



**Textiles Trader Registration Scheme (TTRS) -  
Authorization for Branch(es) to Use Exemptions Granted to Main Business under TTRS**

*(For completion by registered textiles trader who wishes to allow any of its branch(es) under the same entity to use the same TTRS registration to lodge Textiles Notifications)*

**Part 1: Undertaking by Main Business**

I, \_\_\_\_\_, Proprietor/Partner/Director/a responsible officer\* <sup>(Note 1)</sup>  
(Name of Signatory)

of \_\_\_\_\_  
(Name of company/registered business)

(hereinafter referred to as "the company"), hereby authorize, for and on behalf of the company, the branch(es) of the company, with registration particulars as detailed in Part 2 of this form (hereinafter referred to as "the branch"), to make use of the exemption under TTRS if such exemption is granted to the company. I declare that the branch(es) is(are) fully owned and operated by the company. I undertake to inform the Director-General of Trade and Industry in writing immediately of any change regarding the particulars as provided in this form.

I further declare, for and on behalf of the company, that the branch(es) will abide by the conditions of exemption as set out in the circular "Textiles Trader Registration Scheme: Conditions of Exemption" and any other conditions of exemption stipulated in relevant circulars which have been and may be issued by the Director-General of Trade and Industry, who may revise or vary the conditions of exemption at any time he deems appropriate.

I acknowledge, for and on behalf of the company, that breaching of any of these conditions of exemption by the branch(es) shall be treated as a breach by the company and may lead to the revocation/suspension of the exemptions and/or the Textiles Trader Registration granted to the company without refund of the registration fee. I understand that both the company and the branch(es) may be subject to legal and/or administrative action so taken.

Name of Signatory : \_\_\_\_\_  
(in full and in block letters)

Hong Kong ID Card/Passport No.\*: \_\_\_\_\_  
**(Please provide a photocopy of the Hong Kong ID Card/Passport of the signatory for verification. The photocopy must be marked "copy" across the image of the ID card or Passport. The photocopy will be destroyed after checking.)**

Position : \_\_\_\_\_ Date : \_\_\_\_\_

Signature : \_\_\_\_\_ Business Chop : \_\_\_\_\_

*\* Please delete as appropriate*

**Part 2: Branch Particulars:**

(Please make photocopies of this page and complete one for each branch to be authorized)

(1) Name of Branch <sup>(Note 2)</sup>:

English: \_\_\_\_\_

Chinese: \_\_\_\_\_

(2) Business Registration No. (11 digits) :

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**(Please provide a photocopy of the Business Registration Certificate of the branch.)**

(3) Usual Place of Business: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(4) Tel No: \_\_\_\_\_ (5) Fax No: \_\_\_\_\_

(6) Name of Signatory: \_\_\_\_\_ (7) Position: \_\_\_\_\_

(8) HK ID Card/Passport No.\*: \_\_\_\_\_ (9) Date of Birth: \_\_\_\_\_

Signature: \_\_\_\_\_ Business Chop: \_\_\_\_\_

*\* Please delete as appropriate.*

Note 1 : The signatory must be -

- (a) in case of a sole-proprietorship: the sole-proprietor;
- (b) in case of a partnership: all the partners (Please make photocopies of the first page such that each partner signs the undertaking on the authorization in Part 1. The number of undertakings must correspond with the number of partners of the company.);
- (c) in case of a limited company: a director/a responsible person authorized in writing by the board of directors. (Please provide documentary evidence in support of the signatory's directorship or his/her authorized status.)

Note 2 : A branch of a company/registered business ("the main business") should operate under the same legal entity as the main business and has the same business registration number (i.e. the first eight digits of the business registration certificate number) as the main business.