



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 Renewal of Hong Kong Service Supplier (HKSS) Certificate**

[Form TID 110 (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** (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 the Certificate of Incorporation/Certificate of Re-domiciliation (if applicable) :

\_\_\_\_\_

**Section B – Information of HKSS Certificate to be Renewed**

I. HKSS certificate to be renewed (see Note 3) :

**HKSS Certificate no.**

**Date of issue**

\_\_\_\_\_

# 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 Hong Kong Service Supplier Certification Section in writing immediately of any changes to the email address.

II. Reason(s) for application for renewal # :

- ☐ Applicant has not yet submitted application to the relevant Mainland authorities for CEPA preferential treatment since the HKSS certificate in Section B Part I has been granted. Details (if applicable) :

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- ☐ Applicant is in the process of applying to the relevant Mainland authorities for CEPA preferential treatment since the HKSS certificate in Section B Part I has been granted. Details (if applicable) :

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- ☐ Applicant is interested in applying to the relevant Mainland authorities for CEPA preferential treatment again (such as establishing business presence in other provinces or cities). Details (if applicable) :

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- ☐ Applicant is interested in obtaining new preferential treatments in the latter phases of further liberalisation for trade in services under CEPA.

- ☐ Others – please provide details below :

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

## Section C – Documents to Support the Renewal Application

(Applicant in the legal service sector is not required to complete and provide documents in item II of this Section)

Supporting documents # :

- I. ☐ A copy of Statutory Declaration made by the applicant's authorised person <sup>(see Note 4)</sup> in accordance with the procedures and requirements of the Oaths and Declarations Ordinance (Cap. 11) of the Hong Kong Special Administrative Region (HKSAR), and attested by an attesting officer recognised by the Mainland (i.e. China Appointed Attesting Officer) <sup>(see Note 5)</sup>;
- II. ☐ (Applicable to companies formed and registered under the Companies Ordinance (Cap. 622) or a former Companies Ordinance of the HKSAR) A copy of the valid Certificate of Incorporation/Certificate of Re-domiciliation (including Certificate(s) of Change of Name, if applicable) of the applicant, certified by the Companies Registry of the HKSAR or Designated Professional <sup>(see Note 6)</sup>;
- III. ☐ A 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>;
- IV. ☐ A certified copy of a **complete** Extract of Information on the Business Register issued by the BRO of the HKSAR (or its copy certified by a Designated Professional <sup>(see Note 6)</sup>);
- V. ☐ A copy of the HKSS Certificate concerned.
- VI. Other supporting documents (if applicable) <sup>(see Note 7)</sup>

	<u>Type of documents</u>	<u>Reference no.</u> <u>(if applicable)</u>	<u>Certifying agency or person</u> <u>(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.)

## Section D – Declaration

On behalf of the applicant as specified in Section A of this application form, I declare that I have read and fully understood CEPA and the Agreement on Trade in Services as amended, 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 of this application form, I declare that there is no change in the particulars of the applicant which makes the applicant no longer eligible as a Hong Kong Service Supplier (HKSS) under CEPA and the Agreement on Trade in Services as amended after the granting of the HKSS certificate set out in Section B.

I am aware that TID will rely on the information and supporting documents provided by me to assess the renewal application for HKSS certificate. 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 (including those which make 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 and its accompanying supporting documents 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 renewed 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 renewed 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 renewed 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 (see Note 4) with  
Applicant's Official Stamp

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.

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### 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 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 renewed HKSS 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 stated on the relevant HKSS certificate. Each application form should only cover one Chinese language motion picture.
- Note 3 : An application form shall cover renewal application of **one** HKSS certificate only.
- Note 4 : 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.
- Note 5 : 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 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 available for perusal by the public at the Accounting and Financial Reporting Council’s website at [https://armies.afrc.org.hk/registration/armiesweb.WWP\\_FE\\_PC\\_PublicRegisterList.aspx](https://armies.afrc.org.hk/registration/armiesweb.WWP_FE_PC_PublicRegisterList.aspx); 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 7 : 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.

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\* Please delete as appropriate