

**Trade and Industry Department**  
**Textiles Trader Registration**

**Notes :**

1. Before completing and returning the combined registration application form (TID 91), please read the conditions of exemption and any other conditions set out in Textiles Trader Registration circulars issued by the Director-General of Trade and Industry.
2. If the applicant is to be registered for the purpose of handling transshipment cargo under the cover of Transshipment Notifications (Textiles), Section 3 of Part Three of the application form must be completed.
3. For the “Usual Place of Business” in Part One of the application form, please provide full address as recorded in the BR Certificate. P.O. Box No. is not accepted. All correspondence issued by the Department relating to the registration will be addressed to the “Usual Place of Business”.
4. The signatory of the application may be invited for an interview and be required to produce the original of the documents mentioned below for examination.
5. If the applicant intends to authorize its branch(es) for the same entity to make use of the exemption under Textiles Trader Registration Scheme if granted, please complete additional authorization document (TID91/TTR/1).

**Documents required :**

The application must be supported by the following documents:

- (A) A photocopy of the valid Business Registration Certificate of the applicant;
- (B) The Hong Kong Identity Card / Passport of the signatory to the application (If the application is returned by hand, the original or a photocopy of the Hong Kong Identity Card or Passport must be handed over for checking; it will be returned on the spot. If the applicant chooses to return his application by mail and support his application with a photocopy of the Hong Kong Identity Card or Passport, the photocopy must be marked “copy” across the image of the Identity Card or Passport. The photocopy will be destroyed by the Department after checking);
- (C) The green copy (or photocopy) of the machine-printed pay-in slip evidencing payment of the registration fee;
- (D) In the case of a limited company,
  - (i) a photocopy of the Certificate of Incorporation;
  - (ii) a certified true copy of Form X/X(i)/X(ii)/D1/D2 (Directors’ List) as appropriate from Companies Registry or Form X/X(i)/X(ii)/D1/D2 as appropriate certified as a true copy by either a Certified Public Accountant or a Solicitor;
- (E) If the applicant is to be registered for the purpose of handling transshipment cargo under the cover of Transshipment Notifications (Textiles),
  - (i) photocopies of the Closed Road Permits, if any, issued by the Immigration Department for goods vehicles owned by the applicant;
  - (ii) if the applicant is also a freight forwarder, photocopies of relevant letters of appointment issued by local shipping companies / airlines or agency agreements signed between the applicant and local shipping companies / airlines for the purpose of handling transshipment cargo; and
- (F) In the case of a sole proprietorship or partnership company, a photocopy of the address proof of the “Usual Place of Business” as declared in Part One of the application form, e.g. utility bills, bank statements, tax returns, etc. bearing the name of the company / registered business and the “Usual Place of Business”.
- (G) If the applicant intends to authorize its branch(es) for the same entity to make use of the exemption under the Textiles Trader Registration Scheme if granted, the “Authorisation for Branch to Use Exemptions Granted to Main Business under TTRS” (TID91/TTR/1) and photocopy(ies) of valid Business Registration Certificate of the branch(es).