



**APPLICATION FOR PURCHASE OF IMPORT NOTIFICATION (TEXTILES) FORMS**

**Part A**

To : Director-General of Trade and Industry

Textiles Trader Registration (TTR) No. : \_\_\_\_\_

(Please provide the Certificate of Registration as a Textiles Trader as set out in the Note 1)

TTR Validity Period : From \_\_\_\_\_ to \_\_\_\_\_

(DD/MM/YY)

(DD/MM/YY)

I, the undersigned, signing for and on behalf of \_\_\_\_\_  
(Name of Company/Registered Business)

with the above TTR No. and validity period, hereby apply to the Director-General of Trade and Industry for the purchase of \_\_\_\_\_ pad(s) of Import Notification (Textiles) forms (TID 552) (10 sets in each pad).

**I undertake that the import notification forms sold to me will only be used by my company/registered business during the validity period of its registration under the Textiles Trader Registration Scheme (TTRS). I shall take all necessary measures and make all necessary arrangements to ensure that the import notification forms are kept in safe custody and will not be transferred for use by other parties.**

@ Signature \_\_\_\_\_

@ Name in Full and  
in Block Letters \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_ # Business Chop

# Please stamp the business chop with company name and "Authorized Signature" wordings.

@ The signatory must be an authorized signatory of the company/registered business who has been registered with the TTR.

**Notes :**

1. Please return the completed application form, together with the **original** or **photocopy** (the **photocopy** of the Certificate should bear the business chop and the signature of the registered textiles trader or his authorized signatory) of the Certificate of Registration as a Textiles Trader, to the Central Registration Office of Trade and Industry Department (2/F, Trade and Industry Department Tower). The approved application will be returned immediately for the purchase of import notification forms at the Collection and Form Sales Office (Room 104, 1/F, Trade and Industry Department Tower).
2. This approved application form must be lodged to the Collection and Form Sales Office for the purchase of import notification forms within the TTR validity period of the company/registered business and within three working days following the date of approval as shown in Part B(1) below.

**Part B**

**FOR OFFICIAL USE ONLY**

(I) To : Collection and Form Sales Office  
(Room 104, 1/F)

The above application is approved. Please issue the pad(s) as required.

Chop \_\_\_\_\_

Initial/Designation \_\_\_\_\_

Date of approval \_\_\_\_\_

(II) To : Textiles Import/Export Licensing Unit (TIEL)

\_\_\_\_\_ pad(s) has/have been issued (TID 552).

Serial number From \_\_\_\_\_ To \_\_\_\_\_

Initial \_\_\_\_\_

Collection and Form Sales Office

Date \_\_\_\_\_

**Part C** (To be completed upon collection of import notification forms)

**ACKNOWLEDGEMENT OF RECEIPT OF IMPORT NOTIFICATION (TEXTILES) FORMS**

I, the undersigned, hereby confirm that I have received the import notification forms with the above-mentioned serial numbers on behalf of the above company/registered business.

Signature \_\_\_\_\_

Name in Full and in Block Letters \_\_\_\_\_

Date \_\_\_\_\_