



**Notes for the Completion of the Application Form for Textiles Trader Registration**

1. Before completing and returning the combined registration (Textiles Trader Registration and/or Factory 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. For the “Usual Place of Business” in Part One of the application form, please provide full address as recorded in the Business Registration Certificate. P.O. Box No. is not accepted. All correspondence issued by the Department relating to the registration will be sent to the “Usual Place of Business” and/or the e-mail address provided in the application form.
3. If the applicant intends to register for the purpose of handling transshipment cargo under the cover of Transshipment Notifications (Textiles), paragraph 3 of Part Three of the application form must be completed.
4. If the applicant intends to authorize its branch(es) of the same entity to make use of the exemption under Textiles Trader Registration Scheme if granted, please complete additional authorization document: Form TID91/TTR/1.
5. 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.

***Supporting Documents***

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 presented for checking, which will be returned on the spot. If the applicant returns the application by mail and supports the 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 if the payment is made at HSBC, or Part B of the demand note with a franking if the payment is made at the Department’s Collection and Form Sales Office 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/D2A/NC1/NC1G/AR1 as appropriate from Companies Registry, or certified by either a Certified Public Accountant or a Solicitor;
- (e) in the case of a sole proprietorship or a partnership, 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 and tax returns, etc. bearing the name of the company/registered business and the “Usual Place of Business”.
- (f) if the applicant intends to register for the purpose of handling transshipment cargo under the cover of Transshipment Notifications (Textiles),
  - (i) photocopy(ies) of the Closed Road Permit(s), 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 cargos;
- (g) if the applicant intends to authorize its branch(es) of the same entity to make use of the exemption under the Textiles Trader Registration Scheme if granted,
  - (i) a completed form on “Authorization for Branch(es) to Use Exemptions Granted to Main Business under TTRS” (TID91/TTR/1);
  - (ii) photocopy(ies) of valid Business Registration Certificate of the branch(es).