



Import and Export Ordinance (Chapter 60)
Import and Export (General) Regulations
香港法例第 60 章進出口條例
進出口（一般）規例

Application Form for Amendment of Textiles Trader Registration (TTR) Particulars
修訂紡織商登記資料申請表

To : Director-General of Trade and Industry
致 : 工業貿易署署長

On behalf of _____ (TTR No.: _____), I would like to apply
(Name of Company/ Registered Business)

for amendment of the following registration particular(s) with your Department. The revised information is given below.

本人代表 _____ (紡織商登記號碼: _____), 申請
(公司 / 註冊業務名稱)
修訂下列在貴署的登記資料。修訂的資料如下。

(Please select the item(s) to be amended by putting a tick in the square box and fill in the revised information. Please provide relevant supporting documents as stated in the notes overleaf.)

(請在須修訂項目旁的方格內加上「✓」號並填上修訂資料。請提供備註所列的相關證明文件。)

☐ Name of Company/ Registered Business (Note 2)
公司 / 註冊業務名稱 (註 2)
English
英文 _____
Chinese
中文 _____

☐ Correspondence Address/
Usual Place of Business (Note 3) _____
通訊地址 / 通常辦公地點 (註 3) _____

☐ Telephone No. _____ Fax. No. _____
電話號碼 _____ 傳真號碼 _____

☐ E-mail Address (Note 4) _____
電郵地址 (註 4) _____

☐ Signatory (Note 5) from _____ to _____
(Name of existing signatory) (Name of new signatory)
簽署人 (註 5) 由 _____ 修訂為 _____
(現時的簽署人姓名) (新簽署人姓名)

☐ Preferred way of receiving notices on renewal of TTR 希望接收續辦紡織商登記通知的途徑：
☐ By e-mail 以電郵形式
☐ By letter 以信函形式

☐ Others (Please specify)
其他 (請列明) _____

Signature (Note 6) : _____ Position : _____
簽署 (註 6) 職位
Name of Signatory : _____ Date : _____
簽署人姓名 (in full and in block letters 請以正楷填寫全名) 日期

Business Chop (Note 6)
業務印鑑 (註 6) : _____

Notes for Completion 填寫備註

1. The duly completed application form and the supporting documents shall be returned in person at the Integrated Customer Service Centre of the Department in Room 1324 on 13/F of the Trade and Industry Tower (the Tower), 3 Concorde Road, Kowloon City, Hong Kong, or by post to the Textiles Trader Registration Unit on 14/F of the Tower, or via the Department's e-Form Submission Service <<https://www.tid.gov.hk/english/aboutus/form/publicform/ttrs/index.html>>.

填妥的申請表必須連同所需證明文件以專人送交本署位於香港九龍城協調道3號工業貿易大樓（大樓）13樓1324室的綜合顧客服務中心，或郵寄至大樓14樓紡織商登記分組，或以電子方式透過本署的電子表格遞交服務 <https://www.tid.gov.hk/tc_chi/aboutus/form/publicform/ttrs/index.html> 提交。

2. For amendment of Name of Company/ Registered Business, please provide the following supporting documents:
 - a) a photocopy of the valid Business Registration Certificate bearing the new company/ registered business name;
 - b) a photocopy of the Certificate of Change of Name (for limited companies only).

如修訂公司／註冊業務名稱，請提供以下證明文件：

- a) 印有新公司／註冊業務名稱的有效商業登記證影印本一份；
- b) 公司更改名稱證書影印本一份（如屬有限公司）。

3. For amendment of Correspondence Address/ Usual Place of Business, please fill in the full address as shown on the Business Registration Certificate and provide a photocopy of the valid Business Registration Certificate bearing the correct address.

如修訂通訊地址／通常辦公地點，請按照商業登記證上的地址填寫，及提供一份印有正確地址的有效商業登記證影印本。

4. Please note that the e-mail address will be used by the Department to inform your company/ registered business of information on Textiles Trader Registration Scheme as well as important developments of the global textiles trading scenes. The Department will send an e-mail to the e-mail address provided in this application form to invite your company/ registered business to go through a confirmation process via the Internet to ensure authenticity.

本署會透過此電郵地址通知 貴公司／註冊業務有關紡織商登記方案的資訊及全球紡織品貿易環境的重要發展。本署會發送一個電郵到本申請表上所提供的電郵地址，邀請 貴公司／註冊業務透過互聯網進行確認，以確保電郵地址真實無誤。

5. For change of Signatory, please provide the following supporting documents:
 - a) a duly completed Application Form for Textiles Trader Registration (TID 91A);
 - b) a photocopy of the Hong Kong Identity Card/ Passport of the new signatory. The photocopy will be returned to the applicant on the spot after checking if the application is submitted in person, or destroyed by the Department after checking if the application is submitted by post or via the Department's e-Form Submission Service;
 - c) for limited companies, an image record of the latest Annual Return (Form NAR1) obtained from the Companies Registry showing the current list of Directors and Company Secretary, or an image record of the Notice of Change of Company Secretary and Director (Appointment/ Cessation) (Form ND2A)/ Notice of Change in Particulars of Company Secretary and Director (Form ND2B) as appropriate;
 - d) for sole proprietorships or partnerships, a photocopy of the Business Registration Application Form.

如變更簽署人，請提供以下證明文件：

- a) 一份已填妥的紡織商登記申請表（TID 91A）；
- b) 一份新簽署人的香港身份證／護照影印本。如以專人遞交申請，有關影印本會在查核完畢後即時發還予申請人。如以郵遞方式或透過本署的電子表格遞交服務提交申請，有關影印本會在本署查核完畢後銷毀；
- c) 如屬有限公司，一份由公司註冊處取得的影像記錄，顯示現有董事及公司秘書名單的最近周年申報表（表格 NAR1）或更改公司秘書及董事通知書（委任／停任）（表格 ND2A）／更改公司秘書及董事詳情通知書（表格 ND2B）的影像記錄（如適用）；
- d) 如屬獨資經營或合夥經營，一份商業登記證申請表格的影印本。

6. Only authorised signatory who has been registered with the TTR can sign this application form. For application to be submitted in person or by post, please sign the application form in full signature (initials not accepted), and apply a clear and legible business chop. For application to be submitted via the Department's e-Form Submission Service, please insert a valid digital certificate of the company/ registered business under "Signature" on the e-application form for digital signature. Business chop is only required for submission by hard copy.

此申請表只可由紡織商登記的授權簽署人簽署。如以專人遞交或郵遞方式遞交申請，請在申請表上以全名簽署，簡簽恕不接納，並蓋上清晰可辨的業務印鑑。如透過本署的電子表格遞交服務提交申請，請在電子表格的「簽署」欄內上載公司／註冊業務的有效數碼證書進行數碼簽署。業務印鑑僅適用於提交列印的表格。

7. For enquiries, please contact the Textiles Trader Registration Unit at 2398 5512.
如有查詢，請致電 2398 5512 與紡織商登記分組聯絡。