

**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) The language(s) which can be used to complete different types of notifications is/are 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 is/are as follows :

<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 EU or the US	English only
• Export Notification II covering exports to the Mainland	either English or Chinese
• Export Notification II covering exports to the EU or the US	English only
• Transshipment Notification covering imports from/ exports to the Mainland	either English or Chinese
• Transshipment Notification covering imports from/ exports to markets other than the Mainland	English only

(iii) If the name and address of a foreign party (foreign exporter or consignee overseas) are available only in a language other than English or Chinese, they can be given in the language of the country concerned but the "Exporting Country/Place" box or the " Final Destination" box as appropriate must be completed in the language specified in (a)(ii)above.

(b) Provision of Particulars

(i) As paper notifications are printed on "No-Carbon Required (NCR)" paper, all entries should only be made on the "Trade and Industry Department's Copy". They will automatically be printed on the other copy/copies of the notification form.

(ii) All the columns and boxes 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 clearly legible. Where English is used, typing is preferable.

(c) Signatory

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

(d) Signature

- (i) As paper notifications are printed on NCR paper, a registered textiles trader should sign only on the "Trade and Industry Department's Copy". The signature will automatically be printed 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 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 No. 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 inserted 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" box. In cases where the port of unloading is different from the final destination and that the name of the unloading port should appear in the shipping mark, wordings 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 textiles product concerned should be given as required. The commodity code number must correspond with the textiles product in question and must be in accordance with the current 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 suit 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 for that particular product provided 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 sum total.