

(I) Conditions of Comprehensive Import Licence (Textiles) and Comprehensive Export Licence (Textiles)

1. Comprehensive Import Licence (Textiles) and Comprehensive Export Licence (Textiles) may be used to cover import of textiles from or export of textiles to countries or places other than those provided for in paragraphs (a) and (b) of the Fourth Schedule of the Import and Export (General) Regulations respectively. For the purpose of deciding whether a comprehensive licence may cover import of textiles from or export of textiles to a country or place, reference shall be made to the Fourth Schedule as it stands at the time of import/export of the relevant textiles to/from Hong Kong.
2. A breach of any of the conditions herein may render the Comprehensive Import Licence (Textiles) and the Comprehensive Export Licence (Textiles) liable to be cancelled, revoked or suspended by the Director-General of Trade and Industry in addition to other appropriate legal and/or administrative action to be taken against the importer/exporter and other parties concerned.
3. The Director-General of Trade and Industry may require an importer/exporter to furnish relevant records or information in respect of individual consignments under the Comprehensive Import Licence (Textiles) and the Comprehensive Export Licence (Textiles), including proofs showing whether the goods are of Hong Kong origin, or any other records or information he may specify relating to the manufacture, processing or production and sale of goods.
4. The importer/exporter must keep and maintain as appropriate for not less than two years (from the date the goods are imported or exported as appropriate) relevant commercial and shipment documents; and where the goods concerned are of Hong Kong origin, relevant manufacturing records including but shall not necessarily be confined to those set out in (b) to (h) below, irrespective of whether the Comprehensive Import Licence (Textiles) or the Comprehensive Export Licence (Textiles) has been cancelled, revoked, suspended or expired. Such documents must be produced for inspection upon request by officers of the Customs and Excise Department or the Trade and Industry Department and may include where appropriate, accurate and up-to-date records containing particulars of the following :
 - (a) the order, the bill of lading/air waybill, the packing list, the invoice, the shipping order or shipper's instruction and records on the disposal (including sales) of the goods imported;

- (b) wages paid to the employees (including those paid to the manufacturer's employees) which shall contain an acknowledgment by each employee of the receipt of his wages;
 - (c) purchases and use of materials used in the manufacture, processing or production of textiles articles;
 - (d) the daily production of textiles articles manufactured, processed or produced by the manufacturer;
 - (e) sales of textiles articles manufactured, processed or produced by the manufacturer or another person for him and his stock of such articles;
 - (f) any work, being work consisting of the manufacture, processing or production of textiles articles, being carried out for the manufacturer by another person;
 - (g) cash and bank receipts and payments;
 - (h) purchase invoices of raw materials and components used in the production of textiles articles; and
 - (i) any other relevant records and documents.
5. In the context of paragraphs 3 and 4 above, goods of Hong Kong origin must have undergone principal process(es) of manufacture in Hong Kong. These are process(es) which permanently and substantially change the shape, nature, form or utility of the basic materials used in manufacture, as laid down by the Director-General of Trade and Industry in relevant Certificate of Origin Circulars.
6. Every Comprehensive Import Licence (Textiles) or Comprehensive Export Licence (Textiles) is identifiable by its unique reference number as a separate licence and can be used to cover import or export of a single consignment¹ only.
7. The licence particulars on the Comprehensive Import Licence (Textiles) and Comprehensive Export Licence (Textiles) must be true and correct at the time of import or export of the consignment.

¹ For imports, textiles goods imported on the same carrier from the same foreign exporter to the same Hong Kong importer may be regarded as one consignment. For exports, textiles goods exported on the same carrier to the same foreign importer from the same Hong Kong exporter may be regarded as one consignment.

8. Where the applicant of the Comprehensive Import Licence (Textiles) and Comprehensive Export Licence (Textiles) is an individual, the signatory must be the applicant himself/herself. Where the applicant is a company/registered business, the signatory must be the proprietor, a partner or a director as the case may be or other duly authorized representative of the registered business.
9. Comprehensive Import Licence (Textiles) and Comprehensive Export Licence (Textiles) issued to the importer/exporter is not transferable.
10. Every licence which has been cancelled, revoked or suspended by the Director-General of Trade and Industry and all copies thereof in the possession of the importer/exporter or any other person shall be surrendered immediately to the Director-General of Trade and Industry by the importer/exporter.
11. All or any of the information provided in the Comprehensive Import Licence (Textiles), Comprehensive Export Licence (Textiles) and/or the application thereof may be disclosed by the Trade and Industry Department to third parties either in Hong Kong or elsewhere provided that such disclosure is in the interest of trade in Hong Kong, subject to the relevant provisions of the Import and Export (General) Regulations.
12. The importer/exporter must comply with any other conditions of licence (other than those stated above) as stipulated in the relevant trade circulars issued by the Trade and Industry Department from time to time.

Warning

Any person who imports or exports any goods covered by Comprehensive Import Licence (Textiles) and Comprehensive Export Licence (Textiles) respectively other than under and in accordance with the terms and conditions of Comprehensive Import Licence (Textiles) and Comprehensive Export Licence (Textiles) commits an offence under Sections 6C(1) and (2), or 6D(1) and (3) of the Import and Export Ordinance respectively. Under Section 36 of the Import and Export Ordinance, it is also an offence for any person to make a false declaration or to furnish any information which is false or misleading in respect of an application for a licence, and an offence for any person to forge any licence, to alter any licence without the authority of the Director-General of Trade and Industry or to knowingly utter or make use of any licence which has been forged or altered without authority. An offender is liable on conviction to a fine of \$500,000 and to imprisonment for 2 years.

(II) Application Procedures

1. Application for Comprehensive Import Licence (Textiles) and Comprehensive Export Licence (Textiles) can be made either by an individual or a company/registered business. Company/registered business applying for comprehensive licence must possess a valid business registration, whereas individual applicant is required to have a Hong Kong Identity Card or a valid passport. Each company/registered business or individual is allowed to hold only one Comprehensive Import Licence (Textiles) and Comprehensive Export Licence (Textiles) at any one time.
2. On Department's approval of the application, traders can obtain both Comprehensive Import Licence (Textiles) and Comprehensive Export Licence (Textiles).
3. Traders can input the relevant data in the web form of [*Application Form for Comprehensive Import Licence \(Textiles\) and Comprehensive Export Licence \(Textiles\)*](#) in the Department's web portal. Traders should sign and apply the company chop (for application made by company/registered business only) on the printed copy of the application form (please refer to paragraph 8 for the signatory requirement).
4. Alternatively, traders can obtain the paper *Application Form for Comprehensive Import Licence (Textiles) and Comprehensive Export Licence (Textiles)* from Counter No. 8 of the Textiles Controls Branch on 2/F, Trade and Industry Department Tower, 700 Nathan Road, Mongkok, Kowloon, or download the application form from the Department's web portal (<http://www.tid.gov.hk>) for completion.
5. Traders should complete the application form either entirely in English or entirely in Chinese.
6. Traders should also note that particulars given in the application form must be true and correct. Comprehensive Import Licence (Textiles) and Comprehensive Export Licence (Textiles) issued based on false information declared are void and cannot be used to cover textiles imports and exports.
7. Traders are required to read and understand the conditions of Comprehensive Import Licence (Textiles) and Comprehensive Export Licence (Textiles) in PART THREE of the application form. The submission of application for comprehensive import and export licence signifies that the applicant has agreed to abide by these conditions.

8. Traders should sign on the completed application form and apply the company chop (for application made by company/registered business only) to confirm that the data therein is true and correct. Where the applicant is an individual, the signatory must be the applicant himself/herself. Where the applicant is a company/registered business, the signatory must be the proprietor, a partner or a director as the case may be or other duly authorized representative of the registered business.

9. Applications for Comprehensive Import Licence (Textiles) and Comprehensive Export Licence (Textiles) must be supported by the following documents:
 - (a) a photocopy of the signatory's Hong Kong Identity Card or Passport; and
 - (b) a photocopy of valid Business Registration Certificate (for company/registered business only).

10. Traders should return the completed application form (including the mailing labels provided) together with the supporting documents referred to in paragraph 9 above as appropriate, to the Department in the following manner:
 - (a) by post to Textiles Controls Branch (Comprehensive Licence), 2/F, Trade and Industry Department Tower, 700 Nathan Road, Mongkok, Kowloon;
 - (b) by drop-in, the drop-in box is located next to Counter No. 8 of the Textiles Controls Branch on 2/F, Trade and Industry Department Tower, 700 Nathan Road, Mongkok, Kowloon. Please put the documents in an envelope; or
 - (c) in person to Counter No. 8 of the Textiles Controls Branch on 2/F, Trade and Industry Department Tower, 700 Nathan Road, Mongkok, Kowloon.

The lodgement of the application for Comprehensive Import Licence (Textiles) and Comprehensive Export Licence (Textiles) does not guarantee approval of the application by the Director-General of Trade and Industry.

11. No fee will be charged for application of comprehensive licence during 2005 subject to the review of the overall textiles licensing arrangement including service fees and charges in end 2005.

12. Upon approval of the application for Comprehensive Import Licence (Textiles) and Comprehensive Export Licence (Textiles), an approval letter together with a set of login ID and password will be issued to the applicant by recorded delivery. Comprehensive Import Licence (Textiles) and Comprehensive Export Licence (Textiles) will be valid for a twelve-month period from the date of approval of the application by the Trade and Industry Department. Traders can log on the Department's web portal (http://www.tid.gov.hk/service/ie/jsp/IE_Gen_eService_e.jsp) through their Comprehensive Licence Account for printing of Comprehensive Import Licence (Textiles) and Comprehensive Export Licence (Textiles) on paper to cover individual textiles shipments any time. The Trade and Industry Department will not charge any fee for access to the web-portal.
13. Traders are reminded to keep in safe custody the set of login ID and password which must not be transferred for use by others.
14. Traders must inform the Trade and Industry Department immediately of any change regarding the particulars as provided on the Application Form for Comprehensive Import Licence (Textiles) and Comprehensive Export Licence (Textiles). In this respect, traders should lodge a request for amendment and return the completed amendment form together with the requisite supporting documents to the Department in such manners as referred to in paragraph 10 above.