

## HOW TO APPLY FOR EXPORT LICENCE (TEXTILES) FORM 4

Applications for export licences should be made on Export Licence (Textiles) Form 4 (TIC 353). Forms are available for sale at the Collection and Form Sales Office of Trade and Industry Department, Room 104, 1/F, Trade and Industry Department Tower, 700 Nathan Road, Mongkok, Kowloon.

### How to Complete Form 4

2. Licence applicants are advised to note the following before completing the form:

(a) General

- (i) Licence applicants should read carefully the conditions of licence set out at the back of the Form before completing the Form and ensure that these conditions are fully complied with. Breach of any of the conditions may render the licence be cancelled, revoked or suspended by the Director-General of Trade and Industry in addition to appropriate legal and/or administrative actions to be taken against the trader concerned.
- (ii) The Form in triplicate must be completed in English for shipments to sensitive markets abroad<sup>1</sup> (other than the Mainland). Other export licence applications may be completed either entirely in English or entirely in Chinese. All entries must be clear and legible, and must not deface other particulars of the form.
- (iii) All columns and fields in the Form must be completed. The only exceptions are those fields relating to the receipt and issue of the form by the Director-General of Trade and Industry and those permitted omissions as specified in paragraph 2(p) below.
- (iv) Form 4 is printed on NCR (No-Carbon-Required) paper. This being the case, exporters/manufacturers will only need to complete/sign on the first (original) copy and the application particulars/signatures will come out on the other copies. They should not complete the different copies of licence application separately. However, company/business chops must be stamped separately on every copy of the Form.

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<sup>1</sup> With effect from 29 June 2009, the sensitive markets cover: (a) all textiles imports from and exports to the Mainland; and (b) textiles exports to the USA.

(b) Particulars of Exporter and Manufacturer

- (i) The names and addresses of the exporter and the manufacturer in the 'Exporter' and 'Manufacturer' fields must be given in full and P.O. Box numbers are not acceptable. Manufacturers should also provide their Factory Registration (FR) number in the "FR No." field if they have already registered for FR. Where the trader concerned is not so registered, the word 'NIL' must be stated.
- (ii) Exporters and manufacturers are required to enter their Business Registration Number (first 8 digits only).
- (iii) An exporter or a manufacturer is not allowed to apply for an export licence on behalf of another trader and therefore wording such as 'on behalf of', 'care of', 'to order of' etc. are not accepted.
- (iv) Exporters and manufacturers must provide their telephone number.

(c) Consignee (Name and Address)

The consignee's name and address must be given in full. P.O. Box numbers are not acceptable. The address of the consignee must correspond with the final destination declared on the Form. In case the textiles are to be shipped to the final destination to order of another party, the full name and address of this party must appear in this box with the words 'To order of' etc.

(d) Departure Date

The estimated departure date should be at least two clear working days after the date of lodgement of the application. The date should be in the format of day/month/year. Licence applicants are also required to note that the goods covered by the licence should be ready for physical inspection by officers of the Customs and Excise Department on or before the actual departure date.

(e) Final Destination

The name of the country/place of final destination should be given.

(f) Mode of Transport

The words 'By sea', 'By air', 'By train' or 'By road' as the case may be should be inserted. The relevant vessel name, flight number or vehicle number should be given if such information is known at the time of application.

(g) CO/Form A No./Place of Manufacture (if not of HK origin)

C.O./Form A number, if any, must be given. If the goods are not of Hong Kong origin, the place of manufacture of the goods must be stated.

(h) Commodity Item Code No.

Completion of this field is optional

(i) Mark(s) and Number(s), Origin marking (if any) on packages

(i) The shipping marks and numbers, if any, must be given. If a country/place of destination is shown in the shipping marks, it must not differ from the one declared in the 'Final Destination' field. In case an exporter prefers to indicate in the 'Mark(s) and Number(s)' column a port of unloading which is not a port in the final destination, such wording as 'in transit to (final destination) or via (port of unloading) to (final destination)' must be included as part of the shipping marks.

(ii) Origin marking, if any, on the packages, must be stated.

(j) No. of Packages

The unit of packages in cartons, rolls, bales, cases, packages etc., must be stated.

(k) Full Description of Goods, Origin marking (if any) on goods (State Place of Origin of raw materials)

(i) The construction of textiles such as 'woven' or 'knitted', and the percentage composition of fibres of the textile products must be provided. Description such as 'Ladies' 65% cotton 35% polyester woven blouse' instead of such general terms such as 'clothing' should be used.

(ii) Origin marking, if any, on goods must be stated.

(iii) If the application covers garments, please state whether the garments are for men, women, boys, girls, infants or babies.

- (iv) If the application covers garment parts or semi-finished garments, the component parts (e.g. front panel, back panel, sleeves, collars, etc.) as well as the type of garment into which the garment parts or semi-finished garments are to be manufactured must be stated.
- (v) In respect of exports of suits or matching sets, the component parts comprising the suit/matching set must be stated.

(l) No. of Units

The 'No. of Units' can be shown in figures or both words and figures. The metric unit given for any particular textiles product should be in accordance with that specified in the Hong Kong Imports and Exports Classification List (Harmonized System), e.g. in pieces, pairs, sets, m<sup>2</sup>, kg, etc.

(m) Value F.O.B. HK\$ and Total value F.O.B. HK\$

The F.O.B. value of individual items as well as the total F.O.B. value must be given under this column. (The f.o.b. value represents the costs of the goods to the purchaser abroad, up to the point where the goods are deposited on board the exporting vessel, aircraft or vehicle, i.e. the ex-works value of the goods plus export packing, local transport, loading charges, documentation fees (including consular fee), commissions payable to local or overseas agency, seller's profit or agent's commission and all other costs, charges and expenses (e.g. local insurance) accruing up to the point where the goods have been loaded on the exporting vessel, aircraft or vehicle.)

(n) Exporter's and Manufacturer's Declaration

- (i) The 'Exporter's and Manufacturer's Declaration' fields must be fully completed. A person acting and signing for and on behalf of an exporter, a manufacturer should be the proprietor, a partner or a director as the case may be or other duly authorized representative of the company/registered business concerned. For a manufacturer registered under the FR, the person acting and signing for and on behalf of the manufacturer should be an authorized signatory under FR. Please note that licence application that fails to comply with the above requirements and/or bears a signature or a company chops different from that kept in the Department's records may result in rejection or deferment as appropriate.

- (ii) Company/Business chop, usually a chop with company name and “Authorized Signature” wordings (see Sample I of Appendix I), instead of the small amendment chop with the company name only (see Sample II of Appendix I), should be stamped.
  - (iii) In the event that an individual acts as the exporter, the requirement of stamping the company/business chop may be waived.
  - (iv) Declaration cannot be made on behalf of another trader and wordings such as 'on behalf of', 'care of', 'to order of', etc., are not acceptable.
  - (v) The date of declaration must be in the format of day/month/year.
- (o) Application Fee
- (i) Application fee (currently at \$44 per licence application) can be paid in cash or through EPS or in the form of adhesive postage stamps to be affixed/franked onto the appropriate space provided at top right-hand corner of the original copy of each licence application.
  - (ii) Torn or defaced stamps will not be accepted. For payment of application fees by impressed postage stamps, applicants should ensure that the franking date appearing on the impression should be within 7 days before the submission date of the applications.
  - (iii) The Department will not provide any refund where stamps of value in excess of the stipulated fees have been affixed/franked onto the textiles licence applications.
- (p) Permitted Omission of Particulars
- Applicants, if they so wish, may omit the following on licence applications:
- Manufacturer’s Particulars/Declaration
- (i) The manufacturer’s particulars/declaration may be omitted from the triplicate and quadruplicate copies of the licence application.
- Value F.O.B. and Total F.O.B.
- (ii) The F.O.B.value and total F.O.B. of the goods may be omitted from the triplicate copy of the licence application.

Full Description of Goods, Origin Marking (if any) On Goods (State Place of Origin of Raw Materials)

- (iii) The place of origin of raw materials may be omitted.

Commodity Item Code No.

- (iv) HS code numbers may be omitted.

(q) Alterations

- (i) All amendments made must be clear and legible, and must not deface the other particulars on the form.
- (ii) Every amendment, defacement, addition or deletion on the application form must be endorsed by stamping the applicant's amendment chop in blue and initialing with date adjacent to each and every amendment. In general, the amendment chop is a small round-shaped chop with the company name. Given the size of the company/business chop, it is not accepted for putting against alteration made on licence applications as this would inadvertently deface other particulars in the form and render them less legible (see samples of company chop and amendment chop in Appendix I). Every amendment, defacement, addition or deletion in the 'Manufacturer's Declaration' box must likewise be endorsed by the manufacturer by stamping on the latter amendment chop in blue and initialing with date adjacent to each amendment.
- (iii) For applications completed by typing, applicants must delete any typing errors on the application form by typing 'XXX' over them. No erasure or correcting fluid should be used on the application form.
- (iv) No more than three areas of amendments are allowed for each application.
- (v) Any amendment to the export licence after issue can only be made by the Department upon approval of application for amendments submitted by the licensee concerned.

- (r) For textiles products purchased locally of which the manufacturer cannot be identified, the applicant should make the following declaration in the 'Full Description of Goods' column of the licence application :

“Goods are purchased from :  
Name of company and address : XXXXX  
Telephone No. : XXXXXXXXX  
Invoice No. XXXX attached.”

Moreover, photocopy(ies) of the relevant invoice(s) covering the consignments must be attached to the applications for Export Licence (Textiles) Form 4.

3. A completed Form 4 specimen is at Appendix II for reference.

### **Licensing Arrangement for Re-export of Textiles Goods**

4. Applicants must comply with the following when applying for Export Licence (Textiles) Form 4 to cover textiles re-exports:

- (a) The following declaration must be made in the 'Full Description of Goods' column:

'For re-export only. No manufacturing process has been carried out in Hong Kong on the goods described above which would permit the issue, in accordance with the origin criteria laid down by the Director-General of Trade and Industry, of a Certificate of Hong Kong Origin in respect of the goods. The goods were imported from (name of country/place) under Import Licence(s)/Import Notification(s)/Comprehensive Import Licence(s) No(s) \_\_\_\_\_, (a) true copy(ies) of which is (are) attached herewith.'

- (b) The photocopy(ies) of the relevant import licence(s) / import notification(s) / comprehensive import licence(s) should be attached to the application.
- (c) The 'Manufacturer' and 'Manufacturer's Declaration' boxes must be left blank.
- (d) Detailed requirements are set out in the relevant Notices to Exporters issued by the Department.

### **Submission of Application**

5. All applications should be made in person to Receiving and Issuing Counters 2/F, Trade and Industry Department Tower, 700 Nathan Road, Kowloon. Under normal circumstances, export licences, if approved, will be ready for collection **two** clear working days (excluding Saturdays, Sundays and public holidays) after the date on which the licence applications are received. The opening hours of the Receiving and Issuing Counters are:

Monday & Friday	8:30 a.m. - 12:30 p.m. 1:30 p.m. - 5:45 p.m.
Tuesday, Wednesday & Thursday	8:45 a.m. - 12:30 p.m. 1:30 p.m. - 5:30 p.m.

7. The original copy of an export licence will be retained by the Department. The duplicate and the triplicate of the licence will be issued to the exporter, who should keep the duplicate for his own reference and present the triplicate to the carrier before the textiles is exported.

7. Export licences must be applied on an individual consignment basis, i.e. each licence may cover only one consignment of textiles exports. In this connection, textiles goods exported on the same carrier from the same trader to the same foreign importer may be regarded as one consignment. Each licence application must not cover more than seven commodity items.

### **Validity of an Export Licence**

8. Export licences are valid for 28 days from the date of issue.

### **Amendment and Cancellation of Export Licence**

9. Requests for amendment and cancellation of export licences after issue must be made on standard 'Request for Amendment' form (see Appendix III) and 'Request for Cancellation' form (see Appendix IV) respectively. Duplicate copy (for licences with shipment effected) or both duplicate and triplicate copies (for licences with shipment not effected) of the approved licence should be returned together with the completed amendment request form. Applicant should provide copies of bill of lading/airway bill, invoice and packing list to evident particulars to be amended. Under normal circumstances, the amended export licences will be issued to the applicants two clear working days after the date on which the amendment requests are received. The

Department will acknowledge receipt of all cancellation requests received.

### **Applications for Retrospective Export Licences**

10. The Department does not normally accept applications for export licences submitted after the subject textiles has been exported from Hong Kong. Late applications may be considered only if the applicant can provide the following supporting documents:

- (a) a letter (see Appendix V) giving reason(s) for late application;
- (b) the relevant shipping documents (e.g. export manifest (if by road), bill of lading (if by sea), air waybill (if by air)); and
- (c) any other relevant supporting documents (e.g. invoice, packing list) which may be requested as necessary to support the late application.

11. Late applications should be submitted to the Customer Service Centre of the Textiles Licensing Branch, 2/F, Trade and Industry Department Tower, 700 Nathan Road, Kowloon. Under normal circumstances and if the Department is satisfied with the explanations provided in respect of the late application, the retrospective export licences will be ready for collection **two** clear working days (excluding Saturdays, Sundays and public holidays) after the date on which the applications are received.

12. Exporters should note that making of late applications does not imply automatic approval of retrospective export licences, and the issue of retrospective export licences is without prejudice to any legal and/or administrative actions the Director-General of Trade and Industry may take in respect of the exportation of the consignments concerned. Director-General of Trade and Industry may also institute legal actions against exporters who fail to provide satisfactory explanations in respect of their late applications.

### **Important Notes**

13. Under the Import and Export Ordinance and its subsidiary legislations, no person shall export textiles from Hong Kong except under and in accordance with a valid export licence, unless otherwise exempted by the Director-General of Trade and Industry. Any person who contravenes the relevant legislations shall be guilty of an offence and shall be liable to a fine of \$500,000 and to imprisonment for two years.

14. Under Section 11 of the Import and Export Ordinance, an exporter shall present the textiles export licence issued by the Trade and Industry Department to the owner of the vessel, aircraft or vehicle in or on which the textiles consignment is exported before the consignment is exported. The carrier company shall, within fourteen days after the day on which the textiles consignment is exported, return the textiles export licence together with the relevant manifest to the Trade and Industry Department. Failure to comply with any of the above requirements shall be liable to a fine of \$5,000.

15. Section 36(1) of the Import and Export Ordinance provides that any person who furnishes false or misleading information on an export licence application shall be guilty of an offence and shall be liable to a fine of \$500,000 and to imprisonment for two years.

### **Enquiries**

16. Enquiries relating to textiles export licensing requirements / arrangements should be directed to:

Customer Service Centre  
Textiles Licensing Branch  
Trade and Industry Department  
2/F, Trade and Industry Department Tower  
700 Nathan Road  
Kowloon  
(Tel. 2398 5288)

Sample I : Company Chop

For and on behalf of  
ABC COMPANY LIMITED  
ABC 有限公司

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Authorized Signature

Sample II : Amendment Chop



Specimen of a Completed Export Licence (Textiles) (Form 4)

Notes

- Please give full name and full address. (P.O. box No. will not be accepted).
- The BR No. and Tel. No. must be provided.
- The estimated departure date should be at least two clear working days after the date of lodgement of the application. The date must be in the format of day/month/year.
- The name of the country/place of final destination must be given.
- The words 'By Sea', 'By Air', 'By Train', 'By Road', 'By Post' or 'By Courier' as the case may be should be inserted. The relevant vessels or flight number may be given if they are known at the time of completing the notification.
- C.O./Form A number, if any, should be given. If the goods are not of Hong Kong origin, the place of manufacture of the goods must be stated.
- Completion of this field is optional.

Specimen - Export

EXPORT LICENCE (TEXTILES) FORM 4  
出口許可證 (紡織品) 表格四

ORIGINAL  
正本

Audit No. :  
審核編號 A 2260322

Import and Export Ordinance (Cap. 60) Import and Export (General) Regulations 《進出口條例》(第60章) 《進出口(一般)規例》		Date of Receipt and Receipt No. 收據日期及編號		Date of Issue and Licence No. 簽發日期及編號		Stamps 蓋印			
Exporter (Name & Address) 出口商(名稱及地址) (Note 1) ABC Co. Ltd. 15/F, Ocean Centre Tsimshatsui, Kowloon. (註1)		(Note 2) Fax No. 傳真號碼 2234 5678 (註2)		(Note 2) Tel. No. 電話號碼 2345 6789 (註2)		Issue of this licence is approved. 茲此項簽發許可證			
B.R. No. 01234567 (See Explanatory Note (4) Overleaf) 商業登記號碼(見背頁第(4)項註釋)									
Consigner (Name & Address) 收貨人(名稱及地址) (Note 1) S. S. Inc. 1910 Orchard Road, Singapore. (註1)				for Director-General of Trade and Industry 工業貿易署署長(署務主任代行)		Stamps/Cash \$44			
Manufacturer (Name & Address) 製造商(名稱及地址) (Note 1) AAA Factory Ltd. 10/F, Lucky Industrial Bldg., 1000 Castle Peak Road, Kowloon (註1)		F.R. No. (if any) 工廠登記號碼(如有者)		Commodity Item Code No. (Note 7) 貨品分類編號(註7)					
B.R. No. 12346666 (See Explanatory Note (4) Overleaf) 商業登記號碼(見背頁第(4)項註釋)		Fax No. 2356 7888 傳真號碼(註2) Tel. No. 2356 7890 電話號碼(註2)		Item No. 項目編號					
Departure Date 離境日期 (Note 3) 10.05.2007 (註3)		Final Destination 最終目的地 (Note 4) Singapore (註4)		Item No. 項目編號					
Mode of Transport (and Vessel/Flight) 運輸方式(及船隻/飛機) (Note 5) By Air 飛機運輸(由航空) (註5)		C.O./Form A No./Place of Manufacture (if not of H.K. Origin) 產地來源證/表格申領號/ 製造地方 (如非源自香港) (Note 6) (註6)		FOR CONDITIONS OF THIS LICENCE PLEASE SEE OVERLEAF 有關本許可證簽發條件請參閱背頁				WARNING - Heavy penalties are provided for false declaration and information, unauthorized alterations and misuse of the licence. 警告：任何人士如作虛假聲明、提供失實資料、擅自修改或濫用本許可證，將面臨重罰。	
Marks (and Numbers), Origin marking (if any) on packages 標記、號碼以及包面上的來源標記(如有者) (Note 8) ABC (註8)		No. of Packages 包裝數目 (Note 9) 1 Package (註9)		Full Description of Goods Origin marking (if any) on goods (State Place of Origin of raw materials) 貨物詳細描述及貨物上的來源標記(如有者) (請註明原料的源產地) (Note 10) Men's 100% cotton woven T-shirt (註10)				No. of Units 數量 (Note 11) 1,200 pcs (註11)	
								Value f.o.b. HK\$ 港幣 (Note 12) 100,000 (註12)	
MANUFACTURER'S DECLARATION 製造商聲明書 (Note 13) (註13)		EXPORTER'S DECLARATION 出口商聲明書 (Note 13) (註13)							
I, Lee Yau Shing acting for and on behalf of 本人 Lee Yau Shing 代表 AAA Factory Ltd. (Trading Name of Manufacturer) (製造商的商號名稱)		I, Chan Tai-man acting for and on behalf of 本人 Chan Tai-man 代表 ABC Co. Ltd. (Trading Name of Exporter) (出口商的商號名稱)							
hereby declare that I have read and understood the conditions overleaf, that the goods are of Hong Kong origin in accordance with condition (2) overleaf, that the manufacturer named herein undertakes to abide by the conditions overleaf, and that the particulars given herein are true. 謹此聲明：本人已閱讀及明白背頁所載條件；本表格內填報的製造商為本申請書所申報貨物的製造商；該等貨物符合背頁所載第(2)項條件。願香港來源：本表格內填報的製造商保證遵守背頁所載條件；及本表格內所填各項資料均屬真實無誤。 (Note 13) (註13)		hereby declare that I have read and understood the conditions overleaf, that the exporter named herein in the exporter of the goods described in this application, that the exporter named herein undertakes to abide by the conditions overleaf, and that the particulars given herein are true. 謹此聲明：本人已閱讀及明白背頁所載條件；本表格內填報的出口商為本申請書所申報貨物的出口商；本表格內填報的出口商保證遵守背頁所載條件；及本表格內所填各項資料均屬真實無誤。 (Note 13) (註13)							
(Signed) Signature 簽署		(Business Chop) Company/Business Chop 公司/商號印							

TIC 353 (Rev. 2006) (二〇〇六年修訂) COPYRIGHT RESERVED 保留版權 # fill in the name of origin country

- The shipping marks and numbers must be given. Origin marking, if any, on the packages, must be stated.
- The unit of packages in cartons, rolls, bales, cases, packages etc., must be stated.
- State fibre composition and construction of the textiles products. Specify men's, women's, boys', girls' or infants' and type of garments. Origin marking, if any, on the goods must be provided.
- The 'No. of Units' can be shown in figures or both words and figures, e.g. in pieces, pairs, sets, m<sup>2</sup>, kg, etc..
- The f.o.b. value of individual items as well as the total f.o.b. value must be given under this column.
- The 'Exporter's and Manufacturer's Declaration' boxes should be fully completed.
- Company chop, not a small amendment chop, should be stamped.

- Remarks :**
- (i) Errors should be clearly crossed out, with the amendments clearly entered next to them. The Exporter must endorse every amendment, defacement, addition or deletion on the notification form by stamping the Exporter's small amendment chop in blue and initialing with date adjacent to each and every amendment on every copy.
  - (ii) The amendments made must be clear and legible, and must not deface the other particulars on the form. No erasure or correcting fluid is allowed.



THE GOVERNMENT OF THE HONG KONG  
SPECIAL ADMINISTRATIVE REGION

Import and Export Ordinance (Cap. 60)  
Import and Export (General) Regulations

To : Director-General of Trade and Industry

**Textiles Export Licence : Request for Amendment**

Export Licence No. : \_\_\_\_\_ Date of Issue : \_\_\_\_\_ Final Destination : \_\_\_\_\_

For amendments after shipment, please fill in :

(a) Name of Exporting Vessel \_\_\_\_\_ (b) Actual Shipment Date \_\_\_\_\_

Particulars on export licence requiring amendment	Originally Declared	Amended To
Mark(s) and Number(s)		
No. of packages		
No. of units		
f.o.b. value (HK\$)		

I am unable to return the following cop(ies) of the licence for amendment [please '✓' the appropriate box(es)]:

Duplicate  Triplicate

because \_\_\_\_\_ (See Note 1)

The following documents are attached to substantiate the above request for amendment \_\_\_\_\_

**Exporter's Declaration**

I, \_\_\_\_\_, acting and signing for and on behalf of \_\_\_\_\_  
(Name of Signatory; see Note 2) (Trading Name and Address of Exporter)

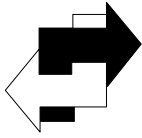
\_\_\_\_\_ hereby declare that the particulars given above are true. I understand that the amendment of this licence by the Trade and Industry Department is without prejudice to any legal and/or administrative action which the Director-General of Trade and Industry may take in respect of this licence if it is discovered that any of the provisions of the Import and Export Ordinance or the conditions of the textiles export control system as stipulated in various Notices to Exporters and at the back of the textiles export licence forms have been breached.

Date \_\_\_\_\_ Authorized Signature and Business Chop (See Note 2) \_\_\_\_\_

**Notes :**

1. The exporters are required to attach supporting documents in the forms of bills of lading/air waybills, invoices and packing lists if the triplicate copy of the licence is not returned for amendment.
2. The signatory must be the proprietor, a partner or a director as the case may be or other duly authorized representative of the trader.

(Please submit two copies together with the relevant documents as required below.)



Trade and Industry  
Department

**THE GOVERNMENT OF THE HONG KONG  
SPECIAL ADMINISTRATIVE REGION**

**Import and Export Ordinance (Cap. 60)  
Import and Export (General) Regulations**

Receipt No. and Date of Receipt
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To : Director-General of Trade and Industry

**Textiles Export Licence : Request for Cancellation**

I hereby apply for cancellation of Export Licence No. \_\_\_\_\_ issued on \_\_\_\_\_.  
Particulars of the licence are as follows :

Final Destination : \_\_\_\_\_

2. The licence has to be cancelled because \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. I return herewith the duplicate and triplicate copies of the licence for cancellation.

**Exporter's Declaration**

4. I, \_\_\_\_\_, acting and signing for and on behalf of \_\_\_\_\_  
(Name of Signatory; see Note) (Trading Name and Address of Exporter)

\_\_\_\_\_ hereby declare that the particulars given above are true. I understand that the cancellation of this licence by the Trade and Industry Department is without prejudice to any legal and/or administrative action which the Director-General of Trade and Industry may take in respect of this licence if it is discovered that any of the provisions of the Import and Export Ordinance or the conditions of the textiles export control system as stipulated in various Notices to Exporters and at the back of the textile export licence forms have been breached.

Date \_\_\_\_\_ Authorized Signature and Business Chop (see Note) \_\_\_\_\_

**Note :** The signatory must be the proprietor, a partner or a director as the case may be or other duly authorized representative of the trader.

Textiles Licensing Branch  
Trade and Industry Department  
2/F, Trade and Industry Department Tower  
700 Nathan Road, Kowloon

Dear Sir,

**Application for Retrospective Export Licence (Textiles)**

I, \_\_\_\_\_, signing for and on behalf of  
#(Name of signatory in full and block letters)

\_\_\_\_\_, wish to request you to issue a retrospective  
(Name of exporter)  
Export Licence (Textiles) in respect of the following consignment to my company:

Full Description of Goods: \_\_\_\_\_

Quantity: \_\_\_\_\_

Departure Date of the Consignment : \_\_\_\_\_

Name of Carrier Company : \_\_\_\_\_

Vehicle/Vessel/Flight No.\*: \_\_\_\_\_

Final Destination : \_\_\_\_\_

2. My company has to apply for a retrospective Export Licence (Textiles) in respect of the above consignment because : (please “✓” where appropriate)

- a valid textile export licence/notification has not been obtained/lodged
- there is an overshipment in excess of the quantity provided in Export Licence / Notification No. \_\_\_\_\_
- other reasons (please specify) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. I enclose herewith photocopies of the invoice, packing list and the relevant Bill of Lading / Airway Bill / Export Manifest\* relating to the above consignment to support the request.

\_\_\_\_\_  
Date

\_\_\_\_\_  
# Signature & Company Chop

\* Delete where appropriate

# The signatory must be the **proprietor, a partner or a director** as the case may be, or **other duly authorized representative of the trader.**