



Trade and Industry Department  
The Government of the Hong Kong Special Administrative Region

(For internal use only)

Application no. : \_\_\_\_\_

Date of receipt : \_\_\_\_\_

## **Mainland and Hong Kong Closer Economic Partnership Arrangement (CEPA)**

### **Application Form for Hong Kong Service Supplier (HKSS) Certificate**

[Form TID 102 (Rev. 1/2025)]

Please read “Notices to Service Suppliers” issued by the Trade and Industry Department (TID) from time to time and Notes to this application form before completing this application form.

#### **Section A – General Information of the Applicant** (see Note 1)

I. Name of applicant (see Note 2) :

\_\_\_\_\_ (in Chinese)

\_\_\_\_\_ (in English)

II. Business address: \_\_\_\_\_

\_\_\_\_\_

III. Address of registered office (if different from business address above):

\_\_\_\_\_

\_\_\_\_\_

IV. Tel no.: \_\_\_\_\_ Fax no.: \_\_\_\_\_ Email\*\*: \_\_\_\_\_

V. Name of contact person: \_\_\_\_\_

VI. Business Registration no. (the first 8 digits): \_\_\_\_\_ Expiry date (dd/mm/yy): \_\_\_\_\_

VII. Company no. of Certificate of Incorporation (if applicable): \_\_\_\_\_

#### **Section B – Nature and Scope of Service Provided by the Applicant** (if the space provided is insufficient, please continue on a separate sheet of paper)

I. Service provided by the applicant in Hong Kong (see Note 3)

(a) Nature, scope and years of service(s) provided by the applicant in Hong Kong (see Note 4)

\_\_\_\_\_

\_\_\_\_\_

(b) Service Sector Code (see Note 5) Name of Service Sector and Sub-sector (if applicable) (see Note 5)

\_\_\_\_\_

II. Service(s) intended to be provided by the applicant in Mainland

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Please “√” as appropriate

\* Please delete as appropriate

\*\* TID will use this email address for all future correspondences with the applicant on matters relating to the HKSS Certification Scheme. Please notify HKSS Certification Section in writing immediately of any changes to the email address.

## Section C – Documents Provided by the Applicant to Support its Application for HKSS Certificate

(Please refer to Notice to Service Suppliers issued by TID from time to time. Please also note that:

- (a) applicant in the legal service sector is only required to complete and provide documents in Items I, III, V, VI and XII of this Section.
- (b) applicant in the audiovisual service sector, who wishes to apply for preferential treatment under CEPA and the Agreement on Trade in Services as amended for the Chinese language motion picture mentioned in Section A of this application and who has been granted an HKSS Certificate covering a Chinese language motion picture which is still valid as of the time this application is received by TID, is only required to complete and provide documents in Items I and XI of this Section.)

- I. A copy of Statutory Declaration attested by an attesting officer recognised by the Mainland (i.e. China Appointed Attesting Officer <sup>(see Note 6 ii)</sup>) #

☐ No interpretation is required when making the Statutory Declaration

or

☐ Interpretation is required when making the Statutory Declaration

- II. (Applicable to companies formed and registered under the Companies Ordinance (Cap. 622) or a former Companies Ordinance of the Hong Kong Special Administrative Region (HKSAR)) A certified true copy of the valid Certificate of Incorporation (including Certificate(s) of Change of Name, if applicable) of the applicant

Certified by #

☐ the Companies Registry of the HKSAR

or

☐ Professional as designated by TID of the HKSAR in accordance with Annex 3 to the Agreement on Trade in Services as amended <sup>(see Note 6)</sup> (Designated Professional)

- III. A certified true copy of the valid Business Registration Certificate of the applicant

Certified by #

☐ the Business Registration Office (BRO) of the HKSAR

or

☐ Designated Professional <sup>(see Note 6)</sup>

**and**

☐ A certified copy of a **complete** Extract of Information on the Business Register issued by the BRO (or its copy certified by a Designated Professional <sup>(see Note 6)</sup>)

- IV. Documents in support of the applicant's substantive business operations in Hong Kong, for services declared in Item I of Section B of this application, for the latest financial year or each of the applicable financial years <sup>(see Note 7)</sup> (applicable to companies formed and registered under the Companies Ordinance (Cap. 622) or a former Companies Ordinance) #

☐ (applicable to listed companies formed and registered under the Companies Ordinance (Cap. 622) or a former Companies Ordinance) Original of the applicant's annual report(s), certified by a Director or the Company Secretary of the applicant (or copies of the annual report(s), all certified by Designated Professional <sup>(see Note 6)</sup>)

or

☐ (applicable to unlisted companies (including private companies) formed and registered under the Companies Ordinance (Cap. 622) or a former Companies Ordinance) Original of the applicant's audited financial statement(s) (or copies of the audited financial statement(s), all certified by Designated Professional <sup>(see Note 6)</sup>)

*Remark: If in the above period (whether the whole or part of the period) the applicant engaged or has engaged in substantive business operations of the relevant services through its wholly owned subsidiary, please complete also Sections A, B, C [Items I, II and III (if applicable, Items IV and V)] and D of the Supplementary Form for Group of Companies Applying for HKSS Certificate.*

# Please “√” as appropriate

\* Please delete as appropriate.

V. Documents in support of payment of profits tax by the applicant in accordance with the law #

- ☐ A copy of the annual Profits Tax Return(s) for the latest year or each of the applicable years <sup>(see Note 7)</sup> furnished by the applicant to the Inland Revenue Department (IRD) of the HKSAR and a copy of the Notice(s) of Assessment and Demand for Tax issued by the IRD for the latest year or each of the applicable years <sup>(see Note 7)</sup>, all certified by Designated Professional <sup>(see Note 6)</sup>
- and/or
- ☐ In the event of loss, a copy of the annual Profits Tax Return(s) for the latest year or each of the applicable years <sup>(see Note 7)</sup> furnished by the applicant to the IRD, a copy of the Statement(s) of Losses for the latest year or each of the applicable years <sup>(see Note 7)</sup> or correspondence issued by the IRD to the applicant in the same period stating that annual lodgement of Profits Tax Returns was not required, all certified by Designated Professional <sup>(see Note 6)</sup>

VI. Documentary proof substantiating the owning or renting of premises in Hong Kong by the applicant for use in its substantive business operations for services declared in Item I of Section B of this application <sup>(see Note 8)</sup> #

In case the above premises are not the one declared in Item II of Section A of the application, please provide the address of the above premises: \_\_\_\_\_

No. of branches in Hong Kong: \_\_\_\_\_

- ☐ For owned premises #: ☐ copy of the Computerised Land Register of the premises concerned, certified by Land Registry of the HKSAR <sup>(see Note 8)</sup>
- or
- ☐ copy of the Computerised Land Register of the premises concerned <sup>(see Note 8)</sup>, certified by Designated Professional <sup>(see Note 6)</sup>
- or
- ☐ copy of other supporting documents <sup>(see Note 8)</sup> (please specify: \_\_\_\_\_), certified by Designated Professional <sup>(see Note 6)</sup>
- ☐ For rented premises #: ☐ copy of valid lease <sup>(see Note 8)</sup> of the premises concerned, certified by Designated Professional <sup>(see Note 6)</sup>
- or
- ☐ copy of other supporting documents <sup>(see Note 8)</sup> (please specify: \_\_\_\_\_), certified by Designated Professional <sup>(see Note 6)</sup>

*Remark: If the substantive business operations in relation to the services declared in Item I of Section B of this application have been provided by a wholly owned subsidiary of the applicant, or if the premises used by the applicant for substantive business operations in relation to the services declared in Item I of Section B of this application are owned or rented by its wholly owned subsidiary, or the holding company or subsidiary of the group of companies to which the applicant belongs, please complete Sections A, B, C (Item IV) and D of the Supplementary Form for Group of Companies Applying for HKSS Certificate.*

# Please “√” as appropriate  
\* Please delete as appropriate.

VII. Number of employees engaged by the applicant, as of \_\_\_\_\_ (dd/mm/yy), for its substantive business operations in Hong Kong in relation to the services declared in Item I of Section B of this application: \_\_\_\_\_. Of which, the number of residents staying in Hong Kong without limit of stay and people from the Mainland staying in Hong Kong on One Way Permit is \_\_\_\_\_ (see Note 9). And furnish copy of the following document, certified by Designated Professional (see Note 6) #

☐ copy of the latest Employer's Return of Remuneration and Pensions (BIR 56A) furnished by the applicant to the IRD

or

☐ (if BIR56A is not applicable) copy of other supporting documents (please specify: \_\_\_\_\_) certified by Designated Professional (see Note 6)

*Remark: If the substantive business operations in relation to the services declared in Item I of Section B of this application have been provided by a wholly owned subsidiary of the applicant, or if the staff engaged in the applicant's substantive business operations in relation to the services declared in Item I of Section B of this application (whether all or some of the staff) are employed directly by its wholly owned subsidiary, the holding company or subsidiary of the group of companies to which the applicant belongs, please **also** complete Sections A, B, C (Item V) and D of the Supplementary Form for Group of Companies Applying for HKSS Certificate.*

VIII. Change in the controlling equity interest of the applicant (i.e. more than 50% ) within 1 year prior to the date of lodgement (i.e. date of receipt by TID) of this application #

(a) ☐ No change

or

☐ Has been changed [Applicants choosing this item should provide relevant documents of equity interest transfer to substantiate the identity of the latest immediate controlling shareholder. Such documents should be certified by Designated Professional (see Note 6). Please specify these documents in Item XII (Other supporting documents). Please **also** complete item (b) below.]

(b) Whether the above change in controlling equity interest is an internal restructuring activity within the group of companies to which the applicant belongs (see Note 10) #

☐ Yes [Applicants choosing this item should provide written confirmation that all parties involved in the above-mentioned change in controlling equity interest (i.e. applicant and the immediate controlling shareholders of the applicant before and after the above-mentioned change in controlling equity interest) belong to the same group of companies, and set out the relationship among all parties concerned in the group of companies. Please specify these documents in Item XII (Other supporting documents).]

☐ No

IX. For application covering **maritime transport services**:

(a) please indicate if the scope of maritime transport services that the applicant intends to provide in the Mainland includes any of the following types of services: #

- passenger transportation.
- freight transportation.
- rental of vessels with crew (coastal waterway transportation excluded).
- to set up wholly-owned shipping companies to provide regular business services only for vessels that the applicant owns or operates, such as shipping undertaking, issuance of bills of lading, settlement of freight rates, signing of service contracts, etc.
- to use liner vessels serving main routes to move, without any restrictions, empty containers that the applicant owns or rents.
- to set up wholly-owned enterprises to provide material supplying services except fuels and water.

# Please "✓" as appropriate

\* Please delete as appropriate.

- to provide services on cleaning, sterilising, fumigating, pest control and sealing up of vessels and storage for arriving and anchoring vessels.
- to set up corporate enterprise with Mainland party to engage in salvage business.
- ☐ Yes [please complete item (b) below]
- ☐ No [not necessary to complete item (b) below]

- (b) if the scope of maritime transport services that the applicant intends to provide in the Mainland covers one or more of the above services, please indicate if 50% or more of the total tonnage of ships that are not feeders or tugs, of which the applicant has ultimate beneficial ownership <sup>(see Note 11)</sup>, is registered in Hong Kong #
- ☐ Yes [please provide an attested copy of Declaration on Ultimate Ownership of Ships <sup>(see Note 12)</sup>. Please specify this document in Item XII (Other supporting documents).]
- ☐ No

X. For application covering **air transport ground services**, please indicate if the applicant has obtained the valid licence(s) issued by the Airport Authority Hong Kong, and for the past 5 consecutive years immediately prior to the date of lodgement of this application, has been dedicated to the provision of the air transport ground services as covered in Annex 1 to the Agreement on Trade in Services as amended #

- ☐ Yes [Please provide a copy of confirmation letter issued by the Airport Authority Hong Kong. The copy of confirmation letter should be duly certified by the Airport Authority Hong Kong or a Designated Professional <sup>(see Note 6)</sup>. Please specify this document in Item XII (Other supporting documents).]
- ☐ No

XI. For application covering **Chinese language motion pictures produced in Hong Kong**, please indicate (*If the relevant Chinese language motion picture is produced by the applicant's wholly owned subsidiary, please complete the Supplementary Form for Group of Companies Applying for HKSS Certificate. If that wholly owned subsidiary has been granted an HKSS certificate covering a Chinese language motion picture which is still valid as of the time this application is received by TID, please complete Sections A, B, C (Items I and VI) and D of the above Supplementary Form. Otherwise, please complete the relevant items in the above Supplementary Form*) :

whether the applicant has already obtained from TID an HKSS certificate covering a Chinese language motion picture which is still valid as of the time this application is received by TID #

- ☐ Yes [please provide the relevant Certificate No. \_\_\_\_\_ and date of issue \_\_\_\_\_]
- ☐ No

XII. Other supporting documents (if applicable) <sup>(see Note 12)</sup>

<u>Type of documents</u>	<u>Reference no. (if applicable)</u>	<u>Certifying agency or person (if applicable)</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

(If the space provided above is insufficient for your listing, please continue on a separate sheet of paper.)

# Please “√” as appropriate  
\* Please delete as appropriate.

## Section D – Declaration

On behalf of the applicant as specified in Section A, I declare that I have read and fully understood the “Notices to Service Suppliers” issued by TID from time to time and the notes set out in this application form. I declare that the information provided by me in this application form as well as the accompanying supporting documents are complete and true to the best of my knowledge.

On behalf of the applicant as specified in Section A, I declare that :

- \*(i) the premises specified in Item VI of Section C is used by the applicant in a way that is commensurate with the scope and the scale of the applicant’s business as specified in Item I of Section B;
- \*(ii) as of the date specified in Item VII of Section C, more than 50% of the employees (including the relevant employees employed directly by the applicant, its wholly owned subsidiary engaging in substantive business operations in the services specified in Item I of Section B, and the holding company or subsidiary of the group of companies to which the applicant belongs) who are engaged in the substantive business operations of the applicant for the services specified in Item I of Section B, are residents staying in Hong Kong without limit of stay and people from the Mainland staying in Hong Kong on One Way Permit.

I am aware that the TID will rely on the information and supporting documents provided by me to determine the eligibility of the above applicant as “Hong Kong Service Supplier” (HKSS) as defined under CEPA and the Agreement on Trade in Services as amended. I undertake that the applicant will immediately cancel this application in writing and lodge a fresh application together with the necessary supporting documents if there is any change in the particulars of the applicant as provided in this application and its accompanying supporting documents which makes the applicant no longer eligible as an HKSS under CEPA and the Agreement on Trade in Services as amended. I authorise TID to handle the personal data/information provided in this application form in accordance with the “Notices to Service Suppliers” issued by TID from time to time. I understand that TID has the right to review this application and, in the circumstances it considers necessary, to entrust relevant government departments, statutory bodies or any independent professional institutions/personnel to assist the verification or certification of information provided in this application and information contained in the accompanying supporting documents as specified in Section C. All expenses incurred by the above verification/certification will be borne by the applicant. Should the applicant be granted the HKSS Certificate, I also declare that I give consent to TID that it may publish and/or disclose the name of the applicant as a holder of valid HKSS Certificate to third parties within or outside Hong Kong ^, and undertake that during the validity of the Certificate the applicant will immediately notify TID in writing if there is any change in the particulars of the applicant which makes the applicant no longer eligible as an HKSS under CEPA and the Agreement on Trade in Services as amended. I also understand that if it is found that the applicant has obtained its HKSS Certificate by means of any omission/misrepresentation of information or any other fraudulent means, or in the case that the applicant is no longer fulfilling the eligibility criteria of HKSS as stipulated in CEPA and the Agreement on Trade in Services as amended, TID reserves at all times the absolute right to cancel this application or to revoke any HKSS Certificate issued to the applicant. I understand that any omission/misrepresentation of information on my part, or on the part of any person acting on my behalf, with intent to obtaining benefits by deception is an offence and is liable to legal proceedings.

Hong Kong Identity Card no./ Passport no. (please specify nationality_____)*	Name in Chinese (if applicable)	Name in English (if applicable)	Position
Authorised Signature <sup>(see Note 13)</sup> <sup>π</sup> with Applicant’s Official Stamp <sup>@</sup>		Date (dd/mm/yy)	

<sup>^</sup> Please contact the Customer Service Manager of the Hong Kong Service Supplier Certification Section of TID at telephone no. 3403 6004 if there are questions on this matter.

<sup>π</sup> Submission by electronic means requires digital signature by a valid digital certificate.

<sup>@</sup> Official stamp is required to be uploaded as supporting document for electronic submission

<sup>#</sup> Please “√” as appropriate

<sup>\*</sup> Please delete as appropriate.

## Notes

- Note 1: The applicant must be incorporated or established pursuant to the Companies Ordinance (Cap. 622) or a former Companies Ordinance or other relevant laws of the Hong Kong Special Administrative Region (HKSAR), and have a valid Business Registration Certificate. From the day CEPA comes into effect (i.e. 29 June 2003), where more than 50% of the equity interest of a Hong Kong service supplier (other than that of legal services) has been owned for at least one year since a merger or acquisition by a service supplier other than one from the two sides of CEPA, the service supplier which has been acquired or merged will be regarded as a Hong Kong service supplier. Any overseas company, representative office, liaison office, “mail box company” and company specifically established for providing certain services to its parent company, which is registered in Hong Kong, is not a Hong Kong service supplier under CEPA and the Agreement on Trade in Services as amended.
- Note 2: If the applicant is granted the Hong Kong Service Supplier Certificate, this name will be printed in full in both Chinese and English on the applicant's Certificate. For applicants in audiovisual service sector and **producing Chinese language motion pictures in Hong Kong**, please fill in both the applicant's name and the title of the Chinese language motion picture that it intends to apply for preferential treatment under CEPA and the Agreement on Trade in Services as amended. Each application form should only cover one Chinese language motion picture.
- Note 3: An application form should cover one service sector or sub-sector only. **One** Hong Kong Service Supplier Certificate will be issued for each approved application.
- Note 4: Please briefly describe the nature and scope of services provided by the applicant in Hong Kong currently and during the required period of substantive business operations (please refer to Note 7 of Appendix 5 of the relevant Notice to Service Suppliers on “Application Procedures for Hong Kong Service Supplier Certificate” for the required years of substantive business operations), such as major business activities, average revenue and expenditure, and nature and types of customers, etc.
- Note 5: Specific commitments on liberalisation of trade in services made by the Mainland under CEPA are set out in the Annex to the Second Agreement Concerning Amendment to the Agreement on Trade in Services of the Mainland and Hong Kong Closer Economic Partnership Arrangement.

To facilitate processing applications for the Hong Kong Service Supplier Certificate, TID has assigned names and codes to the service sectors and sub-sectors for use in this application form. Please refer to Appendix 5 of the relevant Notice to Service Suppliers on “Application Procedures for Hong Kong Service Supplier Certificate” and other relevant Notices to Service Suppliers issued by TID from time to time for information relating to the “Service Sector Code” and the “Name of Service Sector and Sub-sector (if applicable)”.

The “Name of Service Sector and Sub-sector (if applicable)” declared in this section will be printed in full in both Chinese and English on the applicant's approved Hong Kong Service Supplier Certificate.

For details about the nature and scope of the services under CEPA, please refer to the details of the services concerned as well as their corresponding United Nations Provisional Central Product Classification (CPC) codes as stated in CEPA and the Agreement on Trade in Services as amended. Explanatory Notes of CPC codes can be found in the website of the United Nations below:

- [https://unstats.un.org/unsd/classifications/Econ/Download/In%20Text/CPCprov\\_english.pdf](https://unstats.un.org/unsd/classifications/Econ/Download/In%20Text/CPCprov_english.pdf)

- Note 6: Professionals specified by TID pursuant to Article 6.1.1 of Annex 3 to the Agreement on Trade in Services as amended (i.e. Designated Professionals) include:
- (i) certified public accountants (practising) of Hong Kong (auditors) i.e. certified public accountants registered under the Professional Accountants Ordinance (Cap. 50) of the HKSAR and holding a practising certificate issued under the Accounting and Financial Reporting Council Ordinance (Cap. 588). The register of certified public accountants (practising) is

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available for perusal by the public at the Accounting and Financial Reporting Council's website at <https://www.afrc.org.hk/en-hk/auditor-search/find-a-cpa-practising/>; and

- (ii) practising lawyers in Hong Kong registered under the Legal Practitioners Ordinance (Cap. 159) of the HKSAR, who are recognised by the Ministry of Justice of the People's Republic of China (i.e. China Appointed Attesting Officers). The relevant list is available at the website of the Association of China-Appointed Attesting Officers Ltd. (<http://www.caa.org.hk/>) or the Law Society of Hong Kong's website (<http://www.hklawsoc.org.hk>).

For applications covering **legal services [LES]**, the Designated Professionals refer to item (ii) above only (see the documents required for this sector in Appendix 5 of the relevant Notice to Service Suppliers on "Application Procedures for Hong Kong Service Supplier Certificate" as well as other relevant Notice to Service Suppliers issued by TID from time to time).

Attesting authorities/persons should on the relevant documents/reports (a) state the certification result, certification date, full name of the attesting authority/person; and (b) affix the signature of the attesting authority/person. The attested documents/reports should be stamped with the chop of the authority, if possible.

- Note 7: For the years of substantive business operations in respect of the eligibility criteria for "Hong Kong Service Supplier", please refer to Note 7 of Appendix 5 of the relevant Notice to Service Suppliers on "Application Procedures for Hong Kong Service Supplier Certificate".
- Note 8: If the applicant uses more than one premises for its substantive business operations (such as retail chain store, tourist agency etc), it should declare the total number of premises in the application form and furnish a certified true copy of the Computerised Land Register, valid lease or other supporting documents of its head office. However, TID reserves at all times the absolute right to require the applicant to furnish the certified true copy of Computerised Land Register, valid lease or other supporting documents of the other relevant premises.
- Note 9: "Number of Employees" is the number of individual proprietors, partners and shareholders engaged in the work of the business, and salaried employees who are employed in the form of continuous contract of employment (i.e. employees who have worked continuously for the same employer for four weeks or more, with at least 18 hours in each week). These employees must be employed by the applicant for engaging in substantive business operations in Hong Kong for services specified in Item I of Section B of this application, and directly paid by the applicant.
- Note 10: The term "group of companies" shall have the same meaning as given in Section 2(1) of the Companies Ordinance (Cap. 622) of the HKSAR, namely any 2 or more bodies corporate one of which is the holding company of the other or others.
- Note 11: **Ships of which the applicant has ultimate beneficial ownership** include ships, that are not feeders or tugs, directly owned or possessed by the applicant, as well as ships, that are not feeders or tugs, owned or possessed by the applicant through wholly-owned and majority-owned subsidiaries.
- Note 12: For additional supporting documents that applicant from individual service sectors should provide, please refer to the Appendix 5 of the relevant Notice to Service Suppliers on "Application Procedures for Hong Kong Service Supplier Certificate" and other Notices to Service Suppliers issued by TID from time to time (website at <https://www.tid.gov.hk/en/tradecircular/detail.html?categoryId=7>). Moreover, TID reserves at all times the absolute right to require the applicants to provide other supporting documents or supporting documents that are verified by any independent professional institutions/personnel.
- Note 13: The authorised person should be the sole-proprietor (in the case of sole-proprietorship), one of the partners (in the case of partnership), or a director/responsible officer authorised by the Board of Directors (in the case of a limited company) of the applicant.

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\* Please delete as appropriate.