



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 Amendment / Replacement / Certified True Copy (CTC) /**  
**Cancellation of Certificate of Hong Kong Service Supplier (HKSS)**  
**[Form TID 103 (Rev.2/2025)]**

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**

I. Name of applicant <sup>(see Note 1)</sup> :

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

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

II. Certificate No(s). of HKSS (Date of Issue) [If applicable, new title(s) of the Chinese language motion picture(s) concerned <sup>(see Note 1)</sup>] :

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

III. Business address: \_\_\_\_\_

\_\_\_\_\_

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 the Certificate of Incorporation (if applicable): \_\_\_\_\_

VIII. Application for #:

- ☐ **Amendment** of Certificate of HKSS – Please complete **Part I** of Section B
- ☐ **Replacement** of Certificate of HKSS – Please complete **Part II** of Section B
- ☐ **Certified True Copy (CTC)** of Certificate of HKSS – Please complete **Part III** of Section B
- ☐ **Cancellation** of Certificate of HKSS – Please complete **Part IV** of Section B

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

## Section B – Information and Documents in Support of Application

### I. Amendment

- (a) Reason(s) for Application #: ☐ Change of Name of Service Supplier
- ☐ Change of Title(s) of Chinese Language Motion Picture(s)
- (b) Supporting Documents #:
- ☐ A copy of a fresh Statutory Declaration <sup>(See Note 2)</sup>, which contains **the new name of service supplier and/or the new title(s) of the Chinese language motion picture(s)\***, attested by an attesting officer recognised by the Mainland (i.e. China Appointed Attesting Officer <sup>(See Note 3)</sup>).
- ☐ Original copy of the Certificate(s) of HKSS mentioned in Item II of Section A of this application form.
- ☐ A copy of valid Business Registration Certificate bearing the new name of the applicant, certified by the Business Registration Office of the HKSAR or a professional specified by TID pursuant to Article 6.1.1 of Annex 3 to the Agreement on Trade in Services as amended <sup>(see Note 4)</sup> (Designated Professional).
- ☐ (Applicable to companies formed and registered under the Companies Ordinance (Cap. 622) or a former Companies Ordinance of the HKSAR) A copy of the relevant Certificate(s) of Change of Name, certified by the Companies Registry of the HKSAR or a Designated Professional <sup>(see Note 4)</sup>.
- ☐ **A copy of the Certificate(s) of Royalty / Certificate(s) of Copyright Ownership \*** evidencing the change of title(s) of the Chinese language motion picture(s) (i.e. bearing both the old and new titles of the motion picture(s)), as issued by Hong Kong Motion Picture Industry Association Limited (MPIA) or Movie Producers and Distributors Association of Hong Kong Limited (MPDA) and certified by the relevant issuing organisation or a Designated Professional <sup>(see Note 4)</sup>.

### II. Replacement

- (a) Reason for Application: **Loss / Theft / Destruction / Damage \***
- (b) Supporting Documents #:
- ☐ Original copy of the Certificate(s) of HKSS mentioned in Item II of Section A of this application form (in case of damage)
- ☐ Photocopy of Certificate(s) of HKSS mentioned in Item II of Section A of this application form (in case of loss, theft or destruction)
- ☐ A letter from the responsible party certifying **the loss / theft / destruction \*** of the Certificate(s) of HKSS mentioned in Item II of Section A of this application form
- ☐ Police memo indicating that the Certificate(s) of HKSS mentioned in Item II of Section A of this application form is/are lost, stolen or destroyed [if the Certificate(s) of HKSS is/are lost within HKSAR]
- ☐ Others <sup>(see Note 5)</sup> (please specify: \_\_\_\_\_)

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### III. Certified True Copy (CTC)

- (a) No. of CTC(s) required for each Certificate mentioned in Item II of Section A of this application:

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- (b) Reason(s) for Application #: ☐ To facilitate concurrent applications to different Mainland's examining authorities for the provision of services in the Mainland (please specify the name(s) of the Mainland's examining authority(ies) to which application is to be submitted:

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- ☐ Others (please specify: \_\_\_\_\_ )  
\_\_\_\_\_ )

- (c) Supporting Documents #:

- ☐ Photocopy of the Certificate(s) of HKSS mentioned in Item II of Section A of this application form

- ☐ Others <sup>(see Note 5)</sup> (please specify: \_\_\_\_\_ )  
\_\_\_\_\_ )

### IV. Cancellation

- (a) Reason(s) for Application #: ☐ Applicant no longer fulfills the eligibility criteria of HKSS as stipulated in CEPA and the Agreement on Trade in Services as amended due to the following change(s):

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- ☐ Others (please specify: \_\_\_\_\_ )  
\_\_\_\_\_ )

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- (b) Supporting Documents #:
- ☐ Original copy of the Certificate(s) of HKSS mentioned in Item II of Section A of this application form
  - ☐ Document(s) in support of the non-fulfillment of the HKSS eligibility criteria (please specify:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_) )
  - ☐ Others <sup>(see Note 5)</sup> (please specify: \_\_\_\_\_  
\_\_\_\_\_ )

## Section C – Declaration

On behalf of the applicant as specified in Section A of this application form, 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.

[This paragraph is applicable to all applications made in this application form except applications for cancellation of Certificate(s) of Hong Kong Service Supplier (HKSS).] On behalf of the applicant as specified in Section A of this application form, I declare that there has been no 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 since the issuance of the Certificate(s) of HKSS as provided in Section A of this application form. I ensure that the applicant will immediately cancel in writing this application, or any amendment(s), replacement(s) or certified true copy(ies) (CTC) of the Certificate(s) of HKSS issued as a result of this application, 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.

[This paragraph is only applicable to the case of replacement application with original Certificate(s) of HKSS not enclosed in this application form.] I undertake to return immediately to TID the original Certificate(s) of HKSS as provided in Item II of Section A of this application form should it/they be recovered at a later date.

I am aware that TID will rely on the information and supporting documents provided by me to process this application. I authorise TID to handle the personal data/information provided in this application form and its accompanying supporting documents in accordance with the Notices to Service Suppliers issued by TID from time to time. I also understand that if it is found that the applicant has obtained its amendment(s) / replacement(s) / CTC(s) of Certificate(s) of HKSS / acknowledgement(s) of cancellation of Certificate(s) of HKSS 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 Certificate(s) of HKSS issued to the applicant [including amendment(s) / replacement(s) / CTC(s) / cancellation acknowledgement(s) of Certificate(s) of HKSS concerned]. 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 6)</sup> with Applicant's Official Stamp		_____ Date (dd/mm/yy)	

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## Notes

Note 1: If the applicant is applying for revising the name of the service supplier printed on valid Certificate(s) of HKSS, please provide the revised name in Item I of Section A of this application form. For applicant who is applying for revising the title(s) of the Chinese language motion picture(s) printed on valid Certificate(s) of HKSS, please fill in the new title of each concerned Chinese language motion picture next to the corresponding Certificate of HKSS no. in Item II of Section A of this application form. The new name of service supplier and/or new title(s) of the Chinese language motion picture(s) as declared will be printed in full in both Chinese and English on all the amended Certificate(s) of HKSS.

Note 2: The Statutory Declaration (Form HKSS 001) must be completed in Chinese. Non-Chinese speakers requiring interpretation of the content of the declaration should use Form HKSS 002 (also in Chinese).

The latest versions of the above Forms can be downloaded from TID's webpage –  
[https://www.tid.gov.hk/en/public\\_services/forms/hkss.html](https://www.tid.gov.hk/en/public_services/forms/hkss.html)

Note 3: China Appointed Attesting Officers refer to 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. 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>).

Note 4: 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 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.

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 5: For additional supporting documents that applicant should submit, please refer to the Notices to Service Suppliers issued by TID from time to time (<https://www.tid.gov.hk/en/tradecircular/detail.html?categoryId=7>). TID reserves at all times the absolute right to require the applicants to provide other supporting documents that are verified by any independent professional institutions/personnel.

Note 6: The authorised person of a "Hong Kong service supplier" 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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