



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 | 生產的貨品 |
| <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"/> Change of Owners/Directors | 刪減的東主 / 董事 |
| <input type="checkbox"/> Current English and Chinese Name(s) and Hong Kong Identity Card no(s) of owner(s)/director(s) | 現任東主 / 董事的中英文姓名及香港身份證 / 護照號碼 |
| <input type="checkbox"/> English and Chinese Name of factory manager and HKID No. | 廠長的中英文姓名及香港身份證號碼 |
| <input type="checkbox"/> Staff and wage rates | 員工及工資率 |
| <input type="checkbox"/> Change of Authorised Signatory(ies) | 更改獲授權簽署人 |
| <input type="checkbox"/> Current Authorised Signatory(ies) | 現任獲授權簽署人 |
| <input type="checkbox"/> Change of Company Chop/Amendment Chop/Seal | 更改公司印鑑 / 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 _____ (Name in English) (英文姓名) _____ (Name in Chinese) (中文姓名)

簽署人姓名 _____

Position 職位 _____

HKID Card No. 香港身份證號碼 _____

Home/Mobile Telephone No.* _____

住宅 / 手提電話號碼* _____

Fax No. 傳真號碼 _____

Signature 簽署 _____

Business Chop _____

商號印鑑 _____

E-mail Address: _____

電郵地址 _____

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。