



Notes for the Completion of the Application for Renewal of Registration as a Textiles Trader

Please note that Textiles Trader Registration (TTR) registrants must renew their registrations in order to continue to be granted exemption from the licensing requirements under sections 6C(1) and 6D(1) of the Import and Export Ordinance for the import and export of textiles falling within the scope of the TTR Scheme. Otherwise, the exemption previously granted will expire on the end date of the TTR validity period. Thereafter, the textiles trader will have to apply for import and export licences from the Department to cover textiles shipments unless the registration is renewed. Under normal circumstances, processing of renewal application by the Department upon receipt of all the required documents as set out in Supporting Documents below will take 3 clear working days. **Traders are strongly advised to send in duly completed renewal applications and the necessary supporting documents early so as to avoid lapse of the validity period of their registration under the TTR Scheme.**

Supporting Documents

The application must be returned together with the following documents:

- (a) a photocopy of the valid Business Registration Certificate of the applicant;
- (b) the Hong Kong Identity Card/Passport of the signatory to the application (If the application is returned by hand, the original or a photocopy of the Hong Kong Identity Card or Passport must be presented for checking, which will be returned on the spot. If the applicant returns his application by mail and supports his application with a photocopy of his Hong Kong Identity Card or Passport, the photocopy must be marked “copy” across the image of the Identity Card or Passport. The photocopy will be destroyed by the Department after checking.);
- (c) the green copy (or photocopy) of the machine-printed pay-in slip if the payment is made at HSBC, or Part B of the demand note with a franking if the payment is made at the Department’s Collection and Form Sales Office evidencing payment of the registration fee;
- (d) in the case of a limited company, if there has been any change of appointment of its director(s) or the company secretary, a certified true copy of Form X/X(i)/X(ii)/D1/D2/D2A/NC1/NC1G/AR1 as appropriate from the Companies Registry, or certified by either a Certified Public Accountant or a Solicitor;
- (e) in the case of a sole proprietorship or a partnership, if there has been any change in the signatory to the application, a copy of Business Registration Application Form.

The application should be returned to the Central Registration Office on 2/F, Trade and Industry Department Tower, 700 Nathan Road, Kowloon. For enquiries, traders may contact the Central Registration Office at Tel. No: 2398 5512.

Warning

1. Registration obtained on the basis of false material particulars is void from the start. Textiles Notifications issued by a “purported” registrant are void from the start and cannot be used to cover imports or exports of textiles.
2. Heavy penalties are provided for a person who makes a false statement in an application for renewal of registration as a textiles trader.
3. The registration and/or exemption granted to a registered textiles trader may be revoked or suspended without refund of the registration fee and the trader may be subject to legal and/or administrative action if any of the conditions of exemption is breached.
4. In the event of suspension or revocation of the registration, the Certificate of Registration as a Textiles Trader must immediately be surrendered to the Trade and Industry Department.
5. The Director-General of Trade and Industry reserves the right to refuse or reject any application for renewal of registration where he deems appropriate.
6. The Director-General of Trade and Industry reserves the right to revise or vary any of the conditions of exemption at any time he deems appropriate.