

List of Information/Records by Category and Subject kept by the Trade and Industry Department

AMERICAS DIVISION

COMMERCIAL RELATIONS BRANCH

I. General Administration

II. General Commercial Relations Issues

1. Hong Kong's Trade Relations with Countries/Territories in Americas*
2. Implementation of Hong Kong's Free Trade Agreement and Investment Promotion and Protection Agreements with American Countries
3. Fact Sheets and Other Market Data
4. Visitors to Hong Kong and Outgoing Visits
5. Circulars
6. Public Enquiries
7. Statistics on Textiles and Clothing

*An alphabetical list of countries/territories is at Annex A

STRATEGIC TRADE CONTROLS BRANCH

I. General Administration

II. Hong Kong Strategic Trade Control System: Policy and Procedures

III. Licensing Matters

EUROPE DIVISION

I. General Administration

II. General Commercial Relations Issues

1. Hong Kong's Trade Relations with Countries/Territories in Europe *
2. Fact Sheet and Other Market Data
3. Visitors to Hong Kong and Outgoing Visits
4. Circulars
5. Public Enquiries

III. Free Trade Agreements

IV. Investment Promotion and Protection Agreements

* An Alphabetical List of Countries/Territories is at Annex B.

INDUSTRIES SUPPORT DIVISION

I. General Administration

II. Advisory Boards/Committees

1. Trade and Industry Advisory Board
2. Small and Medium Enterprises Committee

III. Funding Schemes

(including Trade and Industrial Organisation Support Fund (TSF)¹, SME Export Marketing Fund (EMF), SME Loan Guarantee Scheme (SGS) and Special Loan Guarantee Scheme (SpGS))

1. Applications for funding/guarantee (Restricted to applicant concerned)
2. Funded Projects (for TSF¹ only)
3. Information on Activities and Organisers subsidised by the EMF (Restricted to funded activities over the past year)
4. Information on Currency Exchange Rate under the EMF
5. Statistics
6. Public Enquiries (for enquiries on EMF, restricted to enquirer concerned and within two years)
7. Publicity Matters
8. Policy/ Administrative Matters

IV. Brand Promotion

1. Brand Promotional Activities

¹ The Trade and Industrial Organisation Support Fund (TSF) is a merger between the previous SME Development Fund (SDF) and the Organisation Support Programme under the Dedicated Fund on Branding, Upgrading and Domestic Sales (BUD (OSP)) in October 2018. Records under TSF include records under the previous SDF and BUD(OSP).

V. SME Services

1. SME Mentorship Programme
2. “Meet-the-Advisors” Business Advisory Service
3. SUCCESS Website
4. Business Start-up Information Service
5. SUCCESS Reference Library
6. Statistics on SMEs
7. Asia-Pacific Economic Cooperation (APEC) SMEs Ministerial and Related Meetings
8. SME Seminar/Workshop
9. SME Pulse
10. SUCCESS E-newsletter/E-mail Alert Service
11. Customer Liaison Group for SMEs

VI. *Industries Liaison and Support*

1. Trade and Industrial Organisations
2. Visit to Industrial Enterprises
3. Industrial Land
4. Federation of Hong Kong Industries
5. Hong Kong Productivity Council
6. Vocational Training Council
7. Hong Kong Awards for Industries
8. Miscellaneous Matters on Industrial Liaison and Support

MAINLAND DIVISION

MAINLAND BRANCH (I)

I. General Administration

II. Commercial Relations with Chinese Mainland

1. China's WTO Commitments and Implementation
2. Implementation of Zero Import Tariff under the Mainland and Hong Kong Closer Economic Partnership Arrangement (CEPA)
3. Laws and Regulations
4. Enquiries
5. Reports and Publications

MAINLAND BRANCH (II)

I. General Administration

II. CEPA

1. Development of CEPA

MAINLAND BRANCH (III)

I. General Administration

II. CEPA

1. Enquiries
2. Publicity and Promotional Activities
3. Statistics
4. Information of Mainland Rules and Regulations
5. Liaison with Provincial/Municipal Government
6. Implementation of CEPA

III. Industrial, Commercial and Professional Sectors Sub-group of the Working Group on Constitution, Basic Law and Hong Kong National Security Law under the Constitution and Basic Law Promotion Steering Committee

MAINLAND BRANCH (IV)

- I. General Administration***
- II. Rough Diamonds and Ozone Depleting Substances Licensing Matters***
- III. Transshipment Cargo Exemption Scheme Matters***
- IV. Manifest checking***
- V. Hong Kong Service Supplier (HKSS) and Hong Kong Investor (HKI) Certification Matters***

MULTILATERAL TRADE DIVISION

I. General Administration

II. Multilateral Issues

1. Marrakesh Agreement Establishing the World Trade Organization (WTO)
2. General Agreement on Tariffs and Trade (GATT) 1994
3. Agreement on Agriculture (AoA)
4. Agreement on the Application of Sanitary and Phytosanitary Measures (SPS)
5. Agreement on Technical Barriers to Trade (TBT)
6. Agreement on Trade-Related Investment Measures (TRIMs Agreement)
7. Agreement on Implementation of Article VI of the GATT 1994 (Anti-dumping Agreement)
8. Agreement on Implementation of Article VII of the GATT 1994 (Customs Valuation Agreement)
9. Agreement on Preshipment Inspection (PSI)
10. Agreement on Rules of Origin
11. Agreement on Import Licensing Procedures
12. Agreement on Subsidies and Countervailing Measures
13. Agreement on Safeguards
14. Agreement on Trade Facilitation (TFA)
15. General Agreement on Trade in Services (GATS)
16. Agreement on Trade-Related Aspects of Intellectual Property Rights (TRIPS Agreement)
17. Understanding on Rules and Procedures Governing the Settlement of Disputes (DSU)
18. Trade Policy Review Mechanism (TPRM)
19. Agreement on Government Procurement (GPA)
20. Information Technology Agreement (ITA)
21. International Dairy Agreement
22. International Bovine Meat Agreement
23. Non-Agricultural Market Access

24. Tariff and Non-Tariff Measures
25. Trade and Environment
26. Trade and Investment
27. Investment Facilitation
28. Trade and Competition
29. Trade and Development
30. Electronic Commerce
31. Trade in Services Agreement (TiSA)
32. Environmental Goods Agreement (EGA)

IV. HKSAR's Participation in the Organisation for Economic Co-operation and Development

1. Trade Committee
2. Working Party of the Trade Committee.

REGIONAL COOPERATION DIVISION

I. General Administration

II. APEC

1. Senior Officials' Meetings (SOM)
2. APEC Ministerial Meetings (AMM)
3. Sectoral Ministerial Meetings
 - APEC Environment Ministers' Meeting
 - Education Ministerial Meeting
 - Energy Ministerial Meeting
 - Environment Sustainable Development Ministerial Meeting
 - Finance Ministers' Meeting
 - Ministerial Meeting for Food Security
 - Health Ministerial Meeting
 - Human Resources Ministers' Meeting
 - Mining Ministerial Meeting
 - Meeting of Ministers Responsible for Trade (MRT)
 - Small and Medium Enterprise Ministers' Meeting
 - Telecommunications and Information Industry Ministers' Meeting
 - Transportation Ministers' Meeting
 - Tourism Ministerial Meeting
4. APEC Economic Leaders' Meetings (AELM)
5. Miscellaneous Meetings N.E.S.
6. Committee on Trade and Investment
 - Automotive Dialogue
 - Business Mobility Group
 - Chemical Dialogue
 - Electronic Commerce Steering Group
 - Group on Services
 - Intellectual Property Rights Experts' Group
 - Investment Experts' Group

- Life Sciences Innovation Forum
 - Market Access Group
 - Sub-Committee on Customs Procedures
 - Sub-Committee on Standards and Conformance
7. Economic Committee
- Competition Policy and Law Group
 - Strengthening Economic Legal Infrastructure Coordination Group
8. Budget and Management Committee
9. SOM Steering Committee on Economic and Technical Cooperation
10. Task Groups/Working Groups
- Agricultural Technical Cooperation Working Group
 - Anti-Corruption and Transparency Experts Task Force
 - Counter-terrorism Task Force
 - Task Force For Emergency Preparedness/Emergency Preparedness Working Group
 - Energy Working Group
 - Ocean and Fisheries Working Group
 - Gender Focal Point Network
 - Health Working Group
 - Human Resources Development Working Group
 - Industrial Science and Technology Working Group
 - Mining Task Force
 - Small and Medium Enterprises Working Group
 - Telecommunications and Information Working Group
 - Tourism Working Group
 - Transportation Working Group
11. Other Groups/Initiatives
- APEC Food System
 - APEC Study Centers Consortium
 - Free Trade Agreements and Regional Trading Agreements
 - High Level Policy Dialogue on Agricultural

Biotechnology

- New Economy – e-APEC Strategy
- Sustainable Development
- Ease of Doing Business

12. APEC Leaders' Initiatives

- APEC Agenda for Science and Technology Industry Cooperation into the 21st century
- APEC CEO Summit
- Business Volunteer Programme
- Education Programme
- Energy, Environment and Economic Growth
- Engagement of the Civil Society
- Finance Ministers' Process
- Food, Energy and Population
- Implementation of APEC's Agreed Transparency Provisions
- Investment Code
- Leaders' Agenda to Implement Structural Reform

13. APEC Reform

14. Trade Facilitation and Supply Chain Connectivity

15. Contribution to the WTO

16. Trade Policy Dialogue

17. APEC Actions Reporting and Monitoring System

18. Gender and Youth Issues

19. Sectoral Trade Liberalisation

20. Information on APEC matters concerning the APEC Economies

- Australia
- Brunei Darussalam
- Canada
- Chile
- People's Republic of China
- Indonesia
- Japan
- Republic of Korea

- Malaysia
 - Mexico
 - New Zealand
 - Papua New Guinea
 - Peru
 - The Republic of the Philippines
 - Russia
 - Singapore
 - Chinese Taipei
 - Thailand
 - United States
 - Viet Nam
21. Non-member Participation in APEC activities
 22. APEC Business Advisory Council (ABAC)
 23. Calendar of Major APEC Activities/Contact List/Participant's List
 24. Paper Cuttings
 25. Miscellaneous
 - Correspondence
 - Briefs
 - Speeches

III. Other Major Tasks

1. Bilateral Commercial Relations with Asia (except the Mainland), Africa and Oceania*
2. Implementation of the Hong Kong, China – New Zealand Closer Economic Partnership Agreement
3. Pacific Economic Cooperation Council (PECC)
4. Hong Kong Committee for Pacific Economic Cooperation (HKCPEC)
5. United Nations Economic and Social Commission for Asia and the Pacific (ESCAP)

* An Alphabetical List of Countries/Territories is at Annex C.

SYSTEMS DIVISION

FACTORY REGISTRATION AND ORIGIN CERTIFICATION BRANCH

I. General Administration

II. Branch Policy & Procedure

1. Preferential Rules of Origin (ROOs) including ROOs under CEPA, the Hong Kong, China – New Zealand Closer Economic Partnership Agreement, the Free Trade Agreement between Hong Kong, China and the Member States of the European Free Trade Association (EFTA), the Free Trade Agreement between Hong Kong, China and Chile, the Hong Kong, China – Georgia Free Trade Agreement, the Hong Kong, China – the Association of Southeast Asian Nations (ASEAN) Free Trade Agreement and the Free Trade Agreement between Hong Kong, China and Australia
2. Certificate of Hong Kong Origin – CEPA (CO(CEPA)), Certificate of Hong Kong Origin – New Zealand (CO(NZ)), Certificate of Hong Kong Origin – Georgia (CO(Georgia)) and Certificate of Hong Kong Origin – Form AHK (CO(Form AHK))
3. Origin Certification System
 - Policy and Procedures
 - Enquiries on Origin Criteria for Specific Product
 - Generalised System of Preference Schemes
 - Certification Coordination Committee and Government Approved Certification Organisations
 - Electronic CO Service
4. Factory Registration
5. Outward Processing Arrangement
6. Local Subcontracting Arrangement
7. Statutory Declaration of Antique

TEXTILES REGISTRATION BRANCH

I. General Administration

II. Textiles Systems

1. Textiles Trader Registration Scheme (TTRS)
2. Textiles Advisory Board
3. Textiles Control Arrangements (Policies and General Principles)
4. Pre-liberalisation Production Notification

III. Powdered Formula Export Licensing

IV. Registration as Local Importers of Mainland Cereals and Grain Flour

V. Registration as Hong Kong Registered Wine Exporters

VI. Rice Control Scheme

VII. Commercial Relations on Textiles Matters with the European Union

ADMINISTRATION BRANCH

I. General Administration

1. Accommodation and Facilities
2. Departmental Committees and Meetings
3. Green Management
4. Information Services and Publications
5. Intellectual Property Rights
6. Occupational Safety and Health
7. Office Administration and Equipment
8. Official Language and Translation
9. Records Management
10. Social, Community and Charity Services
11. Statistics
12. Transportation and Vehicles
13. Recorded Conversations of Trade and Industry Department's Enquiry Hotlines

II. Accounts

1. Accounts and Accounting
2. Advances
3. Accounts Payable
4. Budgets
5. Expenditure Control
6. Fees and Charges
7. Audit
8. Accounts Receivable
9. Salaries
10. Allowances
11. Visits and Tours
12. Circulars and Directives
13. Finance
14. Management Services

15. Banks and Banking
16. Claims
17. Pension
18. Records Management

III. Supplies

1. Equipment, Supplies and Services
2. Furniture
3. Office Equipment
4. Printed Matters
5. Uniforms
6. Statistics
7. Circulars and Directives
8. Records Management
9. Information Technology and Computer Systems

IV. Personnel

1. Appointments and Postings
2. Leave and Passages
3. Termination of Service
4. Conduct and Discipline
5. Salaries and Allowances
6. Housing Benefits
7. Medical and Dental Facilities
8. Training and Development
9. Establishment Matters
10. Staff Relations and Welfare
11. Human Resources Planning and Management
12. Employment and Recruitment
13. Pension Benefits
14. Awards and Honours
15. Insurance Schemes

16. Performance Appraisal
17. Promotions and Examinations
18. Information Services Department Sponsored Visits

Annex A

List of Countries/Territories under Americas (Commercial Relations)
Branch

Argentina	Haiti
Aruba	Honduras
Bahamas	Jamaica
Barbados	Mexico
Belize	Nicaragua
Bolivia	Panama
Brazil	Paraguay
Canada	Peru
Chile	Puerto Rico
Colombia	Suriname
Costa Rica	Trinidad & Tobago
Cuba	United States
Dominican Republic	Uruguay
Ecuador	Venezuela
El Salvador	Virgin Islands US
Grenada	
Guatemala	
Guyana	

Annex B

List of Countries/Territories under Europe Division

Albania	Liechtenstein
Andorra	Lithuania
Armenia	Luxembourg
Austria	North Macedonia
Azerbaijan	Malta
Belarus	Moldova, Republic of
Belgium	Montenegro
Bosnia and Herzegovina	Netherlands
Bulgaria	Norway
Croatia	Poland
Cyprus	Portugal
Czech Republic	Romania
Denmark	Russia
Estonia	San Marino
European Union	Serbia
Finland	Slovakia
France	Slovenia
Georgia	Spain
Germany	Sweden
Gibraltar	Switzerland
Greece	Tajikistan
Hungary	Turkey
Iceland	Turkmenistan
Ireland	Ukraine
Italy	United Kingdom
Kazakhstan	Uzbekistan
Kyrgyzstan	Holy See (Vatican City State)
Latvia	

Annex C

List of Countries/Territories under Regional Cooperation Division

Afghanistan	Malawi
Algeria	Malaysia
Angola	Maldives
ASEAN	Mali
Australia	Mauritania
Bahrain	Mauritius
Bangladesh	Mongolia
Benin	Morocco
Bhutan	Mozambique
Botswana	Myanmar
Brunei	Namibia
Burkina Faso	Nauru
Burundi	Nepal
Cambodia	New Zealand
Cameroon	Niger
Cabo Verde	Nigeria
Central African Republic	Niue
Chad	Oman
Comoros	Pakistan
Congo	Palau
Congo, the Democratic Republic	Papua New Guinea
Cook Islands	Philippines
Cote d'Ivoire	Republic of Korea
Democratic People's Republic of Korea	Qatar
Djibouti	Rwanda
Egypt	Samoa
Equatorial Guinea	Sao Tome and Principe
Eritrea	Saudi Arabia
Ethiopia	Senegal
Federated States of Micronesia	Seychelles
Fiji	Sierra Leone
Gabon	Singapore
Gambia	Sri Lanka
Ghana	Solomon Islands
Guinea	Somalia
Guinea-Bissau	South Africa
Hong Kong	South Sudan
India	Sudan
Indonesia	Swaziland
Iran	Syrian Arab Republic
Iraq	Taiwan (Chinese Taipei)
Israel	Tanzania, United Republic

Japan
Jordan
Kenya
Kiribati
Kuwait
Laos
Lebanon
Lesotho
Liberia
Libya
Macao
Madagascar

Thailand
Togo
Tonga
Tunisia
Tuvalu
Uganda
United Arab Emirates
Vanuatu
Viet Nam
Yemen
Zambia
Zimbabwe