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請以英文填寫本表格



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

To : Factory Registration Section  
Trade and Industry Department  
致 : 工業貿易署  
工廠登記組

Dear Sir,  
執事先生 :

**Provision of Specimens of Authorised Signatures  
and Chops of Company/Registered Business under Factory Registration (FR)**

**提供工廠登記獲授權簽署人簽名及商號印鑑樣本**

On behalf of \_\_\_\_\_  
(name of factory)

(FR No. : \_\_\_\_\_), I would like to provide the following specimens of authorised signatures and chops of company/registered business under our Factory Registration with your Department.

本人代表 \_\_\_\_\_  
(工廠名稱)

(工廠登記號碼 : \_\_\_\_\_) 提供下列在貴署工廠登記下的獲授權簽署人簽名及商號印鑑樣本資料。

**Specimen of Authorised Signatures and Chops of Company/Registered Business for Applying Restrained Textiles Export Licence ("RTEL") and Certificate of Origin ("CO"), and for lodging Production Notification for Cut and Sewn Garments ("PN").**  
**用作申請受限制紡織品出口證、產地來源證申請書及遞交生產通知書(裁剪及車縫成衣)之獲授權簽署人簽名及商號印鑑樣本。**

Only those officials whose names appear below are authorised by my company/registered business to sign applications for RTEL, CO and PN (Normally a maximum of **SIX** authorised signatories is accepted). 本公司/已註冊業務授權以下的職員簽署受限制紡織品出口證申請書、產地來源證申請書及生產通知書(裁剪及車縫成衣) (通常最多接受登記六個獲授權簽署人)。

Name in full and in block letters (as in HKID Card/Passport) 姓名用正楷填寫 (須與香港身份證/護照所示相符)	HKID Card/ Passport No.* 香港身份證/ 護照號碼*	Position 職位	Specimen Signature 簽名樣本
1.			
2.			
3.			
4.			
5.			
6.			

Notes : 1. The applicant should also complete 3 separate Factory Registration Cards and return together with photocopies of the HKID card/passport of each authorised person in person or by post. Photocopies of the HKID Card/passport of the authorised persons will be returned immediately to the applicant upon checking by the Department. For documents returned by post, the photocopies of the HKID card/passport will be destroyed by the Department after checking. 申請人必須填妥三張工廠登記卡並連同每名獲授權人員的香港身份證 / 護照影印本親身或以郵遞交回。本署會在進行核對後，即時將獲授權人員的香港身份證 / 護照影印本發還申請人。如用郵寄方式遞交，有關的香港身份證 / 護照副本會在核對後立即銷毀。

2. The applicant should ensure that the person(s) registered with Tradelink Electronic Commerce Limited ("Tradelink") for the purpose of applying RTEL and CO, and lodging PN should be the same as the above authorised person(s). For any change of the particulars of these authorised persons, the applicant must immediately inform the Department in writing. 申請人必須確定在貿易通電子貿易有限公司(貿易通)登記可以申請受限制紡織品出口證、產地來源證及遞交生產通知書(裁剪及車縫成衣)的職員跟以上的獲授權職員完全相同。在獲授權職員有變時，申請人必須即時以書面形式通知本署。

\* Please delete as appropriate 請刪去不適用者

Specimen of business chops and seals (including amendment chops) used in applications for RTEL, CO and PN.  
用於受限制紡織品出口證申請書、產地來源證申請書及生產通知書(裁剪及車縫成衣)的商號印鑑及圖章(包括修改印鑑)樣本  
(Normally a maximum of **THREE** chops/seals is accepted. 通常最多接受登記三枚印鑑/圖章)

2. I hereby declare that, apart from the information as provided in paragraph 1 above, other particulars of my factory provided in the Application Form for Factory Registration remain valid. I understand that this provision of specimens of authorised signatures and business chops/seals forms part of my Application Form for Factory Registration. I undertake to inform the Director-General of Trade and Industry in writing immediately of any change of registration particulars or upon cessation of business. I further undertake to continue to abide by the provisions stipulated in the “Declaration And Undertaking” of the Application Form for Factory Registration.

本人謹此聲明，除上文第 1 段提供 / 修訂的資料外，本廠在工廠登記申請表內所提供有關本廠的其他登記資料仍然有效。本人明白在此提供的獲授權簽署人簽名及商號印鑑樣本，將構成本廠的工廠登記申請書的其中部份。本人承諾，若有任何登記資料變更或結束業務，會即時以書面通知工業貿易署署長。本人承諾繼續遵守工廠登記申請書的「聲明及保證書」部分內所訂明的條款。

#Name of Signatory \_\_\_\_\_  
簽署人姓名 (Name in English) ( 英文姓名 ) (Name in Chinese) ( 中文姓名 )

Position \_\_\_\_\_ HKID Card/Passport No. \_\_\_\_\_  
職位 香港身份證 / 護照號碼

Home Address \_\_\_\_\_  
住址

Home Telephone No. \_\_\_\_\_ Business Chop \_\_\_\_\_  
住址電話號碼 商號印鑑

Signature \_\_\_\_\_ Date \_\_\_\_\_  
簽署 日期

Note: # The signatory should be the same person signing the Application Form for Factory Registration.  
註 # 簽署人應為簽署工廠登記申請書的同一人