



**Guidance Notes on Application for
Outward Processing Arrangement (OPA) Registration**

1. Valid Factory Registration (FR) is a pre-requisite for registration under the Outward Processing Arrangement (OPA).
2. FR registrants or applicants who wish to participate in the OPA should complete the application form (TID 121) and return it to the Department **by fax** (fax no. 2787 6048), **by email** (fr_section@tid.gov.hk), **by post**, or **in person**. For FR applicants, OPA Registration Cards will be issued upon approval of their FR applications.
3. The manufacturer's **Manufacturer's Authorized Signatories (MAS)**, as notified to and recorded by the Department, will be the authorized persons to sign or make amendment on OPA Combined Form for and on behalf of the factory. The names of the MAS will be printed directly onto the OPA Registration Cards.
4. Applicants who wish to amend the list of MAS should first approach the Factory Registration Section for amendment of MAS before lodging the application form for OPA registration, otherwise MAS information listed on the OPA Registration Cards issued will not be up-to-date. Please refer to Certificate of Origin Circulars No. 16/2003 dated 2 June 2003 and No. 9/2004 dated 28 July 2004 for details regarding MAS requirements.
5. If everything is in order, the Department will issue 10 OPA Registration Cards to the applicant. The OPA registration will be valid until the expiry or cancellation of the manufacturer's FR.
6. Enquiries relating to the contents of this note should be directed to the Factory Registration Section at tel. no. 2398 5531.

Factory Registration and CO(CEPA) Branch
Trade and Industry Department