



香港特別行政區政府 工業貿易署

Trade and Industry Department

The Government of the Hong Kong Special Administrative Region

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## Guidance Notes on Lodging Electronic Production Notification (PN)

### (A) Introduction

This Guidance Notes set out the essential information for electronic lodgement of PN. Every effort has been made to ensure that information provided herein is correct at the time of publication. For up-to-date information and specific requirements, please contact the Customer Service Centre or the PN Section of the Textiles Licensing Branch of the Trade and Industry Department at telephone numbers set out in Section (G).

### (B) Completion of a Fresh PN Application

#### Part (1) Unique Production Notification Reference (UPR) Number

Each fresh application will be assigned with a Unique Production Notification Reference (UPR) number of **14 characters/digits** by the Customer Software of the service provider. Traders should quote this number as a reference for all future correspondence, such as sending message to the manufacturer/subcontractor, providing supporting documents to the Trade and Industry Department, and making enquiries, etc.

#### Part (2) Particulars of the Manufacturer

##### (i) Company Details

The Factory Registration (FR) number, name of the factory, etc. should be provided. Traders may input details for every PN lodged or retrieve the relevant company profile stored in the Customer Software. In the latter case, only the “Company Code” has to be inputted. For the purpose of lodging PN, particulars in the company profile should tally with that registered and maintained by the Factory Registration (FR) Section of the Trade and Industry Department.

(ii) Address Code

All registered factories are required to register its production premises with the Trade and Industry Department. The Department will provide each factory with a list of premises registered with the Department for the production of goods and assign each factory premise with an “Address Code”, e.g. “M01” for main factory address, “B01” and “B02” for branch addresses. In lodging electronic PN, traders should provide information on the factory premises at which the production of cut-and-sewn garments is to be carried out by inputting the appropriate “Address Code”.

**Part (3) Particulars of the Subcontractor (if applicable)**

In case authorised local subcontractor is involved in the production of goods, particulars of the subcontractor (including “Company Code”, “Address Code” and the Local Subcontracting Arrangement approval number) should be provided as appropriate.

**Part (4) Details of the Consignment of Cut-and-Sewn Garments**

(i) Description of Finished Goods

Traders are required to declare the gender, fibre content, construction and garment type for the finished garments. Some typical examples are set out as follows -

“Ladies’ 65% polyester 35% cotton woven blouses”

“Men’s 20% rayon 80% polyester woven shirts”

“Girls’ 100% cotton knitted jackets”

Traders should note that the PN requirement for cut-and-sewn garments in general applies to **cut-and-sewn garment products classified under Harmonized System (HS) headings 6101-6114 and 6201-6211**. Normally, traders are not required to lodge PN for products classified outside the aforesaid HS headings.

In case traders have doubt as to whether their products are subject to the PN arrangement, they can make use of the classification enquiry service provided by the Textiles Licensing Branch.

For **co-ordinated garment sets**, manufacturers are required to lodge separate PNs for individual component garments and to specify that the garments are components of a co-ordinated garment set. For example, traders should lodge **separate** PNs for the following two component garments of pyjamas -

- (a) “Men's 100% cotton woven **nightshirts** (upper part of pyjamas)”
- (b) “Men's 100% cotton woven **trousers** (lower part of pyjamas)”

(ii) Destination

“Destination” refers to the destination to which the goods are finally consigned. At the moment, PNs are required to be lodged for cut-and-sewn garments intended for export to the USA and the European Union (EU)<sup>(Note 1)</sup> which have applied safeguard actions against textiles imports from the Mainland. PNs covering garments to other destinations will be rejected by the Department. Separate PNs should be lodged for garments to each destination respectively.

(iii) Category Number

Traders are required to declare the category number<sup>(Note 2)</sup> of the cut-and-sewn garments for export to the respective destination, and should ensure as far as possible its accuracy thereof. In case a category number does not exist for the product concerned, traders may input category code “999”.

Separate PNs are required for each consignment of cut-and-sewn garments, as well as garments classified under different category number/ with different product description. Traders may approach the Customer Service Centre of the Textiles Licensing Branch at 2398 5288 for enquiries.

Validated PN(s) may be used to support subsequent application(s) for Certificate of Hong Kong Origin (CO) covering the export of the garments concerned to the USA and the EU. Traders should ensure that the category number and product description (except for those co-ordinated garment sets mentioned in Part (4)(i) above) declared on PN(s) **must tally** with those declared on the corresponding CO application(s) as far as possible.

(iv) Production Order No./Buyer’s Order No./Article No.

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Note 1 Starting from 1 January 2007, the EU includes Austria, Belgium, Bulgaria, Cyprus, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, the Slovak Republic, Slovenia, Spain, Sweden and the United Kingdom.

Note 2 Same as the Agreement Category numbers of respective restrained markets before 2005.

Information on “Production Order No.,” “Buyer’s Order No.,” and “Article No.” must be provided. Traders should notify the Trade and Industry Department immediately by way of an amendment request if there are any updates/changes in respect of these fields. Please see Section (C) for details in lodging request for amendment.

**Part ( 5) Description of Component Parts of Finished Goods**

(i) Garment Group

The Director-General of Trade and Industry has promulgated a list of component parts for eight specified garment groups that are allowable to be done outside Hong Kong without affecting the origin status of the finished garment. The eight “Garment Groups” are shirt/blouse (A), trousers/shorts (B), coat/jacket (C), jumpsuit (D), overall (E), bib skirt (F), dress (G) and skirt (H). Traders should select only one out of the eight “Garment Groups”, viz. (A) to (H).

For cut-and-sewn garments that are **not classifiable under the eight specified garment groups**, traders should select “Not Applicable” under the “Garment Group”.

(ii) Component Parts

Upon selecting one of the eight “Garment Groups”, the corresponding component parts allowable for outward processing will be displayed on screen. Traders should select the appropriate “Component Part Code(s)” and indicate the source where it is obtained, i.e. own production (O), locally sourced (L) and/or imported (I). Where component parts are imported or locally sourced, the name and address of the supplier have to be declared. Please see Part (6) below for details.

For cut-and-sewn garments **belonging to the eight specified garment groups but no component parts are applicable** for the making up of the finished garment, please select “Component Part Code” - “Not applicable” after selecting the respective “Garment Group”.

Extra space is provided under the code “**99 - Others to be specified**” for filling in information relating to additional component part(s) not elsewhere specified under the “Garment Group”. Unless the Department has given prior approval to include additional component parts, traders should **not** select this code under normal circumstances.

The manufacturing processes for the making up of certain component parts are not allowed to be conducted simultaneously, e.g. traders can either subcontract the making up of complete lining or individual lining outside

Hong Kong for the garment group “trousers/shorts”. Traders should therefore ensure that they will not infringe this requirement in the course of manufacture, otherwise, the finished products will not be eligible for a Hong Kong origin status and the PN will not be validated. In addition, legal and/or administrative actions may be taken against the parties concerned.

For cut-and-sewn garments that are **not classifiable under the eight specified garment groups**, traders should select “Not Applicable” under the “Garment Group” and **no component parts** are allowed to be done outside Hong Kong.

Due to limited space, only key words of component parts are provided in the Customer Software. Full explanations and descriptions of the component parts are set out in the prevailing Certificate of Origin Circular which can be downloaded from the Trade and Industry Department’s web portal at [www.tid.gov.hk](http://www.tid.gov.hk).

#### **Part (6) Local Supplier/Importer of Component Parts**

If component parts are imported (I) or locally sourced (L), the name and address of the local supplier and/or the importer of component parts should be declared in the “Local Supplier/Importer of Component Parts”. Please note that they should be companies located in Hong Kong. Traders may declare up to three companies for each PN.

#### **Part (7) Period of Assembly Work**

PN should be lodged **on the day of or within 3 working days** <sup>(Note 3)</sup> prior to the commencement of the major assembly work in Hong Kong. Traders are reminded that the Department will not, as a general rule, accept lodgement of PN after the commencement of the major assembly work. In case **retrospective** PN is considered absolutely necessary under special circumstances, traders are required to provide supporting documents for the Department to consider on a case-by-case basis. Traders may refer to Part (9) for details in providing supporting documents to the Department.

PN lodged by traders **on Sundays or public holidays** will be regarded by the Trade and Industry Department as being received on the **immediate following working day**. Traders are advised to lodge PN at least one working day prior to the day of commencement of the assembly work if it falls on Sundays or public holidays. Otherwise, it will still be regarded as a **retrospective** PN even though the lodgement date is the same as the commencement date of assembly work.

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Note 3 “working day” means any day other than a general holiday, a gale warning day or a black rainstorm warning day.

If the consignment is **jointly** manufactured by the manufacturer and the subcontractor, and the production period of the subcontractor differs from that of the manufacturer, traders are required to declare the earlier date as the commencement date and the later date as the completion date. To avoid a PN being regarded as a retrospective one, traders should always lodge a PN on the day of or within 3 working days prior to the earlier commencement date, which should be the declared commencement date of the major assembly work.

**Part (8) Quantity and Quantity Unit of the Finished Goods**

Traders are required to indicate clearly the quantity of the finished goods to be manufactured by themselves, their authorised local subcontractor, or their outworkers respectively. The sum of these quantities should be equal to the total garment quantity declared on the PN.

In addition, if the quantity unit is “dozen” and the quantity of the consignment concerned is only part of a dozen, the following correlation table should be used to describe the exact quantity :

1 pc = 0.08 dozen	7 pc = 0.58 dozen
2 pc = 0.17 dozen	8 pc = 0.67 dozen
3 pc = 0.25 dozen	9 pc = 0.75 dozen
4 pc = 0.33 dozen	10 pc = 0.83 dozen
5 pc = 0.42 dozen	11 pc = 0.92 dozen
6 pc = 0.50 dozen	12 pc = 1.00 dozen

As a validated PN is a requisite supporting document for the application for CO covering the export of the garments concerned to the USA and the EU, the product description, category number, quantity unit for the PN must be the same as those declared on the corresponding CO application. Otherwise, the corresponding CO application may be deferred or rejected.

**Part (9) Supporting Documents**

Traders may select the appropriate supporting document code(s) set out in the Customer Software. In case the list does not contain the appropriate code, traders may choose “HD3-Others” and provide details in the “Supporting Document Remarks”.

The Department will only process the PN/request upon receipt of **all** supporting documents from the applicant. The supporting documents, together with the duly completed form of “Supporting Document(s) for PN” (copy at Appendix I), should be provided to the Customer Service

App. I

Centre of the Textiles Licensing Branch on 2/F of the Trade and Industry Department Tower.

**Part (10) Declaration by the Manufacturer and/or Subcontractor**

Manufacturers and/or subcontractors are required to input declaration codes for the purpose of making declarations. Manufacturers should input “P01” and subcontractors should input “P02” as appropriate. In each case, the content of the declaration will be displayed on screen. **Traders should read the full content of the declaration, which shall constitute an agreement by the manufacturer and/or the subcontractor to abide by the requirements and conditions contained therein.**

**Part (11) Authorised Signatories for Lodging PN**

The Department has since 2 June 2003 introduced the requirement that any person who lodges a PN for and on behalf of the manufacturer (and the subcontractor) must be an authorised signatory under the FR. Traders should note that any PN which is not lodged by an authorised signatory of the company/registered business concerned as kept in the Department's FR record will be **deferred or rejected** as appropriate.

**Part (12) Special Declaration/Statement**

Traders may be requested through trade circulars to make special declaration/statement in this field. Otherwise, traders need not declare anything in the box.

**Part (13) Additional information for export to the USA only**

As and when required, traders may be requested through trade circulars to provide additional information regarding the production of the consignment of cut-and-sewn garments for export to the USA.

**Part (14) PN Approval No.**

Provided there being no complication and no discrepancy, an approval message will be sent by the Trade and Industry Department to the manufacturer (including subcontractor as the case may be) electronically through the service provider. The message will contain, inter alia, an approval number and the date of issue of the validated PN. The approval number is of **10 characters/digits** and may be used for supporting subsequent CO application(s). Traders are reminded to read carefully the information detailed in the approval message.

(C) **Request for Amendment**

Traders may lodge amendment request electronically, but are required to provide supporting documents with sound reasons/explanations. Amendment requests will be considered by the Department on a case-by-case basis. If the amendment request constitutes **substantial changes** to the validated PN, such request may not be entertained. In certain cases, traders may be required to **cancel** the validated PN first and lodge a **fresh** PN to cover the consignment concerned.

As stipulated in the Import and Export Ordinance (Cap. 60), if there is any change in a material particular included in a PN, traders should inform the Department **immediately** if the PN is not yet validated, or if the PN is a validated one, **within 14 days** of the change but, in any case, before applying for a CO. Amendment requests should be made within the 3-month validity period of the validated PN. For those PNs about to expire, traders are advised to make a request for extension of the validity period before lodging the amendment request so as to allow sufficient time for processing before the PNs expire.

(D) **Request for Extension of Validity Period**

A validated PN is valid for three months from the date of validation or until cancellation of the PN, whichever is the earlier. Traders may lodge requests for extension of the validity period for another three months with supporting reasons. When lodging extension requests, traders may select from the Customer Software codified reason(s) (i.e. from 401 to 405) or input details if an appropriate code is not available. Under normal circumstances, traders are not required to provide supporting documents to substantiate the request unless otherwise required by the Department for individual cases. Traders should note that, in general, **no** extension request will be entertained after the expiry of validated PNs.

(E) **Request for Cancellation**

Traders may lodge requests for cancellation of validated PNs with supporting documents and reasons. When lodging cancellation requests, traders may select from the Customer Software codified reason(s) (i.e. from 301 to 307) or input details if an appropriate code is not available. Traders should note that **no** cancellation request will be entertained after the expiry of validated PNs.

(F) **Important Notes**

App. II The prevailing **Conditions of PN** are set out at Appendix II for traders' reference and compliance. Traders are advised to read carefully the Conditions of PN and should ensure that such Conditions are being complied with. Breach of any of such Conditions may result in the Trade and Industry Department's taking of administrative actions against the manufacturers (including subcontractors as the case may be) concerned

irrespective of any prosecution action which may be instituted against them. Such administrative actions may involve, but shall not necessarily be confined to, any or all of the following: suspension of all certification facilities including those relating to production notification; rejection of a licence/certificate of origin application or refusal to validate production notification; or in the event that a licence/certificate of origin/production notification has already been issued/validated, cancellation, suspension and/or revocation of a licence/certificate of origin/production notification. In this eventuality, the Department will not accept any responsibility that may arise from the administrative actions so taken.

**(G) Enquiry**

For enquiries, traders may approach the Customer Service Centre of the Textiles Licensing Branch on 2/F, Trade and Industry Department Tower, 700 Nathan Road, Kowloon, or call the following telephone numbers:

<u>Unit</u>	<u>Telephone No.</u>
Customer Service Centre	2398 5288
PN Section	2398 5745

Textiles Licensing Branch  
Trade and Industry Department  
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