



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：

- (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）；及
- (ii) 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。