

**Guidance Notes for submitting Powdered Formula (PF) export licence applications electronically via Trade and Industry Department (TID)'s e-form Submission Service**  
**透過工業貿易署（工貿署）電子表格遞交服務提交配方粉出口許可證申請指南**



1. Please **download** the application form (TRA 394 – Export Licence for Powdered Formula) from the TID's Public Form webpage :

<[https://www.tid.gov.hk/english/aboutus/form/publicform/nontextiles/form\\_nontextiles.html](https://www.tid.gov.hk/english/aboutus/form/publicform/nontextiles/form_nontextiles.html)>

請於下列工貿署公用表格網頁**下載**申請表格（TRA 394 - 配方粉出口許可證）：

<[https://www.tid.gov.hk/tc\\_chi/aboutus/form/publicform/nontextiles/form\\_nontextiles.html](https://www.tid.gov.hk/tc_chi/aboutus/form/publicform/nontextiles/form_nontextiles.html)>

**Powdered Formula**

Form No.	Updated	Form Title	Download	Upload fillable form to TID	Note on Digital Signature
TID 336	Nov 2021	Powdered Formula Export Licence : Request for Amendment		<a href="#">Upload</a>	<a href="#">Note 1</a>
TID 337	Nov 2021	Powdered Formula Export Licence : Request for Cancellation / Withdrawal of Application		<a href="#">Upload</a>	<a href="#">Note 1</a>
TID 338	Nov 2021	Loss of Receipt - Application for Issue of Powdered Formula Export Licence		<a href="#">Upload</a>	<a href="#">Note 1</a>
TID 340	Nov 2021	Request for Expeditious Issue of Export Licence (Powdered Formula)		<a href="#">Upload</a>	<a href="#">Note 1</a>
TID 341	Nov 2021	Application for Certified True Copy of Export Licence (Powdered Formula)		<a href="#">Upload</a>	<a href="#">Note 1</a>
→ TRA 394	Jun 2022	Export Licence for Powdered Formula	 <a href="#">Guidance Notes</a> (pdf format)	<a href="#">Upload (New)</a>	<a href="#">Note 1</a>

配方粉

表格編號	更新日期	表格名稱	下載	上載電子表格	數碼簽署註解
TID 336	11/2021	配方粉出口許可證：請求修訂		<a href="#">上載</a>	<a href="#">註1</a>
TID 337	11/2021	配方粉出口許可證：請求取消/撤回申請		<a href="#">上載</a>	<a href="#">註1</a>
TID 338	11/2021	遺失收據-申請簽發配方粉出口許可證		<a href="#">上載</a>	<a href="#">註1</a>
TID 340	11/2021	申請特快簽發配方粉出口許可證		<a href="#">上載</a>	<a href="#">註1</a>
TID 341	11/2021	申請出口許可證（配方粉）認證副本		<a href="#">上載</a>	<a href="#">註1</a>
TRA 394	06/2022	配方粉出口許可證	 <a href="#">樣本說明</a> (pdf格式)	<a href="#">上載</a> (新)	<a href="#">註1</a>

- 此配方粉出口許可證申請表格為可填寫的 PDF 檔案。請於申請表格上填上所有需要的資料。

TRA 394 of (Rev 2022) (2022 年修订)

3. Please note in particular the information required under fields (a) – (c) as demonstrated below.

請特別注意以下(a) – (c)項所需提供的資料。

請選擇 Please select (a) - (a)			Total 總額	
(b) 本人已閱讀及明白於2013年5月24日發出的配方粉簽證通告第4/2013號的內容，並謹此同意遵守其內所載有關配方粉許可證的所有條款和條件。 I have read and understood the content of the Powdered Formula Licensing Circular No. 4/2013 issued on 24 May 2013 and hereby agree to abide by all the terms and conditions of a powdered formula licence stated therein.				
		Destination & Code 目的地及代碼	EXPORTER'S DECLARATION 出口商聲明書 I hereby declare that I am the exporter of the goods in respect of which this declaration is made and that the particulars given in this declaration are true and that the value declared above is the full value. 本人謹此聲明：本人是本聲明書所指貨品的出口商，本聲明書中填報的資料均屬真實無訛，而且上開填報的價值為全部價值。	
Item No. 項目	Place of Origin 來源地方	Code of Place of Origin 來源地方代碼		
1				
2				
3				
4				
5				
Approved 已批准			Signature and Date 簽署及日期 (c)	
( 代行 ) for Director-General of Trade and Industry 工業貿易署署長			Signatory's Name in Block Letters 簽署人姓名 (用正楷填寫)	

(a)

Please choose an appropriate option from the list of options displayed in the dropdown menu.

請在下拉清單上選擇適當選項。

請選擇 Please select

請選擇 Please select  
食物進口商登記號碼 Food importer registration number  
食物進口商(豁免通知書)號碼 Food importer (notice of exemption) exemption number  
powdered formula licence stated therein.

· 並謹此同意遵守其內所載有關配方的 Powdered Formula Licensing  
by all the terms and conditions of a

Total  
總額

Item No. 項目	Place of Origin 來源地方	Code of Place of Origin 來源地方代碼	Destination & Code 目的地及代碼	EXPORTER'S DECLARATION 出口商聲明書
1				I hereby declare that I am the exporter of the goods in respect of which this declaration is made and that the particulars given in this declaration are true and that the value declared above is the full value. 本人謹此聲明：本人是本聲明書所指貨品的出口商，本聲明書中填報的資料均屬真實無訛，而且上開填報的價值為全部價值。
2				Signature and Date 簽署及日期
3			Approved 已批准	
4				Signatory's Name in Block Letters 簽署人姓名 (用正楷填寫)
5			( for Director-General of Trade and Industry 工業貿易署署長	

Please provide the **food importer's registration number or food importer registration exemption number** under the Food Safety Ordinance (Cap 612).

請填上按 <食物安全條例> (第 612 章) 下登記的**食物進口商登記號碼/食物進口商豁免登記號碼**。

請選擇 Please select

本人已閱讀及明白於2013年5月24日發出的配方粉簽證通告第4/2013號的內容，並謹此同意遵守其內所載有關配方的  
粉許可證的所有條款和條件。 I have read and understood the content of the Powdered Formula Licensing  
Circular No. 4/2013 issued on 24 May 2013 and hereby agree to abide by all the terms and conditions of a  
powdered formula licence stated therein.

Total  
總額

Item No. 項目	Place of Origin 來源地方	Code of Place of Origin 來源地方代碼	Destination & Code 目的地及代碼	EXPORTER'S DECLARATION 出口商聲明書
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2				Signature and Date 簽署及日期
3			Approved 已批准	
4				Signatory's Name in Block Letters 簽署人姓名 (用正楷填寫)
5			( for Director-General of Trade and Industry 工業貿易署署長	

(b)

Please ✓ the box to indicate the exporter has noted the conditions of licence as stipulated in Powdered Formula Licensing Circular No. 4/2013 :

“I have read and understood the content of the Powdered Formula Licensing Circular No. 4/2013 issued on 24 May 2013 and hereby agree to abide by all the terms and conditions of a powdered formula licence stated therein.”

請在方框內 ✓，表示出口商已知悉載於配方粉簽證通告第 4/2013 號內的簽發條件：

“本人已閱讀及明白於 2013 年 5 月 24 日發出的配方粉簽證通告第 4/2013 號的內容，並謹此同意遵守其內所載有關配方粉許可證的所有條款和條件。”

請選擇 Please select				
<input type="checkbox"/> 本人已閱讀及明白於2013年5月24日發出的配方粉簽證通告第4/2013號的內容，並謹此同意遵守其內所載有關配方粉許可證的所有條款和條件。 I have read and understood the content of the Powdered Formula Licensing Circular No. 4/2013 issued on 24 May 2013 and hereby agree to abide by all the terms and conditions of a powdered formula licence stated therein.			Total 總額	
Destination & Code 目的地及代碼				
Item No. 項目	Place of Origin 來源地方	Code of Place of Origin 來源地方代碼	<b>EXPORTER'S DECLARATION</b> 出口商聲明書 I hereby declare that I am the exporter of the goods in respect of which this declaration is made and that the particulars given in this declaration are true and that the value declared above is the full value. 本人謹此聲明：本人是本聲明書所指貨品的出口商，本聲明書中填報的資料均屬真實無訛，而且上開填報的價值為全部價值。  Signature and Date 簽署及日期    Signatory's Name in Block Letters 簽署人姓名 (用正楷填寫)  	
1				
2				
3				
4				
5			Approved 已批准  ( for Director-General of Trade and Industry 工業貿易署署長	

(c)

Please press the “Signature and Date” box in the e-application form.

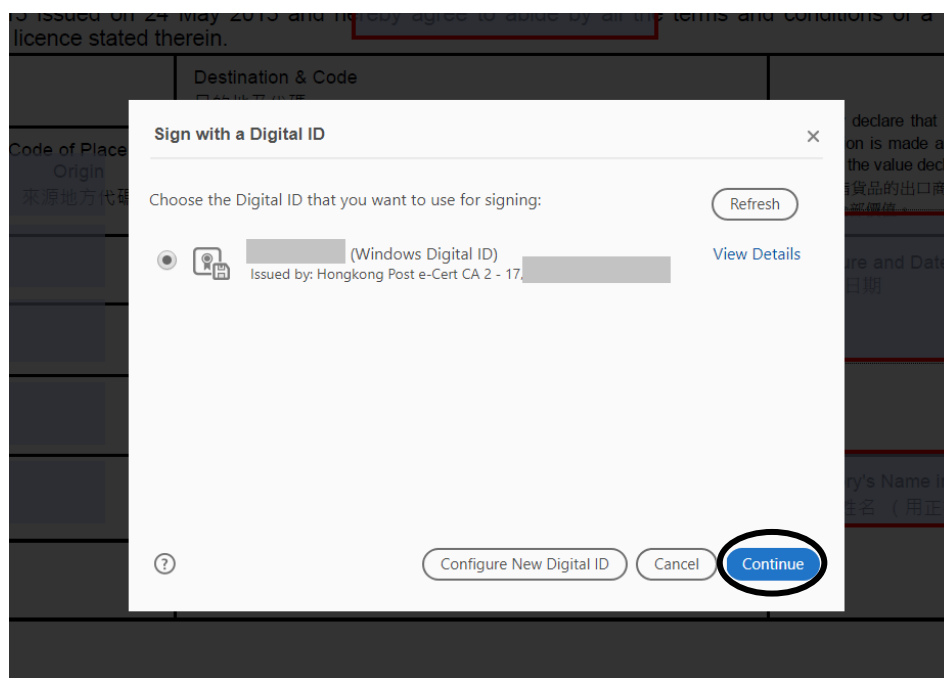
請按下相關電子表格的「簽署及日期」欄。

請選擇 Please select				
<input type="checkbox"/> 本人已閱讀及明白於2013年5月24日發出的配方粉簽證通告第4/2013號的內容，並謹此同意遵守其內所載有關配方粉許可證的所有條款和條件。 I have read and understood the content of the Powdered Formula Licensing Circular No. 4/2013 issued on 24 May 2013 and hereby agree to abide by all the terms and conditions of a powdered formula licence stated therein.			Total 總額	
Destination & Code 目的地及代碼				
Item No. 項目	Place of Origin 來源地方	Code of Place of Origin 來源地方代碼	<b>EXPORTER'S DECLARATION</b> 出口商聲明書 I hereby declare that I am the exporter of the goods in respect of which this declaration is made and that the particulars given in this declaration are true and that the value declared above is the full value. 本人謹此聲明：本人是本聲明書所指貨品的出口商，本聲明書中填報的資料均屬真實無訛，而且上開填報的價值為全部價值。  Signature and Date 簽署及日期    Signatory's Name in Block Letters 簽署人姓名 (用正楷填寫)  	
1				
2				
3				
4				
5			Approved 已批准  ( for Director-General of Trade and Industry 工業貿易署署長	

(i)

Please select the valid digital certificate and then press “Continue”.

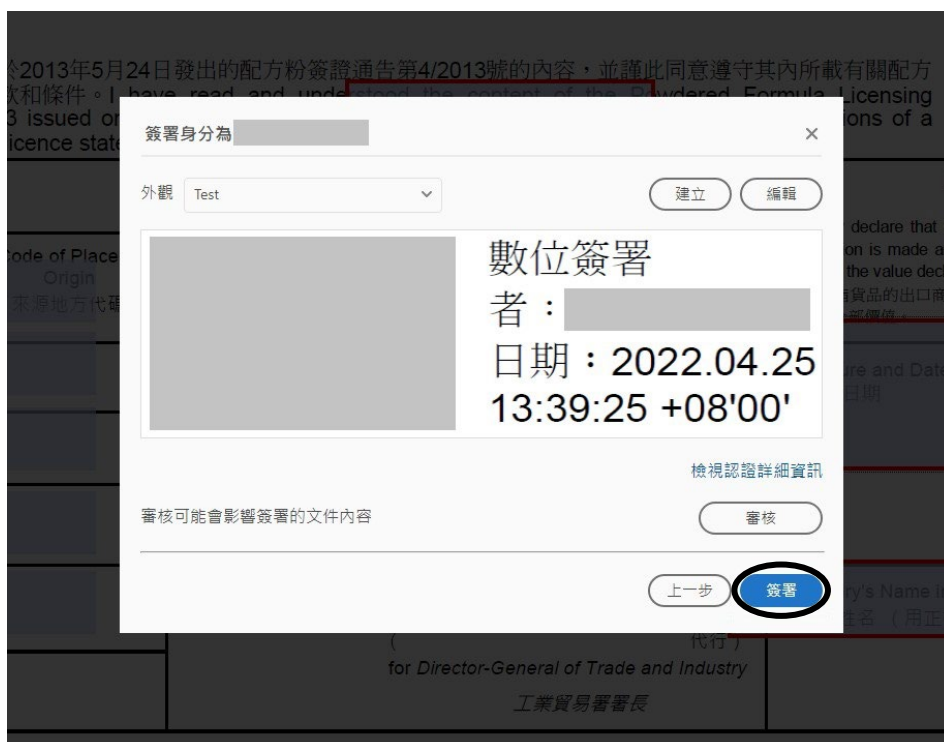
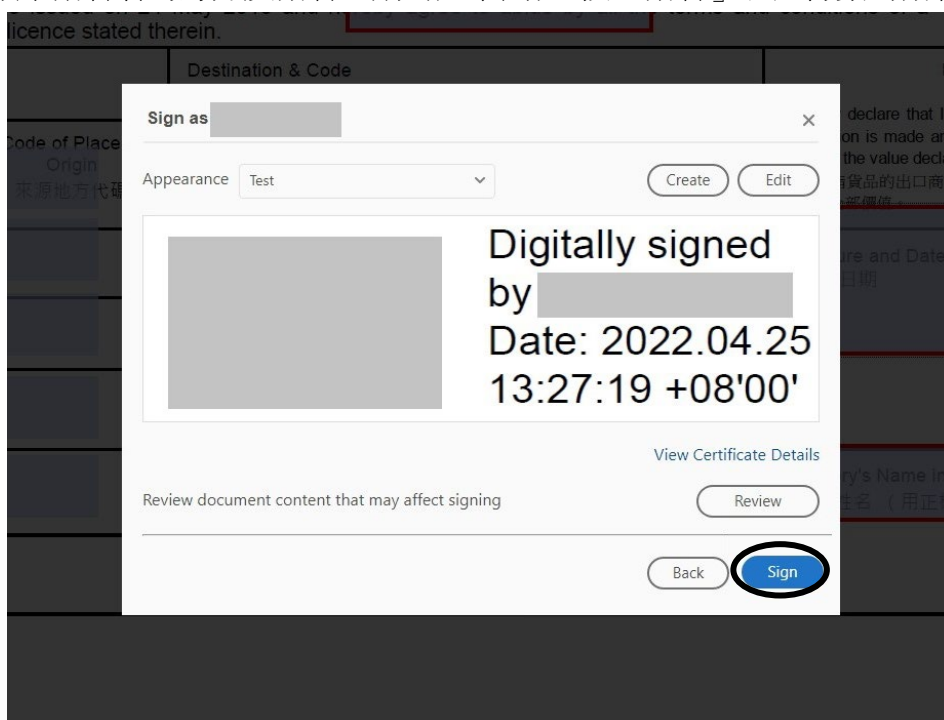
請選取有效的數碼證書，然後按「繼續」。



(ii)

The signatory's identity and the date of signing will be displayed as shown below. Press "Sign" for digital signature.

畫面會顯示簽署者的身分及簽署日期（如下圖）。按「簽署」以進行數碼簽署。



4. After completing the application form, save the file and submit by clicking the upload button on the webpage in step (1).

在填妥表格後，請儲存檔案並於步驟(1)的網頁內按上載鍵以遞交有關申請表格。

#### Powdered Formula

Form No.	Updated	Form Title	Download	Upload fillable form to TID	Note on Digital Signature
TID 336	Nov 2021	Powdered Formula Export Licence : Request for Amendment		<a href="#">Upload</a>	<a href="#">Note 1</a>
TID 337	Nov 2021	Powdered Formula Export Licence : Request for Cancellation / Withdrawal of Application		<a href="#">Upload</a>	<a href="#">Note 1</a>
TID 338	Nov 2021	Loss of Receipt - Application for Issue of Powdered Formula Export Licence		<a href="#">Upload</a>	<a href="#">Note 1</a>
TID 340	Nov 2021	Request for Expeditious Issue of Export Licence (Powdered Formula)		<a href="#">Upload</a>	<a href="#">Note 1</a>
TID 341	Nov 2021	Application for Certified True Copy of Export Licence (Powdered Formula)		<a href="#">Upload</a>	<a href="#">Note 1</a>
→ TRA 394	Jun 2022	Export Licence for Powdered Formula	 <a href="#">Guidance Notes</a> (pdf format)	<a href="#">Upload (New)</a>	<a href="#">Note 1</a>

#### 配方粉


表格編號	更新日期	表格名稱	下載	上載電子表格	數碼簽署註解
TID 336	11/2021	配方粉出口許可證：請求修訂		<a href="#">上載</a>	<a href="#">註1</a>
TID 337	11/2021	配方粉出口許可證：請求取消/撤回申請		<a href="#">上載</a>	<a href="#">註1</a>
TID 338	11/2021	遺失收據-申請簽發配方粉出口許可證		<a href="#">上載</a>	<a href="#">註1</a>
TID 340	11/2021	申請特快簽發配方粉出口許可證		<a href="#">上載</a>	<a href="#">註1</a>
TID 341	11/2021	申請出口許可證（配方粉）認證副本		<a href="#">上載</a>	<a href="#">註1</a>
→ TRA 394	06/2022	配方粉出口許可證	 <a href="#">樣本說明</a> (pdf格式)	<a href="#">上載 (新)</a>	<a href="#">註1</a>

5. After entering the upload page, please fill in all the required information.

Upload (i) **completed application form**, (ii) **import invoice or authorisation letter issued from importer** and (iii) **other supporting documents (if any)** as shown below. Please provide valid contact telephone number and email address for contact. Please note that the approved licence(s) will be issued to the email address provided by the exporter on this webpage.

進入上載頁面後，請填妥所有需要的資料。上載 (i)已填妥的申請表格、(ii)進口發票或進口商發出的授權書 及 (iii)其他證明文件(如有)，如下圖顯示。請提供有效的電話號碼及電郵地址，以作聯絡之用。請注意，獲批准的許可證將會發送至出口商在此頁面提供的電郵地址。

## Public Forms

Form No.	TRA 394
Form Title	Export Licence for Powdered Formula
Contact Person *	<input type="text" value="Mr. CHAN Tai Man"/>
Company Name *	<input type="text" value="ABC Company"/>
Tel. No. *	<input type="text" value="22223333"/>
E-mail Address *	<input type="text" value="testing@testing.com"/>
	<div>Upload filled form - TRA 394 *</div>
TID Form	<div>X TRA 394 - Export Licence for Powdered Formula (30.6.2022).pdf</div>
Supporting Documents	<div>1. Upload import invoice or authorisation letter issued by importer *</div> <div>X Invoice A.pdf</div> <div>2. Add / Upload Other Supporting Document(s)</div>
Re-submission	<input type="radio"/> Yes <input checked="" type="radio"/> No
Verification Code	<div><input type="text" value="A5UAV"/></div>

\* Mandatory field(s)

Acceptable file format:

- File type of supporting documents: PDF, DOC, DOCX, JPG, TIF or PNG
- Total size 10MB or below

Upload

Reset

## 公用表格

表格編號	TRA 394
表格名稱	配方粉出口許可證
聯絡人*	<input type="text" value="陳大文先生"/>
公司名稱*	<input type="text" value="甲乙丙公司"/>
電話號碼*	<input type="text" value="22223333"/>
電郵地址*	<input type="text" value="testing@testing.com"/>
電子表格	<div>上載已填妥的電子表格 - TRA 394 *</div> <div>X TRA 394 - Export Licence for Powdered Formula (30.6.2022).pdf</div>
證明文件	<div>1. 上載進口發票或進口商發出的授權書*</div> <div>X Invoice A.pdf</div> <div>2. 新增 / 上載其他證明文件</div>
重新遞交	<input type="radio"/> 是 <input checked="" type="radio"/> 否
驗證碼	<input type="text" value="WAR9XV"/> :   

\* 必填欄位

### 可接受的檔案格式：

- 證明文件只限：PDF, DOC, DOCX, JPG, TIF 或 PNG
- 檔案上載上限：10MB

上 載

重 置

After completion, click the Upload button.

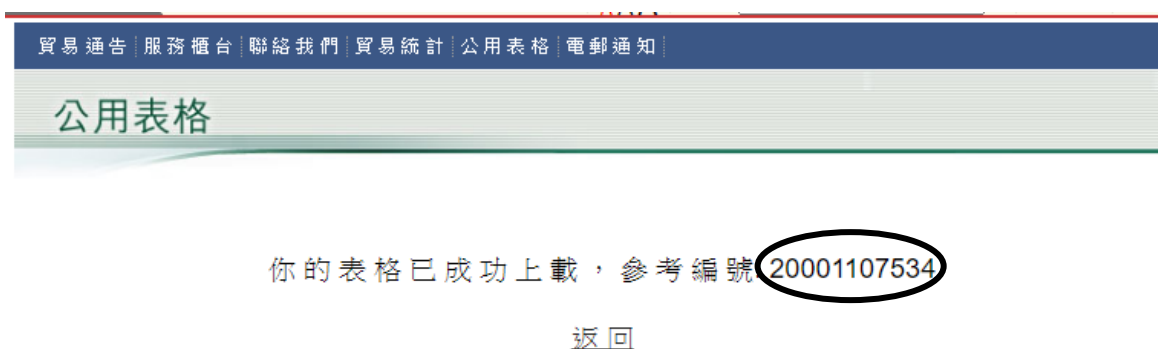
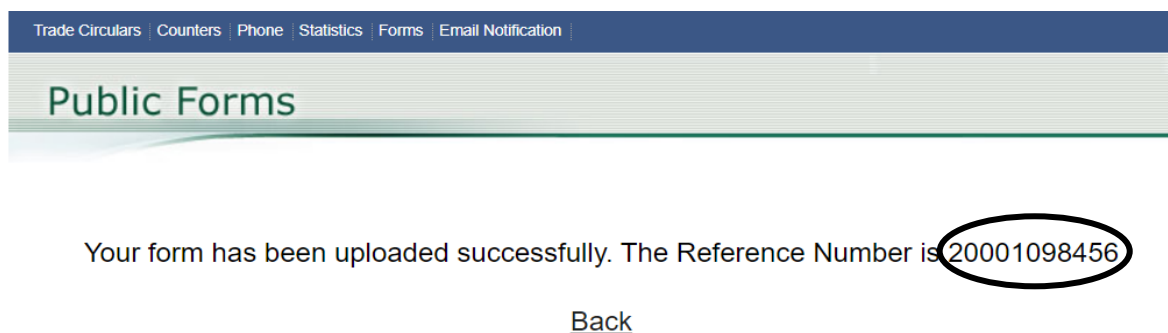
完成後，請按上載 鍵。

Please do not alter the format of the PDF file. Kindly note that only the application form downloaded from the TID website would be accepted.

請勿改動 PDF 檔案的格式。請注意，本署只接受由部門網站下載的申請表格。

6. Once the application form and concerned supporting documents are uploaded successfully, the following acknowledgement message with a reference number will be displayed, and an email notification bearing the same reference number will be received by the applicant.

成功上載申請表格及有關證明文件後，頁面會展示以下載有參考編號的確認信息，同時申請人亦會收到載有相同參考編號的確認電郵。



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For enquiries, please contact the Powdered Formula Licensing Unit at 3403 6220.

如有查詢，請致電 3403 6220 與配方粉簽證分組聯絡。