Chop/Seal | 公司印鑑／修改印／圖章 |
| <input type="checkbox"/> Home address and telephone number of the signatory to the Application of Factory Registration | 工廠登記申請書簽署人的住址及電話號碼 |

2. I hereby declare that, apart from the information amended in paragraph 1 (and Annex 1 and/or Annex 2) above, which is true and correct to the best of my knowledge and belief, other particulars of my factory provided in the Application Form for Factory Registration remain valid. I understand that this amendment forms part of my Application Form for Factory Registration. I undertake to inform the Director-General of Trade and Industry in writing immediately of any change of particulars or upon cessation of business. I further undertake to continue to abide by the provisions stipulated in the "Declaration And Undertaking" of the Application Form for Factory Registration.

本人謹此聲明，就本人所知及相信，所填報的資料均確實無誤。除上文第 1 段(及附件 1 及／或附件 2)修訂的資料外，本廠在工廠登記申請表內所提供有關本廠的其他登記資料仍然有效。本人明白此申請修訂工廠登記資料申請書，將構成本廠的工廠登記申請書的其中部份。本人承諾，若有任何資料變更或結束業務，會即時以書面通知工業貿易署署長。本人承諾繼續遵守工廠登記申請書的「聲明及保證書」部分內所訂明的條款。

Name of Signatory# _____
簽署人姓名# (Name in English) (英文姓名) _____ (Name in Chinese) (中文姓名) _____
HKID Card No. 香港身份證號碼 _____
Position 職位 _____
Home/Mobile Telephone No.* _____
住宅／手提電話號碼* _____
Business Chop _____
商號印鑑
Fax No _____
傳真號碼 _____
E-mail Address _____
電郵地址
Signature 簽署 _____
Date 日期 _____

The signatory should be the same person signing the Application Form for Factory Registration (TID 91/TRA 22).
簽署人應為簽署工廠登記申請書(TID 91/TRA 22)者相同。

* Please delete as appropriate. 請刪去不適用者。

The application form should be sent to the Department by fax (fax no.: 2787 6048), email (email address: fr_section@tid.gov.hk) or post (address: Factory Registration Section, Factory Registration and Origin Certification Branch, 3/F, Trade and Industry Department Tower, 700 Nathan Road, Kowloon). Tel. enquiry: 2398 5531.

申請書可以傳真(傳真號碼:2787 6048)，電郵(電郵地址:fr_section@tid.gov.hk)或郵寄(地址:九龍旺角彌敦道 700 號工業貿易署大樓三樓工廠登記及產地來源證科工廠登記組)交回本署。查詢電話: 2398 5531。

Please fill in this form in English. Please use attachments if the space provided for a particular item is insufficient.
請以英文填寫本表格。若填報資料的地方不足，請填寫於附加紙上。



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

Import and Export Ordinance (Cap. 60) 香港法例第 60 章進出口條例

To : Factory Registration Section
Trade and Industry Department

致 : 工業貿易署
工廠登記組

Dear Sir,
執事先生 :

Application for Amendment of Registration Particulars under Factory Registration (FR) 申請修訂工廠登記資料

(Please select the item(s) that have to be amended by putting a tick in the square box and fill in the revised information) (請在需修訂項目旁的方格劃上「✓」號並填上經修訂資料)

- Main Factory Address** ^(Note 1) : _____
總廠地址 ^(註 1) : _____
Tel No. 電話號碼 : _____
- Branch Factory Address** ^(Note 1) : _____
分廠地址 ^(註 1) : _____
Tel No. 電話號碼 : _____

- Articles Produced and Type(s) of Certificate of Origin required** (Certificate of Hong Kong Origin (CHKO) and/or Certificate of Processing (COP) and /or Certificate of Hong Kong Origin (CEPA) (CO(CEPA)) and/or Certificate of Hong Kong Origin – New Zealand (CO(NZ))) ^(Note 2).
生產的貨品及所需的產地來源證種類 (香港產地來源證(CHKO)及/或產地來源加工證(COP) 及/或《內地與香港關於建立更緊密經貿關係的安排》下的原產地證書(CO(CEPA)) 及/或香港產地來源證—新西蘭(CO(NZ))) ^(註 2)

Articles Produced (Chinese & English) 生產的貨品 (中英文名稱)	Hong Kong HS Code 香港協調制度編號	Mainland Tariff Code 內地稅則號列 (Leave blank if CO(CEPA) is not required.) (如不需 CO(CEPA), 無須填寫此欄。)	Type of Certificate Required 所需的產地來源證種類			
			CHKO	COP	CO (CEPA)	CO (NZ)

- Manufacturing process(es)** ^(Note 3) **of the respective articles to be carried out in the factory premises declared above** (in English and Chinese) 個別貨品在上述聲稱之廠房內進行的生產工序 ^(註 3) (中英文名稱) :
Articles Produced 生產的貨品 Manufacturing Processes 生產工序

Principal materials used 所使用的主要物料：

Type of Materials 物料種類

Place of Origin 原產地

Machinery and Equipment^(Note 3) (Please declare the factory address in which change to machinery and equipment is required and provide the scale plan of the factory premises concerned with the location of machinery and equipment installed.)

設備^(註3) (請填報所列的機器設備改動的廠址及廠址平面簡圖，並列明廠內機器及設備的位置。)

Main/Branch Factory Address
總廠/分廠地址

Machinery and Equipment (English and Chinese)
機器及設備(中英文名稱)

Number Installed
安裝數目

Notes 註:

1. Please provide the following documents:-

- (i) a copy of valid Business Registration Certificate bearing the factory name, address and Business Registration number;
- (ii) scale plan of the factory premises, including the location of machinery/equipment installed; and
- (iii) location map of the factory.

請提供下列文件：

- (i) 印有工廠名稱、地址和商業登記號碼的有效商業登記證副本；
- (ii) 廠址平面簡圖包括廠內機器及設備等的位置；及
- (iii) 廠址位置圖。

2. Please provide information for all products for which certificates of origin are to be lodged. Depending on the product(s) to be registered, applicant may be required to provide additional information or documents to support the application, please contact the Factory Registration Section of the Department (tel. no.: 2398 5531) for details. Since changes in articles produced may necessitate changes in manufacturing process(es), principal materials used and machinery and equipment, please ensure that all changes involved have been included in this form.

請填報所有將會申請產地來源證的貨品。視乎擬登記的貨品，申請人可能須要提交額外資料或補充文件供本署處理其申請，詳情請向本署工廠登記組查詢（電話：2398 5531）。更改生產貨品或會引致製造工序、主要物料和設備方面的變動，申請人應確保所有的變更均已申報在本申請書內。

3. Manufacturing processes performed, using the machinery and equipment installed in the factory premises, must be sufficient to confer Hong Kong origin for Certificate of Hong Kong Origin / Certificate of Processing / Certificate of Hong Kong Origin (CEPA) / Certificate of Hong Kong Origin – New Zealand, as appropriate.

聲稱廠房內的機器及設備所進行的生產工序須足以符合香港產地來源證／產地來源加工證／《內地與香港關於建立更緊密經貿關係的安排》下的原產地證書／香港產地來源證－新西蘭的香港產地來源規則（如適用者）。

Notes 註:

1. Please provide the following documents:-

- (i) valid Business Registration Certificate bearing the factory name, address and Business Registration number (photocopy); and
- (ii) two duly completed Factory Registration Cards (TID 60) (original).

請提供下列文件：

- (iv) 印有工廠名稱、地址和商業登記號碼的有效商業登記證（副本）；及
- (v) 兩份已填妥更新資料的工廠登記咭(TID 60)（正本）。

2. For the purpose of Electronic services, if your factory name has more than 35 characters, please provide an alias up to 35 characters, including spacing between words.

為方便使用電子服務，若貴廠之廠名超越 35 個英文字母，請貴廠提供一個不多於 35 個英文字母（包括字與字之間的空格）的別名。

3. Please provide a copy of the valid Business Registration Certificate bearing the factory name, address and Business Registration number.

請提供印有工廠名稱、地址和商業登記號碼的有效商業登記證的副本。

4. Please provide the following documents:-

- (i) for **partnership**, a certified true copy of Business Registration application; and
- (ii) for **limited company**, a certified true copy of directors' list and the latest Annual Return (Form AR1). Certified true copies of D1/D2/D3/D4 should be provided if there is any amendment to latest Annual Return. Form AR1 should be dated within 13 months from the date of lodgment of this application. All documents must be properly certified on each and every page by Companies Registry, a certified public accountant or a solicitor. The date of certification should be within 6 months from the date of lodgment of this application.

請提供下列文件：

- (i) **合夥業務**：載有最新資料的商業登記申請表格的認證副本。
- (ii) **有限公司**：董事名單及最近之週年報表(表格 AR1) 的認證副本。若在週年報表備妥後有任何修訂，則須同時遞交 D1/D2/D3/D4 的認證副本。週年報表(表格 AR1) 的日期必須在遞交此申請書之日起計十三個月內。所有文件 (AR1/D1/D2/D3/D4) 的每頁均須由公司註冊處、執業會計師或律師妥為認證，認證日期必須在遞交此申請書之日起計六個月內。

5. Please provide the following documents:-

- (i) two duly completed Factory Registration Cards (TID 60) (original); and
- (ii) copies of Hong Kong Identity Card or Passport of the newly added manufacturers' authorised signatories.

請提供下列文件：

- (i) 兩份已填妥更新資料的工廠登記咭(TID 60)（正本）；及
- (ii) 新增獲授權簽署人的香港身份證/護照副本。

6. Please provide two original copies of duly completed Factory Registration Cards (TID 60).

請提供兩份已填妥更新資料的工廠登記咭(TID 60)的正本。