



TRADE AND INDUSTRY DEPARTMENT
GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION
香港特別行政區政府 工業貿易署

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工業貿易署專用

TID Ref. No. P

工業貿易署檔號

Application and undertaking for permission to subcontract
the principal process(es) of manufacture or entire production of non-textile goods
under Local Subcontracting Arrangement

根據本地分判措施要求批准分判非紡織品主要製造工序或全部生產工序的申請及承諾書

I, _____, *proprietor/partner/director/a responsible officer of
(Name)

_____ (hereinafter referred to as "the said factory") situated at
(Name of Registered Factory)

(Registered Address)

which is registered with the Trade and Industry Department under Factory Registration No. _____, hereby apply to the Director-General of Trade and Industry for permission to employ the subcontractor named in paragraph 2 to perform the principal process(es) of manufacture or entire production stated hereunder in respect of the article(s) described :

本人 _____ 是位於 _____
(姓名) (登記地址)
的 _____ (下稱「上述工廠」) 的 *東主/合夥人/董事/負責人員，
(登記工廠)
在工業貿易署辦理的工廠登記編號為 _____，現特向工業貿易署署長申請，以期批准僱用下文第2段所載的分判商，代為進行下表所述貨品的主要製造工序或全部生產工序：

Full Description of Finished Articles 製成品的詳細描述	Process of Manufacture to be contracted out 擬分判的製造工序	Materials to be passed to Subcontractor 將交予分判商的物料

2. Subcontractor to be employed 擬僱用的分判商：

- (a) Name 名稱 : _____
(b) Address 地址 : _____
(c) Factory Registration No. 工廠登記編號 : _____

3. I hereby undertake that, conditional on the approval of this application and in consideration therefor
若此申請書獲得批准，本人保證會遵守以下條文：

- (a) the employment of subcontractors will not in any way infringe the conditions for Factory Registration of the said factory 僱用分判商，在任何情況下均不會違反上述工廠所須遵守的工廠登記條件；
(b) to maintain proper books and records indicating when and to whom work has been contracted out, the amounts paid for work done and movements of materials purchased and supplied to subcontractors 就作出分判的日期、有關的分判商資料、承造工作的費用，以及購買並供應予分判商的物料的調配情況，保存完整的帳目及記錄；
(c) to take all reasonable precautions to ensure that the subcontractor covered by this application does not transfer any of the principal process(es) of manufacture stated above to any other persons 採取一切合理預防措施，以確保本申請書所載的分判商，不會將上文所載的任何主要製造工序轉交其他人代為承造。

Date 日期

Signature and Chop (see Note)
簽署及印章(請參閱附註)

4. Declaration by Subcontractor 分判商聲明：

I, _____, *proprietor/partner/director/a responsible officer of
(Name)

_____, which is registered
with _____,

(Name of Registered Factory)

Trade and Industry Department under Factory Registration No. _____,

hereby declare that I am the subcontractor of _____

(Name of the Principal Factory)

in respect of the goods covered by this application. I undertake that I will do all my best to ensure all the manufacturing process(es) being subcontracted are carried out in the registered premises situated at _____

(Registered Address)

_____. I will not transfer any of these process(es) to any other factory.

本人 _____ 是 _____ 的*東主/合夥人/董事/負責人員，
(姓名) (工廠名稱)
在工業貿易署辦理的工廠登記編號為 _____。本人聲明本廠是 _____
(工廠登記編號) (製造商名稱)
在本申請書上列出之貨品的分判商。本人承諾本人會盡一切所能確保所有分判予本廠之製造工序，在本廠位於 _____
之廠房內進行。本人不會將該等工序轉交其他廠商代為製造。
(登記地址)

Date 日期

Signature and Chop (see Note) 簽署及印章(請參閱附註)

Note : (1) This form should be signed (in the case of a sole proprietor) by the proprietor, (in the case of a partnership) by a partner, and (in the case of a limited company) by a director signing for and on behalf of the company or by a responsible person signing for and on behalf of the company who is authorised to do so by the board of directors. Where possible, the official who signs this document should be the same person who signs the Factory Registration Form (TRA 22) 本表格的簽署人應為商號東主(如屬獨資經營)、合夥人(如屬合夥商號)、如屬公司，則應由一名董事代表該公司簽署，或由一名負責人員代表該公司簽署，惟該名簽署人必須獲得董事局授權。在可能範圍內，本文件的簽署人應為工廠登記表格(TRA表格第22款)的同一簽署人。

(2) Separate applications to the Director-General of Trade and Industry are required if the said factory intends to employ subcontractors other than the subcontractor covered by this application 除本申請書所載的分判商外，上述工廠如擬僱用任何其他分判商，則須就各個分判商，分別向工業貿易署署長遞交申請。

(3) Separate applications to the Director-General of Trade and Industry are required if the said factory intends to subcontract any process of manufacture in addition to those described in this application 除上文所述的製造工序外，上述工廠如擬分判任何其他製造工序，則須就有關製造工序，另外向工業貿易署署長遞交申請。

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The Director-General of Trade and Industry hereby approves the applicant to employ the subcontractor listed above for the purpose of performing the process(es) of manufacture described. This approval is valid until _____. In the case of food factories, this approval is subject to the subcontractor being registered with this Department and possessing a valid food factory licence issued by the Food and Environmental Hygiene Department.

工業貿易署署長現批准申請商號僱用以上所載的分判商，代其承造以上所載的製造工序。此項批准有效期至_____. 如為食品工廠，則分判商必須已在工業貿易署登記，並具備食物環境衛生署發出的有效食品製造工廠牌照，此項批准方會有效。

ate 日期

for Director-General of Trade and Industry
工業貿易署署長
(代行)

* Delete whichever is inapplicable
請將不適用者刪去