

**Textiles Trader Registration Scheme (TTRS)**

The procedures and conditions below are those currently in use as set out in Textiles Trader Registration Circulars Nos. 6/98 dated 21 August 1998, 12/2003 dated 12 May 2003, and 16/2003 dated 28 May 2003, except those relating to comprehensive licence in paragraphs 20(b) and 21(c), and footnote 4.

**(I) Procedures for Registration**

1. Traders interested in the TTRS can complete an *Application Form for Textiles Trader Registration*, which is available from the Central Registration Office (CRO)<sup>1</sup> at Room 106, 1/F, Trade and Industry Department Tower, 700 Nathan Road, Mongkok, Kowloon. Traders should return the completed application forms together with the green copy of the machine-printed pay-in slip, and other supporting documents specified in the application forms to the CRO either by hand or by registered mail. On approval, a *Certificate of Registration as a Textiles Trader*, valid for one year, will be issued and sent to the applicant by registered mail.
2. Traders registered under the TTRS and Factory Registration (FR) can choose to align the expiry dates of both registrations so that they will be able to renew their registrations by one single application in the following year. For application of combined registration under TTRS and FR, traders are required to return in person to the CRO a duly completed Application for Combined Registration along with the green copy of the machine-printed pay-in slip and other necessary documents including an updated copy of Business Registration Certificate. Besides, traders may still need to produce those other documents that are specific to a particular type of registration with the Department.
3. About two months before the expiry of their registration, the Trade and Industry Department will send to registered traders a letter advising them of the upcoming expiry and the procedure for the renewal of their registrations. Enclosed to the letter will be an *Application for Renewal of Registration as a Textiles Trader* and a payment slip. If they wish to renew their registration, they should complete and return the application, either by hand or registered mail, together with the green copy of the machine-printed pay-in slip and other necessary documents specified in the Application to the CRO. On approval, their registration will be renewed for 12 months. If traders do not receive the letter one month before the expiry of their registration, they should contact the CRO. It is in traders' own interest to make sure that their application for renewal is made well

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<sup>1</sup> Central Registration Office (CRO) will be relocated to 2/F., Trade and Industry Department, 700 Nathan Road, Mongkok, Kowloon some time in January 2005.

before the expiry of their registration.

4. Payment of the registration fee does not guarantee approval of registration by the Director-General of Trade and Industry. If the application is unsuccessful, the prepaid fee will be refunded to the applicant.

**(II) Conditions of Exemption**

**Conditions Applicable to All TTRS-Registrants**

(a) Registration and Certificate of Registration

1. A breach of any of the conditions of exemption by a registered textiles trader renders the registration and exemption granted to him liable to be revoked or suspended by the Director-General of Trade and Industry without refund of the registration fee, irrespective of whether legal and/or other administrative actions are taken against him.
2. The information provided and the declarations made by a trader on the application for registration and application for renewal of registration must be true and correct. Registration obtained on the basis of false material particulars in an application is void. Notifications issued by the purported “registrant” are likewise void, since no exemption should ever have been granted in the absence of valid registration.
3. A registered textiles trader is required to immediately inform the Director-General of Trade and Industry in writing of any change of particulars in the Application Form for Textiles Trader Registration and Application for Renewal of Registration as a Textiles Trader.
4. A registered textiles trader (be he an importer, exporter, manufacturer, carrier or freight forwarder) is allowed to hold only one Certificate of Registration as a Textiles Trader, irrespective of the nature of his business. He must ensure that no alteration is made to it unless such alteration is authorized by the Director-General of Trade and Industry. In the event of cancellation, revocation or suspension of the registration, the registered textiles trader concerned must immediately surrender his Certificate of Registration as a Textiles Trader to the Trade and Industry Department.

(b) Textiles Notifications

Paper Notifications

5. When a registered textiles trader relies on the exemption granted to him under the TTRS to import or export textiles, he must complete an appropriate notification form<sup>2</sup> purchased from the Trade and Industry Department and deliver it to the carrier for onward delivery to the Trade and Industry Department.
6. Notification forms, purchased from the Trade and Industry Department by a registered textiles trader, must be kept in safe custody and must not be transferred for use by others, irrespective of whether they are registered under the TTRS.
7. Any person who signs a notification on behalf of a registered textiles trader must be duly authorized by him for that purpose. Since paper notifications are printed on No-Carbon-Required (NCR) paper, a signatory should sign only on the *Trade and Industry Department's Copy* of a notification.

Electronic Notifications

8. The electronic service for submission of textiles notifications has been introduced since 30 May 2003 for traders to enjoy the many proven benefits, among which include enabling a shorter turnaround time, greater efficiency with less data re-entry and transcription, lower cost and less paper consumption.
9. The electronic service covers all submissions of all types of textiles notifications, including fresh submission, re-submission, request for amendment and request for cancellation of the notifications.
10. A registered textiles trader will deliver his textiles notifications through Tradelink Electronic Commerce Ltd. (Tradelink) to the Director-General of Trade and Industry before import or export of the textiles. On receiving the textiles notifications, subject to successful computer validation at Tradelink, the Director-General of Trade and Industry will assign a unique UTR to the textiles notifications and the registered textiles trader can then inform his carrier of the details of the textiles notifications. If computer validation is successful, the electronic service can enable almost instantaneous transmission of the

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<sup>2</sup> Starting from 1 January 2005, there will be four types of notification forms: Import Notification (Textiles) (IN), Export Notification I (Textiles) (EN I), Export Notification II (Textiles) (EN II) and Transshipment Notification (Textiles) (TN).

textiles notification from the registered textiles trader to the Director-General of Trade and Industry and the carrier.

11. There is essentially no difference in the information required to be provided by the registered textiles trader in a paper notification or one delivered via the electronic service. For details of the electronic system, please refer to the Textiles Trader Registration Circular No. 12/2003 dated 12 May 2003 on Introduction of Electronic Service for Textiles Notifications.
12. It is to the advantage of registered textiles traders to make use of the electronic service early. In this connection, registered textiles traders who have not yet returned the authorisation form to enable the transfer of necessary information of their registration under the TTRS to Tradelink for validation purpose are urged to complete and return the forms to us early. The sole proprietor, one of the partners or a responsible person authorised in writing by the sole-proprietor or the partners may sign the authorisation form. The authorisation forms can be downloaded from the Department's web portal: <http://www.tid.gov.hk/english/aboutus/form/publicform/ttrs/index.html>
13. The electronic service is undergoing a transitional period during which registered textiles traders who are not yet ready to deliver their textiles notifications by the electronic service may continue to deliver them in paper form. The end date of the transitional period will be determined having regard to the take-up rate of users of the electronic service and the smooth operation of the computer systems supporting the electronic service. Traders will be informed of the exact timing of full migration to the electronic service in advance for due preparation.

*Conditions Common to Both Paper and Electronic Notifications*

14. Information provided and declarations made in a notification must be true and correct and in accordance with all relevant specifications made by the Director-General of Trade and Industry.
15. All or any of the information provided in an application for registration, an application for renewal of registration or a notification may be disclosed by the Trade and Industry Department to third parties either in Hong Kong or elsewhere provided that such disclosure facilitates the consideration or processing of the application or notification; is in the interest of Hong Kong's trade; is authorized by law; or if explicit consent to such disclosure has been given by the applicant or registered textiles trader.

(c) Use of Export Notification I (EN I)

16. Textiles exported under the cover of an EN I must be of Hong Kong origin in accordance with specifications laid down by the Director-General of Trade and Industry in Certificate of Origin circulars.
17. An EN I must contain the particulars and declaration of the manufacturer of the goods in respect of which the notification is lodged. The manufacturer, who must be a registered textiles trader under the TTRS, must keep accurate and up-to-date books and records<sup>3</sup> relating to the manufacture of the goods covered by the EN I, together with a photocopy of the notification duly signed by him. Any books and records and photocopies of notifications required to be kept under this paragraph must be kept by the manufacturer at his registered premises for a two-year period from the date of exportation of the goods, and must be produced for inspection upon request by officers of the Customs and Excise Department or the Trade and Industry Department, irrespective of whether his registration under the TTRS has been cancelled, revoked, suspended or has expired. The Director-General of Trade and Industry reserves the right to specify the format of the documentation required to be kept.

(d) Use of Export Notification II (EN II)

18. Textiles covered by an EN II must be textiles which are not of Hong Kong origin, having regard to specifications laid down by the Director-General of Trade and Industry in Certificate of Origin circulars.
19. While importers and exporters registered under the TTRS can, as appropriate, cover their imports and exports with Import Notifications (IN) and EN, they are not allowed to make use of Transshipment Notifications (TN), which can be used only by carriers and freight forwarders registered under the TTRS for, among others, handling transshipment cargo.

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<sup>3</sup> Books and records required to be kept by a manufacturer registered under the TTRS on the manufacture of any goods covered by an EN I must contain particulars of :

- wages paid to his employees and an acknowledgement by each employee of receipt of his wages;
- purchase of materials used in the manufacture, processing or production of such goods;
- the use of any such materials;
- the daily production of such goods manufactured, processed or produced by him;
- sales of such goods manufactured, processed or produced by him or another person for him and his stock of such goods;
- any work, being work consisting of the manufacture, processing or production of such goods, being carried out for him by another person; and
- cash and bank receipts and payments.

(e) Delivery of Textiles Notifications

Paper Notifications

20. The registered textiles trader must deliver :

- (a) in respect of imports, the Trade and Industry Department's Copy of the IN to the carrier before or at the time of the importation of the goods concerned.
- (b) in respect of exports, the Trade and Industry Department's Copy of the EN I or EN II, as appropriate, to the carrier before the exportation of the goods concerned. Where the textiles to be exported were previously imported into Hong Kong and are not entitled to a Certificate of Hong Kong Origin, the Trade and Industry Department's Copy of the EN II should be accompanied by a photocopy of the IN, Import Licence (Textiles) or Comprehensive Import Licence (Textiles) under which the textiles were previously imported. The name and address of the foreign exporter, name and address of the importer (including importer's declaration), and C.I.F. value of the goods in the photocopy may be blotted out.

These documents will be delivered by the carrier to the Director-General of Trade and Industry in the manner specified in paragraphs 40 and 41 below.

Electronic Notifications

21. With electronic submission and facilitated by computer validation, it is no longer necessary for registered textiles traders and carriers to deliver hardcopy of the textiles notifications and supporting documents to the Director-General of Trade and Industry. Details are as follows :

- (a) traders may deliver the textiles notifications to the carriers via the electronic service;
- (b) carriers will only need to quote the UTR of the textiles notification delivered via the electronic service in their paper or electronic manifest delivered to the Director-General of Trade and Industry; and
- (c) for EN II delivered via the electronic service, it is no longer necessary for registered textiles traders to deliver hardcopy of the Import Licence, Import Notification or Comprehensive Import Licence (Textiles) as supporting document.

(f) Keeping of Documents

22. An importer/exporter registered under the TTRS must keep the Importer's/Exporter's Copy of the notification and other relevant documents including :

- (a) for imports, the order, the bill of lading/air waybill, the packing list, the invoice and records on the disposal (including sales) of the goods imported; and
- (b) for exports, the order, the bill of lading/air waybill, the packing list, the invoice and the shipping order or shipper's instruction,

pertaining to the goods covered by the notification. They should be kept at his registered premises for a two-year period from the date the consignment is imported or exported, irrespective of whether the registration has been cancelled, revoked, suspended, or has expired. Such documents must be produced for inspection upon request by officers of the Customs and Excise Department or the Trade and Industry Department.

(g) Other Conditions

23. In addition to the conditions set out in this circular, a registered textiles trader must also comply with the Conditions of Use at the back of notifications and all other conditions set out in relevant circulars which have been and may be issued by the Director-General of Trade and Industry. The Director-General of Trade and Industry reserves the right to revise and vary any conditions of exemption and Conditions of Use of notifications at any time he considers appropriate.

**Conditions Additionally Applicable to**  
**Carriers and Freight Forwarders Registered under the TTRS**

24. Whilst in Hong Kong, the transshipment cargo must be stored separately and apart from any other merchandise and must at all times be in the physical custody of the carrier/freight forwarder who is a registered textiles trader. No processing or substitution of the transshipment cargo is allowed in Hong Kong. The carrier/freight forwarder in possession or control of the transshipment cargo should produce it for inspection when requested to do so by officers of the Customs and Excise Department.

(a) Use of Transhipment Notifications (TN)

25. TN can be used only by carriers and freight forwarders registered under the TTRS for, among others, the purpose of handling transhipment cargo. To be able to make use of TN, a freight forwarder registered under the TTRS must remain appointed, as an agent for the purpose of handling transhipment cargo, by at least one of the local shipping or airline companies named in his Application for Registration as a Textiles Trader. If the agency agreement between the freight forwarder and any one of the shipping or airline companies is terminated, the freight forwarder must immediately inform the Director-General of Trade and Industry in writing of the termination of that agency agreement. Where all agency agreements (i.e. with all the shipping or airline companies named in his Application) have been terminated, he must immediately so inform the Director-General of Trade and Industry in writing and surrender his Certificate of Registration as a Textiles Trader to the Trade and Industry Department for cancellation.
26. Where a single carrier or freight forwarder is responsible for arranging both the in-bound journey and the out-bound journey of the transhipment cargo and hence completing the full set of a TN, particulars relating to the cargo, other than those stated below, may be omitted from the TN, if they are clearly shown on the through bill of lading/through air waybill attached to the notification :
- (a) particulars of the carrier/freight forwarder (name, address, Business Registration number, telephone number, fax number, Textiles Trader Registration Number and validity period of registration);
  - (b) date of arrival, name of in-bound carrier, name of vessel and voyage/flight/vehicle number;
  - (c) date of departure, name of out-bound carrier, name of vessel and voyage/flight/vehicle number (these particulars can be omitted from the In-Bound copy of the notification if they are not available at the time of importation but must be provided on the Out-Bound copy);
  - (d) country of final destination; and
  - (e) particulars required in the Carrier's/Freight Forwarder's Declaration box (country of first loading, through bill of lading/through air waybill number etc.).

Particulars relating to (a) to (e) above must be provided on the TN.

27. A carrier/freight forwarder who makes use of a through bill of lading/through air waybill to supplement the particulars of the transshipment cargo on the TN in accordance with paragraph 26 above must make the following declaration on the through bill of lading/through air waybill attached to the notification:

This is the through bill of lading/through air waybill referred to in Transshipment Notification (Textiles) Number: \_\_\_\_\_

_____ (Signature)	_____ (Business Chop)
_____ (Name of Signatory in Block Letters)	_____ (Date)

28. While the TN is printed on NCR paper, the Trade and Industry Department's Copy (In-Bound) should be signed separately from the Trade and Industry Department's Copy (Out-Bound), i.e. they should each bear an original signature.
29. The TN (In-bound) and the TN (Out-bound) respectively covering the import and subsequent re-export of a textiles transshipment must come from one and the same set of TN, i.e. they should bear the same Notification Number.
30. A TN can be used to cover the import and subsequent re-export of a textiles transshipment covered by a through bill of lading or a through air waybill, provided that the goods are transhipped as a single lot. If, however, the textiles covered by a through bill of lading or a through air waybill enter or leave Hong Kong as separate lots (i.e. split shipments), the import and subsequent re-export of individual lots cannot be covered by TN<sup>4</sup>.
31. During the transitional period before full migration to the electronic service for the submission of textiles notifications, a registered textiles trader may submit TN (In-bound) in either paper or electronic form. In case it is submitted in electronic form, the corresponding TN (Out-bound) may be submitted either in electronic form or in paper form. However, in case it is submitted in paper form, the corresponding TN

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<sup>4</sup> The import and re-export of each lot can be covered by an IN/import licence/Comprehensive Import Licence (Textiles) and an EN II/export licence/Comprehensive Export Licence (Textiles) respectively. As a further alternative, carriers and freight forwarders may wish to arrange to have separate through bills of lading or through air waybills covering individual lots and cover each lot with a set of TN, i.e. with the TN (In-bound) covering its import and the TN (Out-bound) covering its re-export.

(Out-bound) must be submitted in paper form. In case a TN (In-bound) is submitted in electronic form but the corresponding TN (Out-bound) is submitted in paper form, the registered textiles trader of the out-bound cargo is required to give the reference number of the TN (In-bound) submitted via electronic service by making the following declaration under the "Full Description of Goods" column of the TN (Out-bound) to be submitted in paper for cross-referencing :

"The cargo was imported under Transshipment Notification (Textiles) (In-bound) of reference number \_\_\_\_\_."

32. In the case of TN delivered via the electronic service, since it is no longer necessary for the carriers to deliver a hardcopy of the through bill of lading or through air waybill, a registered textiles trader is required to provide full description of the textiles in the notification.

(b) Delivery of TN

33. The freight forwarder making use of a paper TN must deliver :

- (a) in respect of the in-bound journey, the *Trade and Industry Department's Copy (In-Bound)* of the notification and a copy of the relevant through bill of lading/through air waybill issued at the original port of loading indicating Hong Kong as a transshipment port to the carrier on or before importation of the goods concerned.
- (b) in respect of the out-bound journey, the *Trade and Industry Department's Copy (Out-Bound)* of the notification and a copy of the relevant through bill of lading/through air waybill issued at the original port of loading indicating Hong Kong as a transshipment port to the carrier before the exportation of the goods concerned.

These documents will be delivered by the carrier to the Director-General of Trade and Industry in the manner specified in paragraphs 40 and 41 below.

34. For TN delivered via the electronic service, it is no longer necessary for the carrier to deliver a copy of the through bill of lading or through air waybill when he delivers the manifest to the Director-General of Trade and Industry.

(c) Keeping of Documents

35. A registered carrier/freight forwarder must, in connection with the transshipment cargo covered by a TN issued by him, keep the Carrier's Copy of the notification, the manifest, the through bill of lading or through air waybill issued at the original port of loading indicating Hong Kong as a transshipment port and the shipping order or shipper's instruction. These documents should be kept at his registered premises for a two-year period from the date the consignment is imported or exported, irrespective of whether the registration has been cancelled, suspended, revoked or has expired. The documents must be produced for inspection upon the request of officers of the Customs and Excise Department or the Trade and Industry Department.

(d) General Duties of Carriers

36. Unless an IN/TN or an Import Licence (Textiles) as the case may be is produced to a carrier at the time of importation of the textiles concerned, the carrier shall retain possession of the textiles (other than those specifically exempted by the law from import licensing requirement) imported into Hong Kong until there is produced to him the IN/TN or Import Licence (Textiles) covering the textiles under importation.

37. A carrier must not accept any textiles for export until there is produced to him an EN/TN or an Export Licence (Textiles) as the case may be, prior to the exportation of the textiles concerned.

38. Upon receipt of an IN/EN from the importer/exporter who is registered under the TTRS, the carrier must clearly state :

(a) the relevant Textiles Trader Registration Number and notification number in the manifest concerned; and

(b) the date of arrival/departure of the textiles, the name of vessel where appropriate, and the relevant voyage/flight/vehicle number in the notification.

39. In respect of a TN, the carrier must similarly provide the information mentioned in paragraph 38 above in the manifest and notification concerned.

40. For importation, exportation and transshipment of textiles, irrespective of the mode of transportation, the carrier is required under the Import and Export (General) Regulations to deliver the notification/licence and the relevant manifest covering the textiles concerned to the Director-General of Trade and Industry within 14 days after the day on which the textiles are imported/exported.
  
41. It has been an operational measure that officers of the Customs and Excise Department at land border control points require the carrier to furnish the notification/licence and the relevant manifest for verification at the time of the textiles concerned entering or leaving Hong Kong. In this connection, for importation, exportation and transshipment of textiles by road, the Trade and Industry Department accepts that delivery by the carrier of the notification/licence and the relevant manifest covering the textiles concerned to officers of the Customs and Excise Department at land border control points at the time of their entering or leaving Hong Kong constitutes the delivery of such documents to the Director-General of Trade and Industry.