



IMPORT AND EXPORT ORDINANCE (Cap. 60)
香港法例第 60 章進出口條例
APPLICATION FORM FOR FACTORY REGISTRATION
工廠登記申請書
FISH AND AQUACULTURE FISHERIES PRODUCTS
魚類及水產品

For Official Use Only 工業貿易署專用	
Registration Number 登記號碼	Validity Period 有效期

Name of Company/Business (Note 1) 公司／業務名稱 (註 1)	English 英文			
	Chinese 中文			
Business Registration No. (12 digits) @ : 商業登記號碼(12 位數) @ :		Factory Registration (FR) No @ : 工廠登記號碼 @ :		
Correspondence Address 通訊地址				
	Tel. No. : 電話號碼	Fax. No. : 傳真機號碼	e-mail address 電郵地址	
Fishing Vessel Licence(s) issued by Marine Department 由海事處發出的漁船牌照	Licence No. 牌照號碼	Licencee Name and HKID/Passport No. 持牌人姓名及香港身份證／護照號碼	Address of Usual Place of Operation (Note 2) and Tel. No. 營運地址 (註 2) 及電話號碼	
Marine Fish Culture Licence(s) issued by Agricultural, Fisheries and Conservation Department 由漁農自然護 理署發出的海魚養殖牌照				
Other Licences / Permits / Documentation Relevant to the Fulfillment of Respective Origin Rule(s) (Note 3) 其他有關牌照／許可證／ 文件以確認符合有關原產 地標準(註 3)	Licence/Permits/Documentation Details 牌照／許可證／文件詳情	Licencee Name and HKID/Passport No. 持牌人姓名及香港身份證／護照號碼	Issuing Authority and Place 簽發機構及地點	
Other Business Address (Note 4) 其他辦公地址 (註 4)			Tel. No. : 電話號碼	
			Fax. No. : 傳真機號碼	
Registration fee paid#: 登記費用已採用下述方式繳付#: <input type="checkbox"/> by credit card 信用卡 <input type="checkbox"/> in cash 現金 <input type="checkbox"/> by Easy Pay System (EPS) 易辦事 <input type="checkbox"/> by Faster Payment System (FPS) 轉數快 <input type="checkbox"/> by cheque/e-cheque 支票／電子支票 (cheque no. 支票號碼: _____ issuing bank 付款銀行: _____)				

Notes 註 : 1. If the business is operated by (an) individual person(s) without Business Registration, please provide the name(s) of the person(s).
若業務由個別人士經營，並無商業登記，請填上其中英文姓名。
2. Location of fish raft or where the fish vessel is usually anchored. 魚排位置或漁船經常停泊地點。
3. For operator with fishing outside Hong Kong waters, please provide copy of valid proof issued by the authority of the country/place where the fishing vessel(s) is/are registered and/or permitted for fishing. 若營運者於香港水域以外捕撈海魚，請出示由有關國家／地區當局發出的文件證明副本，以確認有關漁船已被註冊及／或被准許在有關水域捕撈海魚。
4. Please state the usage of premises: office, factory or production premises. 請註明該地點之用途：寫字樓，廠房或生產地點。
Please '✓' the appropriate box. 請在適當方格加上「✓」號。 @ Please insert 'Nil' if not applicable. 如不適用者，請填上「無」。

1. † Chinese and English Name(s) and Hong Kong identity card/passport no(s) of owner(s)/director(s)/applicant
東主／董事／申請人的中英文姓名及香港身份證／護照號碼：

Chinese and English Name and Hong Kong identity card no. of Main Responsible Person of the Operation
業務運作主要負責人的中英文姓名及香港身份證號碼：

2. † Fish or/and aquaculture fisheries products* (Please give full English/Chinese description and Hong Kong Harmonized System (HKHS) code of the products) 所生產／飼養／捕撈的魚類及／或水產品* (請以中／英文詳細描述貨品並提供其香港貨物協調制度編號)：

* All fish and aquaculture fisheries products for export MUST be declared. 必須填報所有將會出口的魚類及水產品。

Note 註 : † Attachments should be used if the space provided for a particular item is insufficient.

如表格內某一項目的空位不足，請填寫於附加的紙張上，然後與申請書一併遞交。

3. Origin-conferring process(es)** of the products specified in Paragraph 2 above to be performed in the place of operation declared in the first page of this Application Form#. 第二段所述生產／飼養／捕撈的產品在本申請書首頁聲稱之營運地點進行賦予產品產地來源資格的工序***：

- ☐ Born and bred in Hong Kong 在香港出生並飼養
- ☐ Bred from fish fry in Hong Kong *** 在香港從魚苗起飼養***
- ☐ Obtained in Hong Kong waters or China Waters in the South China Sea (except Beibu Wan) 在香港水域或南海中國管轄水域(北部灣除外)捕撈獲得
- ☐ Obtained in the high seas by vessels holding a licence issued by Hong Kong and approved by the fisheries authority of the Central Government 持香港牌照並經中央政府漁業主管部門批准的船隻在公海捕撈獲得
- ☐ Others (please specify) 其他(請註明)：

Note 註：For applicant in Aquaculture Fisheries Operation, please separately complete and return a supplementary information sheet (TID 92A)
水產養殖業申請人請另外填妥及交回補充資料表格(TID 92A)
For applicant in Capture Fisheries Operation, please separately complete and return a supplementary information sheet (TID 92B)
捕撈漁業申請人請另外填妥及交回補充資料表格(TID 92B)

4. † Staff and wage rates 員工及工資率：

No. of Personnel employed 聘用職員人數	Present average wage rate per person (piece/daily/monthly) 每人目前平均工資率 (件工／日薪／月薪)
Regular 長工	Casual 散工

5. † Estimated total monthly production output of the products specified in Paragraph 2 above. 上述第二段所述的產品的估計每月總生產量。

6. † Foreign investment#：外來投資#： Yes 有 ☐ / No 沒有 ☐ If applicable, please state the extent of foreign investment in the Company/Business.
如有外來資金投資於貴公司／業務，請註明此等投資的幅度。

7. † (I) Specimen of Authorised Signatures and Chops of Company/Registered Business for Applying Certificate of Origin ("CO").
用作申請產地來源證之獲授權簽署人簽名及商號印鑑樣本。
Only those officials whose names appear on Factory Registration Cards (TID 60) are authorised by me/my company/business to sign applications for CO (Normally a maximum of SIX authorised signatories are accepted).
本人／本公司／業務祇授權工廠登記卡(TID 60)上列明的職員簽署產地來源證申請書(通常最多接受登記六個獲授權簽署人)。

Notes 註：1. The applicant should also the Factory Registration Card (TID 60) attached to this form, together with the photocopies of the HKID card/passport of each authorised person. 申請人必須填妥附於本表格後的工廠登記卡(TID 60)連同每名獲授權職員的香港身份證／護照影印本交回本署。

2. The applicant should ensure that the person(s) and specimen signatures registered with the Specified Body which provides services as stipulated in the Import and Export Ordinance Cap.60 Schedule 2 for the purpose of applying CO should be the same as the above authorised person(s). For any change of the particulars or specimen signatures of these authorised persons, the applicant must immediately inform the Department in writing. 申請人必須確定在香港法例第 60 章進出口條例附表 2 所列之提供服務的指明團體登記可以申請產地來源證的職員及簽名樣本跟以上的獲授權職員完全相同。在獲授權職員或簽名樣本有變時，申請人必須即時以書面形式通知本署。

- (II) Specimen of business chops and seals (including amendment chops) used in applications for CO (if applicable).
用作產地來源證申請書的商號印鑑及圖章 (包括修改印鑑) 樣本 (如適用)
(To be provided on the Factory Registration Cards (TID 60). Normally a maximum of THREE chops/seals are accepted.)
(工廠登記書 (TID 60) 上提供，通常最多接受登記三枚印鑑／圖章。)

8. Declaration And Undertaking 聲明及保證書

- (I) I, the signatory referred in paragraph 9 below, hereby declare that, to the best of my knowledge and belief, the information given on this application form, which is required under Export (Certificates of Origin) Regulations under the Import and Export Ordinance (Cap. 60) is true. I/We also understand that anyone supplying false information on this application form will be liable to a fine of \$500,000 and to imprisonment for 2 years as set out under the aforementioned regulations under the Import and Export Ordinance. I/We undertake to inform the Director-General of Trade and Industry in writing immediately of any change of the particulars as provided on this form or upon cessation of business.

本人，下述在本申請書第九段的簽署人，現聲明，據本人所知及相信，根據香港法例第六十章進出口條例之出口（產地來源證）規例而須在本申請書內所填報的各項資料，均屬確實無訛。我們亦明白根據上述進出口條例規定，在本申請書內提供虛假資料，可被判罰款五十萬元及兩年監禁。本人／我們保證，倘若本申請書內的資料有任何變更或業務終止，會立即以書面通知工業貿易署署長。

- (II) (A) As a condition precedent to registration and as a condition of continuation of registration, we hereby undertake to keep and maintain up-to-date and accurate records as shown hereunder：

為符合辦理登記及續辦此登記的條件，我們現保證保存下列各項紀錄的最新及準確資料：

- | | |
|--|--|
| (a) Receipted Wage Record for Workers 工人工資簽收紀錄 | (b) Materials' Purchase Invoice and Records* 物料購貨紀錄* |
| (c) Materials' Consumption Record* 物料耗用紀錄* | (d) Daily Production Record 飼養／捕魚紀錄(日記) |
| (e) Sales and Stock of Products Record 貨物銷存紀錄 | (f) Operation Income and Expenses Record 營運收支紀錄 |
| (g) Cash and Bank Receipts and Payment 現金及銀行收支紀錄 | |

and, where sub-contractor(s)/outworker(s) is(are) employed to perform processes of production, 如有僱用分判商／外發工人負責進行生產工序，亦要保存，

- (h) Sub-contractor(s)/outworkers Despatch and Receipted Record 分判商／外發工人收發紀錄。

Note 註：Materials should include all raw materials (e.g. fish fry, oyster spats, etc). For Aquaculture Fisheries Operators, purchase of materials should be notified to the Trade and Industry Department once every two months in writing. 物料必須包括所有用於生產之原料(例如魚苗、蠔苗等)。水產養殖業申請人必須每兩個月以書面形式通知工業貿易署其購買物料的紀錄。

** Processes performed in the place of operation specified in the first page of this Application Form must be sufficient to confer Hong Kong origin for the type(s) of Certificate of Hong Kong Origin required. 在本申請書首頁聲稱之營運地點進行的工序須足以符合適用於所需香港產地來源證類別的香港產地來源規則。

*** If the species is coral reef fish (including giant grouper and live marine grouper), the weight of the fish fry must not exceed 150 gm and the culture period in Hong Kong must not be less than 12 months; if of other species, the weight of the fish fry must not exceed 50 gm and the culture period in Hong Kong must not be less than 10 months 如魚類品種為珊瑚魚(包括龍躉及各種活海斑)，魚苗重量須不超過 150 克，而在香港的飼養期不得少於 12 個月；如屬其他品種，則魚苗重量須不超過 50 克，而在香港的飼養期不得少於 10 個月。

Notes 註：† Attachments should be used if the space provided for a particular item is insufficient.

如表格內某一項目的空位不足，請填寫於附加的紙張上，然後與申請書一併遞交。

Please '✓' the appropriate box. 請在適當方格加上「✓」號。

(B) I/We further undertake to maintain the following additional documents and records accurately and up-to-date.

本人／我們並保證保存下列各項文件及紀錄的最新及準確資料：

- (a) Original copies of utility bills, e.g. electricity, water bills, etc.
公用事業服務收費單據的正本，例如水電的繳費通知書等。
- (b) A register of workers performing origin conferring process(es). This register should include workers employed by the Company/Business/Individual as well as outworkers. Subcontractors performing origin conferring process(es) as approved under the Local Subcontracting Arrangement also need to maintain a similar register. The register should include the following information of the employee and/or outworker :

- | | |
|--|--|
| (i) name; | (ii) Hong Kong identity card/passport number; |
| (iii) photocopy of the HKID card/passport; and | (iv) residential address and telephone number. |

進行賦予產品產地來源資格工序的工人名冊。這些名冊應包括公司／業務／個人僱用的工人及外發工人。根據本地分判措施獲准進行賦予產品產地來源資格的工序的分判商，亦須保存類似的名冊。這些名冊應包括僱員及／或外發工人的下列資料：

- | | |
|---------------------|------------------|
| (i) 姓名; | (ii) 香港身份證／護照號碼; |
| (iii) 香港身份證／護照影印本;及 | (iv) 住宅地址及電話號碼。 |

- (c) Workers' attendance records, containing details of arrival and departure times and the total number of hours worked.
工人簽到紀錄。紀錄內應載有工人上、下班時間及總工作時數。

- (d) Records of work done by workers, containing details of name of workers/outworkers, date of production, processes done, quantity produced, work rate, total amount of wages, etc.
廠內及外判工人的工作紀錄。這些紀錄應詳列廠內及外判工人之姓名，進行生產日期，曾參與生產之工序，數量，工資及總工資等。

All records specified above must be kept for not less than 2 years after it is made, and produced to authorised officers for inspection upon request or within a reasonable time as the officers may specify.

上述各項紀錄都必須在紀錄作出後保留至少兩年，並於獲授權人員要求時，立即或於合理指定時間內出示，以供查閱。

- (III) I/We also undertake to keep purchase invoices of raw materials and components used in the production of the product(s) specified in paragraph 2 above.

本人／我們並保證，本人／我們會保存用以生產／飼養／捕撈在本申請書第二段中所指定產品的原料及組合部份的購貨發票。

- (IV) I/We also acknowledge that the Trade and Industry Department may take administrative action against company/business/individual applicant (without business registration) or the proprietors/partners thereof in the event that any conditions of registration set out under the Import and Export Ordinance or in this form, or in the relevant Notices of Exporters/Certificate of Origin Circulars issued by the Trade and Industry Department from time to time are not fulfilled, in particular, failure to comply with any of the consignment check, production check or factory audit check requirements or failure to render all necessary assistance and cooperation to officers of the Customs and Excise Department in conducting the checks; or failure to notify the Trade and Industry Department promptly of any change in the particulars of registration (e.g. address), may result in immediate suspension of certification facilities provided to the company/business/individual applicant (without business registration). Such administrative actions may include, but not be limited to: refusal to issue a certificate of origin, suspension of certification services or cancellation of Factory Registration; disallowing a manufacturer to sub-contract the principal process(es) of manufacture locally; and disallowing a subcontractor to undertake the principal process(es) of manufacture.

本人／我們亦知道，本公司／業務／個人申請人(無商業登記)如未能履行在進出口條例或本表格內，或在工業貿易署不時發出的有關致出口商通告／產地來源證通告內列出的任何一項登記條件，工業貿易署可向本公司／業務／個人申請人或東主／合夥人採取行政制裁，尤其不遵守付運檢查、生產檢查或工廠記錄檢查規定，或在進行檢查時，不與香港海關人員合作和提供一切所需協助；或登記資料(例如地址)有所變更時，未有立即通知工業貿易署，可能導致本公司／業務／個人申請人(無商業登記)所獲簽證及／或來源證服務遭即時撤銷。此等行政制裁包括但不只限於：拒絕簽發產地來源證；暫停提供來源證服務或取消工廠登記；不准製造商將主要製造工序在本地分判；及不准分判商進行主要製造工序。

- (V) The company/business or individual applicant without Business Registration registered above has been/will be registered with the specified body/specified bodies (see Note A) and/or any of the Government Approved Certification Organizations (GACOs, see Note B) for electronic services. I/We, for and on behalf of the company/business or individual applicant without Business Registration, hereby authorize the Trade and Industry Department to release all necessary information in respect of the company/business or individual applicant without Business Registration as contained in the Factory Registration register maintained by the Director-General of Trade and Industry under the Import and Export Ordinance, Chapter 60 to any of the GACOs, specified bodies and/or other third parties, for purposes relating to the use of electronic services in processing applications for Certificate of Origin and/or other purposes permitted under other Ordinances that allow the release of the said information. I/We understand that if the company/business or individual applicant without Business Registration wishes to terminate this authorization, the person who signed the Application Form for Factory Registration is required to make a separate written request to the Department.

Note A: Specified bodies are bodies specified in Schedule 2 of the Import and Export Ordinance, Chapter 60.

Note B: Government Approved Certification Organisations refer to approved bodies as specified in the Schedule of the Protection of Non-Government Certificates of Origin Ordinance, Chapter 324.

以上所登記的公司／業務或個人申請人(無商業登記)已經／將會向指明團體(註A)及／或任何政府認可的來源證簽發機構登記(註B)使用電子服務。本人／我們現謹代表本公司／業務或個人申請人(無商業登記)，授權工業貿易署，為使用電子服務以辦理產地來源證及／或為任何其他容許發放資料的條例所准許的其他目的，向任何政府認可的來源證簽發機構、指明團體及／或其他第三方，發放工業貿易署署長根據香港法例第60章《進出口條例》保存的工廠登記冊內所載有關本公司／業務或個人申請人(無商業登記)的一切所需資料。我們明白如本公司／業務或個人申請人(無商業登記)欲終止此授權，工廠登記申請書上的簽署人須向工業貿易署另外提出書面要求。

註A：指明團體為香港法例第60章《進出口條例》附表2指明的團體。

註B：政府認可的來源證簽發機構，是指香港法例第324章《非政府簽發產地來源證保障條例》附表指定的認可機構。

Chopped and Signed by the authorised representative for and on behalf of the company/business or by the individual applicant (without business registration)[@]
獲公司／業務授權代表或個人申請人(無商業登記)[@]蓋章及簽名

(Name in English 英文姓名)(In block letters 請用正楷)

(Name in Chinese 中文姓名)

Position
職位

HKID Card No.
香港身份證號碼

Home Address
住址

Home/Mobile Telephone No. [@]
住宅／手提電話號碼[@]

Date
日期

(To be completed at the time of interview)
(此欄於會面時填寫)

9. I, _____, _____ of _____
(Name) (Position) (Company/Business/Individual[@] Name)
certify that I have read over and fully understood the content of the declaration and undertaking(s) signed by the authorised representative for and on behalf of the Company/Business/Individual[@] on _____.
(Date)

本人, _____ 為 _____ 的 _____
(簽署人姓名) (公司／業務／個人名稱) (職位)
謹此證實本人已獲授權代表為公司／業務／個人[@]細閱及完全明白本人於 _____ 所簽署的聲明及保證書的內容。
(日期)

§ Signed by _____ Witnessed by _____ Date _____
簽名 證人 (Officer of Trade and Industry Department 工業貿易署職員) 日期

Notes The signatory should be 註§：簽署人應為：
(a) for sole proprietorship : the proprietor (甲) 獨資公司：東主
(b) for partnership : one of the partners (乙) 合資公司：合夥人之一
(c) for limited company : a director or a responsible person authorised by the board of directors, in which case documentary evidence in support of his/her directorship or authorised status is required. (丙) 有限公司：經董事局授權的董事或主理人，在此情況下，須具備證明該簽署人身份的文件。
(d) for individual (without business registration) : the applicant (丁) 個人(無商業登記)：申請人

[@] Please delete as appropriate 請刪去不適用者

10. † Scale plan of place of operation specified in the first page of this Application Form 在本申請書首頁聲稱的營運地點的平面簡圖

Scale plan of operation premises 營運地點平面簡圖
Including location details of machinery/equipment installed 包括機器及設備等位置
(Photographs acceptable 可提供相片)

Date
日期


Chopped and signed by the authorised representative for and on behalf of the company/business or by the individual applicant without Business Registration
獲公司／業務授權代表或個人申請人(無商業登記)蓋章及簽名

Note 註：† Attachments should be used if the space provided for a particular item is insufficient.

如表格內某一項目的空位不足，請填寫於附加的紙張上，然後與申請書一併遞交。

A separate scale plan (or photograph) is required for each place of operation mentioned above.
申請人要為其在表格提及的每一個營運地點，提供個別的平面簡圖（或相片）。

Factory Registration Card 工廠登記咭 (TID 60)



FACTORY REGISTRATION CARD

工廠登記咭

Company Name 公司名稱	English 英文		Factory Registration No.: 工廠登記號碼
	Chinese 中文		Business Registration No.: 商業登記號碼

Specimen Company Chops, Amendment Chops and Seals (Normally a maximum of **THREE** chops/seals are accepted)
公司印鑑、修改印鑑及圖章樣本 (通常最多接受登記**三枚**印鑑/圖章)

TID 60 (Rev. 9/2019)

Specimen Signatures of Authorised Officials 獲授權職員的簽名樣本

(Normally a maximum of **SIX** authorised signatories are accepted) (通常最多接受登記**六個**獲授權簽署人)

Name 姓名	HKID Card/Passport No. 香港身份證/護照號碼	Position 職位	Specimen Signature 簽名樣本	Serial Number of Organisational Digital Certificate 機構數碼證書編號*
1.				
2.				
3.				
4.				
5.				
6.				

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*This is an optional field. For authorised officials who would like to submit Factory Registration/ Local Subcontracting Arrangement/ Outward Processing Arrangement/ Certificate of Origin related forms via the Trade and Industry Department web portal, please register the serial number of the recognised organisational digital certificate (i.e. Hongkong Post e-Cert (Organisational) issued by Hongkong Post or Organisational ID-Cert issued by the Digi-Sign Certification Services Limited).

*此為選擇性填寫欄位。若獲授權職員有意透過工業貿易署網頁提交任何有關工廠登記/本地分判措施/外地加工措施/產地來源證的表格，請在此欄登記香港獲認可的數碼證書(機構)編號（即由香港郵政發出的香港郵政電子證書（機構）或由電子核證服務有限公司發出的機構 ID-Cert）。