

**Requirements applicable to the
Completion of All Types of Textiles Notifications to be lodged in Paper Form**

The following requirements apply to the completion of all types of textiles notifications:

(a) Language

- (i) English and/or Chinese may be used for completing different types of notifications as specified in (a)(ii) below. In all cases, the name of the registered textiles trader (i.e. the name of the company) must be given in English. This is to facilitate processing of information provided in the notification.
- (ii) The language(s) to be used for different types of notifications:

<u>Type of Notification</u>	<u>Language(s)</u>
• Import Notification	either English or Chinese
• Export Notification I covering exports to the Mainland	either English or Chinese
• Export Notification I covering exports to the USA	English only
• Export Notification II covering exports to the Mainland	either English or Chinese
• Export Notification II covering exports to the USA	English only

(b) Provision of Particulars

- (i) All entries should only be made on the "Trade and Industry Department's Copy" of the "No-Carbon Required (NCR)" paper. They will automatically be replicated on the other copy/copies of the notification form.
- (ii) All the columns and fields must be properly completed. Omission of the required particulars, except otherwise permitted, will render the notification invalid.
- (iii) All entries in the notification must be clear and legible. Where English is used, completion in type is preferable.

(c) Signatory

- (i) The person who signs the declaration on a notification on behalf of a registered textiles trader must be duly authorized for that purpose by the registered textiles trader.

(d) Signature

- (i) A registered textiles trader should sign only on the "Trade and Industry Department's Copy" of the NCR paper. The signature will automatically be

replicated on the other copy/copies of the notification form.

(e) Business Chop

- (i) The business chop (not the small, round amendment chop) must be stamped on every copy of the notification form.

(f) Errors

- (i) Correction fluid must not be used on notifications.
- (ii) Errors should be clearly crossed out, with the amendments clearly entered next to them.
- (iii) Every amendment must be initialled, dated and endorsed by the textiles trader's small, round amendment chop (not the company/business chop) in blue on every copy of the notification form.
- (iv) No more than 5 amendments are allowed on a notification.

(g) Address of Textiles Trader(s)

- (i) Full address must be given whenever it is required to be provided. P.O. Box number is not acceptable.

(h) Name of Vessel and Voyage/Flight/Vehicle No.

- (i) If the relevant vessel, flight or vehicle number is not available at the time of completion of the notification, the words "By Sea", "By Air" or "By Land" should be entered as appropriate. For import, export, or re-export by post or courier, the words "By Post" or "By Courier" should be stated in this box instead.

(i) Mark(s) and Number(s)

- (i) If the country/place of destination appears in the shipping mark, it must not differ from the one declared in the "Final Destination" field. In cases where the port of unloading is different from the final destination and the name of the unloading port should appear in the shipping mark, wording such as "in transit to (final destination)" or "via (port of unloading) to (final destination)" must be included as part of the shipping mark. If there is no shipping mark and number, the words "no marks" or the like must be stated.

(j) No. of Packages

- (i) The unit of packages in cartons, rolls, balls, cases, packages, etc. must be stated clearly.

(k) Hong Kong HS Code

- (i) The 8-digit Hong Kong Harmonized System (HKHS) commodity code number corresponding to the textiles products concerned should be given. The commodity code number must be in accordance with the prevailing Hong Kong Imports and Exports Classification List (Harmonized System).

(l) Full Description of Goods

- (i) The following must be provided:
- (1) the precise description of the product (e.g. blouse, jacket, trousers etc.) (vague terms such as textiles, clothing, garments, apparel, men's/women's wear, accessories etc are not acceptable);
 - (2) the fibre composition of the product (e.g. 100% cotton etc);
 - (3) the construction of the product (e.g. woven, knitted, crocheted, hooked etc.);
 - (4) the gender of the garments (i.e. whether the garments are for men, women, boys, girls, infants or babies);
 - (5) for garment parts, the type of garments which they will be made into; and
 - (6) for suits and matching sets, the component parts comprising the suits or matching sets.

(m) No. of Units

- (i) The declared unit of the textiles product covered by the notification must be in accordance with that specified in the Hong Kong Imports and Exports Classification List (Harmonized System).

(n) Value C.I.F. HK\$ / Value F.O.B. HK\$

- (i) The value of individual items must be provided along with their total value.