

**Revised Notes for EDI Users in submitting
Textiles Export Licence (Form 5 and Form 8) Applications
for the Export of Textiles to USA**

General

1. Licence applicants should read carefully the conditions of licence set out in the relevant Notices to Exporters before completing the application and ensure that these conditions are fully complied with. Breach of any of the conditions may render the licence be cancelled, revoked or suspended by the Director-General of Trade in addition to other appropriate legal and/or administrative actions to be taken against the trader(s) concerned.
2. Licence applicants are advised to complete the applications with characters in UPPER CASE.
3. Certain information like country of final destination, country of consignee, issuing organisation of certificate of origin, unit of packages, quota unit, declaration, special statement and special request are represented by various codes in messages. Lists of codes can be found in the Hong Kong Electronic Data Interchange Implementation Instructions published by Tradelink.
4. The payment of licence fees, by way of affixing postage stamps or franking impressions to the application in the paper environment, will be dealt with by arrangements between the applicant and Tradelink, and independently between Tradelink and Government. It will not be necessary to include any payment information in the messages.

Textiles Year

5. The year of textile quota against which the application is submitted must be provided.

Particulars of Exporter and Manufacturer

6. The names and addresses must be given in full. P O Box numbers are not accepted. The telephone and fax numbers should be given as well.

7. The Textiles Controls Registration (TCR) No. and the Factory Registration (FR) No. must be entered if available.
8. If there are more than one manufacturer, for instance, weaver and finisher, they must be included.
9. For **NEW STRUCTURE MESSAGE**¹, the Business Registration (BR) No. must be provided by all parties, otherwise the application will not be accepted .
10. For **NEW STRUCTURE MESSAGE**, the exporter is no longer required to enter the name(s) and address(es) of the manufacturer(s) in the RTEL application message. Similarly, manufacturer(s) is(are) no longer required to enter the name and address of the exporter in the Manufacturer' s Declaration message. Instead, they are required to enter the BR No. of the corresponding party(ies).

Particulars of Subcontractor (if any)

11. For applications involving subcontractors, the **NEW STRUCTURE MESSAGE** must be used.
12. The name and address must be given in full. P O Box numbers are not accepted. The telephone and fax numbers should be given as well.
13. The TCR No. and the FR No. must be entered if available.
14. The BR No. must be provided.

Unique Application Reference

15. In EDI scenario, each application message will have a Unique Application Reference (UAR) number and this number will be quoted in all future communication between Government and the exporter and manufacturer relating to that application. This reference is generated automatically when an application is prepared through the customer software.

Country of Final Destination

16. The country, not the name of a city, of final destination must be given.

¹ New Structure Message represents the message created using the upgraded customer software (SilkNet Standard Version 2.0) with enhancement and improved features over the existing customer software (SilkNet Standard Version 1.1a and previous versions) and which is capable of handling a subcontractor' s declaration in an EDI RTEL application. With effect from 1 January 1999, all EDI RTEL applications must be submitted in the New Structure Message.

Consignee's Name and Address

17. The name and address must be given in full. PO Box numbers are not accepted. The address of the consignee must correspond with the country of final destination entered on the application. If the goods are to be shipped to the 'Country of Final Destination' to order of a party, the full name and address of this party should be given with the indication of 'Consigned to order of'.
18. For **NEW STRUCTURE MESSAGE**, instead of providing the country of consignee in the 'Consignee's Address', the exporter is required to provide it in a separate 'Consignee's Country'. It should be same as the one declared in the 'Country of Final Destination' (see paragraph 16 above) provided in the application. Applicants are reminded that it is not necessary to include the country of consignee in the full address of the consignee to avoid duplication with the 'Consignee's Country' separately given. An example is illustrated below -

Consignee's Name :	ABC Company
Consignee's Address :	ABC Building 100, ABC Street Finex City
Consignee's Country :	US
Country of Final Destination :	US

Departure Date

19. Under normal circumstances, the estimated departure date of the goods covered by the application should be at least one clear working day after the date of submission of the application. Also, it should not exceed the validity of the licence if approved.
20. For **NEW STRUCTURE MESSAGE**, the exporter is no longer required to provide the date by which the goods will be ready before shipment for physical inspection by officers of the Customs and Excise Department.

Mode of Transport

21. The mode of transport - 'By Sea' or 'By Air' must be indicated. The relevant vessel name or flight number must also be given if such information is known at the time of application.

C.O. and C.O. -Processing No.

22. The type of certificate - ‘Certificate of HK Origin’ (CHKO), or ‘Certificate of Origin - Processing (COP); the CHKO or COP number and the issuing organisation of the certificate are not mandatory fields for entry. They may be left blank if no CHKO or COP has been applied for.

Category/Sub-Category No.

23. The correct category/sub-category number of the goods, without the word “CAT.” or “CATEGORY”, must be given. For licence applications covering items under basket category quota, applicants are required to enter the corresponding group of the basket category (i.e. “GP II” or “GP III” as appropriate), while giving category/sub-category numbers for each item of the goods.

TCR No. of Quota Holder

24. The TCR No. of the quota supplier must be given. If the quota source comes from free quotas, the TCR No. should be left blank.

Quota Reference

25. The reference for the quota source (e.g. the TCR No. of the quota supplier (added with prefix “XX”) in the case of own quota and permanently transferred-in quota, the reference number of swing, temporary transfer or swing transfer, etc.) must be given.
26. If the quota source comes from free quotas, the relevant free quota export authorisation number should be provided.
27. Each licence application must not contain quota sources from both paragraphs 25 and 26 above.

Quantity in Quota Units

28. The quantity supplied in quota units must be given and must correspond to the information given under ‘No. of Units’ (see paragraphs 44 to 46 below).

Mark(s) and Number(s), Origin Marking (if any) on Packages

29. The shipping marks and numbers must be given. If a country of destination is shown in the shipping marks, it should be same as the one declared in the 'Country of Final Destination' (see paragraph 16 above). In case an exporter prefers to indicate a port of unloading which is not a port in the country of final destination, such wording as 'in transit to (country of final destination)' or 'via (port of unloading) to (country of final destination)' must be included as part of the shipping marks. If there are no shipping marks and numbers, the words 'NO MARKS' or the like must be stated.
30. Origin marking, if any, on the packages must be given.

No. and Unit of Packages

31. The number and unit of packages (e.g. "CT" for cartons, "PK" for package, "RO" for roll, etc.) of each item in the consignment should be given. However, it can be left blank for a particular item to indicate that this item is packed together with other item of which the number of packages has been provided. The total number of packages must be given and equal to the sum of number of packages of each item, if provided, except when 'Part Load' is indicated. The unit of packages of the whole consignment must also be given and the same as that of each and every item.

Full Description of Goods, Origin Marking (if any) on goods (State Country of Origin of raw materials)

32. The construction of textiles such as 'woven' or 'knitted', and the percentage composition of fibres of the textile products must be provided. Descriptions such as "Ladies' 65% cotton 35% polyester knitted blouses" should be used instead of general terms such as 'clothing'.
33. It should be stated in the application whether the garments or the semi-finished garments are for men, women, boys, girls or infants. The description 'unisex' can be used as appropriate.
34. For non-adult garments, the size in age must be stated.
35. If the application covers garment parts or semi-finished garments, the component parts (e.g. front panel, back panel, sleeves, collars, etc.) as well as the type of garment into which the garment parts or semi-finished garments are to be manufactured must be provided.
36. In respect of exports of suits or matching sets, the component parts comprising the suit/matching set must be stated.
37. Origin marking, if any, on the goods must be stated. However, the country of origin of raw materials may be omitted.

38. An application may cover more than one category of product. However, in any case, category/sub-category numbers must be stated with respect to the description of each item.
39. Separate applications should be submitted for each basket category.
40. Where information relating to the “percentage by visible surface area” is required to be provided under the “Full Description of Goods”, such information must be provided in a single line separate from other information starting with the words “BY SURFACE AREA:”. Failure to comply with this requirement will result in the application being deferred.
41. Separate Form 5 applications should be submitted to cover each shipment of bulked acrylic yarn, texturised polyamide yarn, finished fabrics, bedlinen, handkerchiefs, scarves and certain made-up articles exported under the special licensing arrangement. Please refer to the relevant Notices to Exporters for details of such products.
42. For Form 5 applications supported by Production Notifications (PNs), traders are currently required to declare that the goods concerned are covered by PN(s) and specify the quantities covered by each PN after the product description. For example :
- “I declare that the goods (Cat. 342) covered by this export licence application are also covered by Production Notification no. 98999999 (100 doz) and that the goods are made in the manner as stated in the said Production Notification(s).”
- (See paragraph 58 below on arrangements for **NEW STRUCTURE MESSAGE**.)
43. For Form 8 applications supported by Special Import Licence Form(s) 8b, , traders are currently required to declare the supporting Form(s) 8b number and quantity after the product description, starting with the words “FORM 8B” on a new line for each Form 8b. For example :
- “LADIES’ 100% POLYESTER KNITTED BLOUSE.
FORM 8B: 111222, QTY:100DOZ
FORM 8B: 111333, QTY:200DOZ”
- (See paragraph 59 below on arrangements for **NEW STRUCTURE MESSAGE**.)

No. of Units

44. The ‘No. of Units’ must be shown in both words and figures.
45. For each item, quantity in control unit must be given. If the control unit is not the same as the commercial unit, the quantity in commercial unit must also be stated. Where the control unit of the category is dozen, quantities which do not form a full dozen must be converted into dozen up to 2 decimal places in the following manner :

1/12 doz = 0.08 doz	7/12 doz = 0.58 doz
2/12 doz = 0.17 doz	8/12 doz = 0.67 doz
3/12 doz = 0.25 doz	9/12 doz = 0.75 doz
4/12 doz = 0.33 doz	10/12 doz = 0.83 doz
5/12 doz = 0.42 doz	11/12 doz = 0.92 doz
6/12 doz = 0.50 doz	

46. Quantity in common quota unit must be given only if the category is a Basket Category.

Value f.o.b. HK\$ and Total value f.o.b. HK\$

47. The f.o.b. value of each item as well as the total f.o.b. value must be given. The sum of item values must be equal to the total value. (The f.o.b. value represents the cost of the goods to the purchaser abroad, up to the point where the goods are deposited on board the exporting vessel, aircraft or vehicle, i.e. the ex-works value of the goods, plus export packing, local transport, loading charges, documentation fees (including consular fee), commissions payable to local or overseas agency, seller's profit or agent's commission and all other costs, charges and expenses (e.g. local insurance) accruing up to the point where the goods have been loaded on the exporting vessel, aircraft or vehicle.)

Declarations by Exporter, Manufacturer and Subcontractor (if any)

48. The date of declaration must be given.
49. Standard declarations of the roles of the exporter and manufacturer must be given. The declaration concerning the supply of quota is only applicable to cases where the trader is a quota supplier (supplying own and/or transferred-in quota). The declaration pertaining to the compliance with quota utilisation conditions for free quotas is only applicable where the licence application covers exports against free quotas. Applicants must not give those declarations which are not applicable.
50. Subcontractor must make, as appropriate, either one of the following two declarations :
- (Code 011) "I declare that the semi-finished/finished products described in this application have been manufactured in the factory premises in Hong Kong of the subcontractor named herein and that the information given herein is true. I understand that this additional declaration will be used in support of this application and that this declaration is required to be lodged with the Director-General of Trade. (for Form 5)"

- (Code 012) “I declare that the knit-to-shape panels of the piece-knitted garments described in this application have been knitted in the factory premises in Hong Kong of the subcontractor named herein and that the information given herein is true. I understand that this additional declaration will be used in support of this application and that this declaration is required to be lodged with the Director-General of Trade. (for Form 8)”
51. The signature and company/business chop on the paper application are replaced by an electronic signature on the message application. Each authorised signatory is provided with a security device which will be used to generate the signature bearing the company name and the signatory’s personal particulars.

Part of Manufacturing by Manufacturer and Subcontractor (if any)

52. For each item, the manufacturer must specify if it is responsible for the whole item or only part of the item or processes.
53. For each item, the subcontractor must choose “Subcontracted Process” as the ‘Part’ and enter a description of the process that it has performed into the ‘Part Description’.

Special Statements/Additional Declarations

54. Manufacturers must declare whether the goods they manufacture in the applications are under outward processing arrangement (OPA). They must make, as appropriate, either one of the following two special statements :
- (Code 032) “I declare that the goods that I, the manufacturer, manufacture and are covered by this licence are not under the Outward Processing Arrangement.”
- (Code 033) “I declare that the goods that I, the manufacturer, manufacture and are covered by this licence are under the Outward Processing Arrangement. I further declare that the audit number(s) of the relevant combined Outward Processing Arrangement form(s) is(are) provided in the special statement in free text, where available, that I make in this licence.”

While manufacturers are required to make a special statement in either code 032 or code 033, for **OLD MESSAGE STRUCTURE** they are exempted from providing the OPA audit numbers in the application. For **NEW STRUCTURE MESSAGE**, manufacturers declaring that the goods they manufacture in the applications are under OPA must provide the audit numbers of the relevant OPA forms in the special statement in free text (code A01). The numbers must be entered right at the start of each line in the free text box in the following manner :

OPA NO : xxxxxxxx, xxxxxxxx, xxxxxxxx (up to a total of 70 characters in each line)

OPA NO : xxxxxxxx, xxxxxxxx, xxxxxxxx

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55. For Form 5 application, if the manufacturer has subcontracted the manufacturing of the goods concerned to a local subcontractor (see paragraph 11 above), it should make the following special statement :

(Code 029) “I further declare that an additional declaration to be made by a subcontractor shall form part of this application.”

If it has performed the principal manufacturing process of the goods concerned itself, it should make the following special statement :

(Code 030) “I further declare that the principal manufacturing process as referred to in condition (2) of the “Conditions of Licence (Form5)” issued by the Director-General of Trade involved in the manufacture of the goods described in this application has been performed by the manufacturer named herein in its factory in Hong Kong.”

56. For Form 8 application, if the manufacturer has subcontracted the knitting process of the goods concerned to a local subcontractor (see paragraph 11 above), it should make the special statement code in 029 (see the wording at paragraph 55 above). If it has performed the knitting process of the goods concerned itself, it should make the following special statement :

(Code 031) “I further declare that the knit-to-shape panels of the piece-knitted garments are knitted by the manufacturer named herein in its factory in Hong Kong. (for Form 8)”

57. If a licence application is submitted in connection with participation in free quota schemes, swing schemes, anticipation schemes etc., the special statement as required under the conditions for participation in such schemes stipulated in the relevant Notices to Exporters must be given.

58. For Form 5 applications supported by Production Notifications (PNs), if they are in **NEW STRUCTURE MESSAGE**, both the exporter and manufacturer(s) must make the special statement in code 028 which bears the wording “I declare that the goods covered by this export licence application are also covered by the Production Notification(s) quoted in this application and that the goods are made in the manner as stated in the said Production Notification(s)” and input the number, category, quantity and unit of each supporting PN in the designated areas provided. Each application can be supported by at most 5 PNs. The contributing quantity from each PN should be provided in commercial

- unit(s). The PN category(ies), quantity(ies) and unit(s) provided should match with the applied category(ies), quantity(ies) and unit(s) of the application itself. (See paragraph 42 above on the existing arrangements.)
59. For Form 8 applications supported by Form(s) 8b, both the exporter and manufacturer must make the special statement in code 026 which bears the wording “I declare that application for this export licence Form 8 is supported by Form(s) 8b.”. For **NEW STRUCTURE MESSAGE**, they should also input the licence number, category, quantity and unit (must be dozen) of each supporting Form 8b in the designated areas provided after making the special statement. Each application can be supported by at most 3 Form(s) 8b. The Form 8b category(ies), quantity(ies) and unit(s) provided should match with the applied category(ies), quantity(ies) and unit(s) of the Form 8 application itself. (See paragraph 43 above on the existing arrangements.)
60. When a special weight declaration is required, the weight of restrained textiles and combined weight of non-restrained textiles and non-textiles must be given respectively (special statement in code 013).
61. For exports of bulked acrylic yarn, texturised polyamide yarn, finished fabrics, bedlinen, handkerchiefs, scarves and certain made-up articles which are under special licensing arrangements, additional declarations by the exporter and the manufacturer are required to the effect that the special quota utilisation conditions in respect of these textile products have been complied with. Please refer to the relevant Notices to Exporters for details.
62. For Form 5 applications, traders have to give a special statement of ‘Not piece-knitted garments’ (in code 010) to cover knitted garments other than piece-knitted garments [which should be covered by Export Licence (Textiles) Form 8].
63. Other special statements and additional declarations may be required for the export of specific types of textile products to individual markets. Please refer to the relevant Notices to Exporters for details.

Withholding of Details

64. Applicants, if they so wish, may make a special request for withholding certain details in a particular message/licence copy :
- (i) to withhold manufacturer’ s details and details pertaining to quota supplied by manufacturers in visa copy (code 001);
 - (ii) to withhold consignee’ s details, f.o.b. value, total f.o.b. value, other manufacturers’ details and details pertaining to quota supplied by other manufacturers in the ‘Licence Extract’ message (code 002); and

- (iii) to withhold f.o.b. value, total f.o.b. value, manufacturers' details and details pertaining to quota supplied by manufacturers in the hardcopy, if any, to carrier (code 003).

Completion of Request for Amendment

65. To inform Trade Department of changes to particulars of an approved licence, traders have to submit the complete application message with amended particulars. Thus, the above requirements for completion of a fresh licence application still apply. In addition, the following conditions should also be met :

- (i) Post-shipment or pre-shipment amendment must be indicated.
- (ii) Date of request for amendment and date of declaration of the relevant approved licence must be given.
- (iii) The approved licence number must be provided.
- (iv) If it is a post-shipment amendment, the actual departure date and the vessel name must be given.
- (v) Whether the licence hard copies and supporting documents are to be submitted must be indicated.
- (vi) It is required to give reasons for not submitting licence hardcopies.

Completion of Request for Cancellation

66. To send a request to Trade Department asking for the cancellation of an issued licence, the message should contain the following information :

- (i) Date of request must be entered.
- (ii) Date of issue and licence number of the approved licence must be given. The UAR number of the approved licence must also be given.
- (iii) Post-shipment or pre-shipment request made must be indicated. If post-shipment, the actual departure date must be provided.
- (iv) Reason for cancellation must be given.
- (v) Whether the licence hard copies and supporting documents are to be submitted must be indicated in the message.
- (vi) It is required to give reasons for not submitting licence hardcopies.

Submission of Supporting Document

67. There may be cases where submission of documentary evidence to support an electronic application or request is required. In such cases, applicants are required to first send the relevant electronic message and then submit the supporting documents to the appropriate counter of the Trade Department under the cover of the relevant special request form. Examples of these cases are :
- (i) Request for amendment to licences issued;
 - (ii) Request for cancellation of licences; and
 - (iii) Export licence applications requiring classification support.
68. In case the licence hardcopies and/or supporting documents are still in the possession of the department, the traders concerned can save a trip to the department by indicating a special request in code 004 in the electronic amendment/cancellation request message. For details, please refer to the Notice to Exporters (All Series) dated 20 December 1997.