

Notes for Payment of Registration Fee 繳付登記費須注意的事項

General Notes 一般事項

- The registration fee of Factory Registration (FR) and Textiles Trader Registration (TTR) are as follows:
現時工廠登記及紡織商登記的費用如下:
 - Factory Registration (FR) 工廠登記: \$3,003
 - Textiles Trader Registration (TTR) 紡織商登記: \$349
- Applicants should note that payment of the requisite registration fee does not guarantee registration approval by the Director-General of Trade and Industry. In the event that the application is unsuccessful, the applicant may request for refund of the prepaid fee which will be considered on a case by case basis.
申請人請注意，已繳付登記費用並不保證工業貿易署署長會批准登記申請。若申請不獲批准，申請人可要求退回已繳付的登記費用，本署會按個別情況作出考慮。
- Payment of the above registration fees can be made at HSBC or the Department's Collection and Form Sales Office.
以上登記費用可於匯豐銀行或本署的收款及表格出售處繳付。

Section 1 – Payment made at HSBC 第一部分 – 在匯豐銀行繳費

- Payment can be made at any branch of the HSBC by using the enclosed designated pay-in slip, or a general pay-in slip provided by HSBC.
請使用夾附的特備存款單或由匯豐銀行提供的普通存款單，於匯豐銀行任何一間分行繳付登記費。
- Please complete the designated pay-in slip as in the specimen shown below. If a general pay-in slip is used, please ask the bank staff to key-in the first 8 digits of the Business Registration Number.
請按以下樣本所示，填寫特備存款單。若採用普通存款單，請要求銀行職員輸入商業登記號碼首八個數字。
- Payment by cheque should be made payable to “**Trade and Industry Department - Central Registration**”.
倘以支票繳費，支票抬頭請填寫「**工業貿易署 - 綜合登記處**」。
- Please return the photocopy of the machine-printed pay-in slip together with a completed application form and other necessary documents to the Central Registration Office (CRO) for processing of the registration or renewal application. The CRO may require the original copy of the pay-in slip for examination. Please keep the original copy of the pay-in slip properly. 請將經機器蓋印的存款單影印本，連同已填妥的申請書及其他所需文件一併交回綜合登記處，以便處理登記或續辦申請。綜合登記處可能要求商號出示存款單正本以作鑑定之用，商號應把存款單正本妥當保存。

Name of Company 商號名稱	Business Registration Number 商業登記證號碼	Please indicate by inserting “x” in the appropriate box 請在適當空格內劃上「x」	Registration fee 請填上登記費
The Hongkong and Shanghai Banking Corporation Limited 香港上海匯豐銀行有限公司			
Mong Kok Office 旺角分行		Date 日期	
Name of Applicant Company (in English) 申請登記商號名稱 (英文)		Payment Method 付款方法	Registration Fee 登記費
<i>This No. must be Input As Narrative</i> Business Registration Number (the First Eight Digits only) 商業登記號碼 (首八個號碼)		<input type="checkbox"/> Cash 現金 <input type="checkbox"/> Cheque Number 支票號碼 Bank/Branch 銀行/分行 Drawer 出票人 (Subject to final collection 收妥方能作實) <input type="checkbox"/> Transfer 轉賬	/
			HKD 港幣 \$ c
			Checked 核對
Note: Receipts issued by this Bank are governed by terms set out in notices on display in Bank branches. 注意：本行發出之收據乃受陳列於各分行告示所列之條款規限。		TRADE AND INDUSTRY DEPARTMENT - CENTRAL REGISTRATION 工業貿易署 - 綜合登記處 004-580-111888-001	Please receive for the credit of 請收入此帳戶內 <i>Member HSBC Group 匯豐集團成員</i>

To be completed by the Bank
由銀行職員填寫

If payment is made by cheque, the cheque should be made payable to “**Trade and Industry Department - Central Registration**”
倘以支票付款，支票抬頭請填「**工業貿易署-綜合登記處**」

Please insert cheque number if payment is made by cheque
倘以支票付款，請填上支票號碼

Section 2 – Payment made at Collection and Form Sales Office 第二部分 – 在收款及表格出售處繳費

1. Payment can be made at the Department’s Collection and Form Sales Office at Room 104, 1/F of the Trade and Industry Department Tower by means of cash, EPS or cheque together with the enclosed designated demand note. Applicants should present a **photocopy of the valid Business Registration Certificate** during payment which will be returned on the spot after examination.
請使用夾附的特備繳費單，以現金、易辦事或支票方式，於本署一樓 104 室收款及表格出售處繳付登記費。在繳款時，申請人須出示其有效商業登記證影印本，此影印本會在核對資料後即時退回。
2. Please complete **both Part A and Part B** of the demand note.
請填寫繳費單甲部及乙部之資料。
3. Payment by cheque should be made payable to “**The Government of the Hong Kong Special Administrative Region**”.
倘以支票繳費，支票抬頭請填寫「**香港特別行政區政府**」。
4. Applicants may pay the registration fees of FR and TTR in one single cheque with a total amount of \$3,352 for application of both FR and TTR, but **separate** designated demand notes for FR and TTR should be filled in.
申請人可以一張面值港幣 3,352 元的支票同時繳付工廠登記及紡織商登記之登記費用，但須填寫**獨立**且分別適用於工廠登記及紡織商登記的特備繳費單。
5. Please return Part B of the demand note with a franking by the Collection and Form Sales Office together with a completed application form and other necessary documents to the Central Registration Office for processing of the registration or renewal application.
請將經機印的繳費單乙部，連同已填妥的申請書及其他所需文件一併交回綜合登記處，以便處理登記或續辦申請。

TRADE AND INDUSTRY DEPARTMENT
工業貿易署