

**Textiles Trader Registration Scheme (TTRS)**

The following procedures for registration and conditions of exemption under TTRS will be put in force upon the removal of the licensing requirement on textiles transshipment (i.e., from 20 May 2011 tentatively).

**I. Procedures for Registration**

1. Traders who want to register under the TTRS should complete Part 1 and Part 3 of the *Application Form for Factory Registration / Textiles Trader Registration* (TID 91). The form is available at the Central Registration Office (CRO) on 2/F, Trade and Industry Department Tower, 700 Nathan Road, Mongkok, Kowloon. Traders should return the completed application form, together with the evidence of payment and other supporting documents specified in the application form, to the CRO either in person 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 should complete Part 1 – 3 of the *Application Form for Factory Registration / Textiles Trader Registration* (TID 91) and return it in person to the CRO together with the evidence of payment and requisite supporting documents that are specific to a particular type of registration.
3. About two months before the expiry of their registration, the Trade and Industry Department will notify the registered traders by email or by post of the upcoming expiry and the procedures for renewal of their registrations. Enclosed to the email or letter is an *Application for Renewal of Registration as a Textiles Trader* (TID 94) and a payment slip. If traders wish to renew their registration, they should complete and return the application, either in person or by registered mail, together with the evidence of payment and other supporting documents specified in the application form, 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 before the expiry of their registration.
4. Please note that payment of the registration fee does not guarantee approval of the registration.

## **II. Conditions of Exemption under TTRS**

### **(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 the application for renewal of registration must be true and correct. Registration obtained on the basis of false material particulars provided in an application is void. Notifications lodged 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 for Textiles Trader Registration and application for renewal of registration as a Textiles Trader.
4. A registered textiles trader (whether as 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 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 the recipients 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, the signatory should sign only on the *Trade and Industry Department's Copy* of a notification.

Electronic Notifications

8. The electronic service for lodgment 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, currently provided by Tradelink Electronic Commerce Ltd. (Tradelink), covers lodgment of all types of textiles notifications, including fresh submission, re-submission, request for amendment and cancellation of notifications.
10. A registered textiles trader who wishes to use electronic service should first register with Tradelink. To facilitate the registration for electronic service and for processing of electronic textiles notifications, the Trade and Industry Department needs to transfer certain information of the textiles trader to Tradelink, including the company name, company address and telephone/fax number, Business Registration number, Textiles Trader Registration Number, the validity period of the Registration, name/position/Hong Kong Identity Card number of the signatory if there is consent from the registered trader concerned. Textiles traders are required to complete and return the appropriate authorization form to authorize the Department to release the information to Tradelink. The form should be duly signed by the sole proprietor, one of the partners or a director of the textiles trader as the case may be, or a responsible person duly authorized by them in writing.
11. A registered textiles trader should deliver his textiles notifications through 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 Textiles Notification Reference Number (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 textiles notification from the registered textiles trader to the Director-General of Trade and Industry and the carrier.
12. 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 service, please refer to the Textiles Trader Registration (TTR) Circular No. 12/2003 dated 12 May 2003 on Introduction of Electronic Service for Textiles Notifications and the TTR Circular No. 16/2003 dated 28 May 2003 on Completion of Electronic Textiles Notifications, which can be downloaded from the Department's webportal (<http://www.tid.gov.hk>).
13. Registered textiles traders who are not yet ready to lodge their textiles notifications by electronic service may continue to lodge them in paper form.

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>1</sup> relating to the manufacture of the goods covered by the EN I, together with a photocopy of the notification 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.

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<sup>1</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.

- (d) Use of Export Notification II (EN II)
- 18. Textiles covered by an EN II must be textiles of non-Hong Kong origin, having regard to specifications laid down by the Director-General of Trade and Industry in Certificate of Origin circulars.
- (e) Delivery of Textiles Notifications

Paper Notifications

- 19. Registered textiles traders 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 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 exportation of the goods concerned. Where the textiles to be exported are previously imported into Hong Kong from the Mainland of China or from any country or place before the removal of the licensing requirement on "non-sensitive markets" and which 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 or import licence under which the textiles are 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 26 and 27 below.

Electronic Notifications

- 20. For electronic lodgment, 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. Carriers will only need to quote the UTR of the textiles notification lodged via the electronic service in their paper or electronic manifest delivered to the Director-General of Trade and Industry.

- (f) Keeping of Documents

- 21. An importer/exporter registered under the TTRS must keep the Importer's/Exporter's Copy of the notification and other relevant documents pertaining to the goods covered by the notification, 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.

Such documents should be kept at the 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. They must be produced for inspection upon request by officers of the Customs and Excise Department or the Trade and Industry Department.

(g) Other Conditions

- 22. 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 from time to time. 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/she considers appropriate.

**III. General Duties of Carriers**

- 23. Unless an IN or an import licence 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 the IN or import licence covering the textiles under importation is produced to him.
- 24. A carrier must not accept any textiles for export (other than those specifically exempted by the law from export licensing requirement) until an EN or an export licence as the case may be, is produced to him prior to the exportation of the textiles concerned.
- 25. 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.
- 26. For importation and exportation 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.

27. Officers of the Customs and Excise Department at land border control points will require the carrier to furnish the notification/licence and the relevant manifest for verification when the textiles enter or leave Hong Kong. In this connection, for importation and exportation 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.

Trade and Industry Department