



Import and Export Ordinance (Cap. 60)
香港法例第 60 章進出口條例

**Application for Amendment of Registration Particulars
under Factory Registration (FR)**
申請修訂工廠登記資料

On behalf of _____
(Name of Factory)

(FR No.: _____), I would like to apply for amendment of the following registration particular(s) under our Factory Registration with your Department. The revised information is now given below:

本人代表 _____
(工廠名稱)

(工廠登記號碼： _____) 申請修訂下列在貴署工廠登記下的登記資料。需要修訂的資料如下：

(Please select the item(s) that have to be amended by putting a tick in the square box) (請在需修訂項目旁的方格劃上「✓」號)

(A) For the following changes, please fill in and return Annex 1. 如屬以下之改動，請填妥及遞交附件 1。

- | | |
|--|--|
| ☐ Main Factory Address/Tel. No./Fax No./Business Registration Branch No. | 總廠地址／電話號碼／傳真號碼／商業登記分行號碼 |
| ☐ Branch Factory Address/Tel. No./Fax No. | 分廠地址／電話號碼／傳真號碼 |
| ☐ Articles Produced and Type(s) of Certificate of Origin Required/Manufacturing Process(es) of the Respective Articles to be Carried Out/Principal Materials Used | 生產的貨品及所需的產地來源證類別／個別貨品進行的生產工序／所使用的主要物料 |
| ☐ Machinery and Equipment | 機器及設備 |
| ☐ Proforma Cost Statement (for CO Types Involving Regional Value Content Requirement, e.g. CO(Georgia), CO(Form AHK) and CO(Peru)) | 成本計算表(適用於涉及計算區域價值成分的產地來源證類別，例如：香港產地來源證－格魯吉亞、香港產地來源證－東盟及香港產地來源證－秘魯) |

(B) For the following changes, please fill in and return Annex 2. 如屬以下之改動，請填妥及遞交附件 2。

- | | |
|---|----------------------|
| ☐ Name of Company/Registered Business | 公司／已註冊業務名稱 |
| ☐ Correspondence Address/Tel. No./Fax No./Email Address | 通訊地址／電話號碼／傳真號碼／電郵地址 |
| ☐ Office Address/Tel. No./Fax No. | 辦公室地址／電話號碼／傳真號碼 |
| ☐ Storage Premises | 貨倉地址 |
| ☐ Partners/Directors | 合夥人／董事 |
| ☐ Staff and Wage Rates | 員工及工資率 |
| ☐ Authorised Signatory(ies) | 獲授權簽署人 |
| ☐ Company Chops/Amendment Chops/Seals | 公司印鑑／修改印鑑／圖章 |
| ☐ Residential Address/Mobile No. of the Signatory to the Application of Factory Registration | 工廠登記申請書簽署人的住址／手提電話號碼 |
| ☐ Trade Marks or Brand Names Used | 採用的商標／牌子 |
| ☐ Foreign Investment | 外來投資 |

2. I hereby declare that, apart from the information amended in paragraph 1 (and Annex 1 and/or Annex 2 and/or any attachment(s)) above, which is true and correct to the best of my knowledge and belief, other particulars of my factory provided in the Application Form for Factory Registration remain valid. I understand that this amendment forms part of my Application Form for Factory Registration. I undertake to inform the Director-General of Trade and Industry in writing immediately of any change of particulars or upon cessation of business. I further undertake to continue to abide by the provisions stipulated in the "Declaration And Undertaking" of the Application Form for Factory Registration.

本人謹此聲明，就本人所知及相信，所填報的資料均確實無誤。除上文第 1 段（及附件 1 及／或附件 2 及／或其他附加資料）修訂的資料外，本廠在工廠登記申請表內所提供有關本廠的其他登記資料仍然有效。本人明白此申請修訂工廠登記資料申請書，將構成本廠的工廠登記申請書的其中部份。本人承諾，若有任何資料變更或結束業務，會即時以書面通知工業貿易署署長。本人承諾繼續遵守工廠登記申請書的「聲明及保證書」部分內所訂明的條款。

Name of Signatory# _____
簽署人姓名# (Name in English) (英文姓名) (Name in Chinese) (中文姓名)

HKID Card/Passport No. 香港身份證／護照號碼 _____

Position 職位 _____

Contact No. _____ Company Chop _____
聯絡號碼 公司印鑑

Fax No. _____ Email Address _____
傳真號碼 電郵地址

Signature 簽署 _____ Date 日期 _____

This form should be signed by the same person signing the Application Form for Factory Registration (TID 91).
本表格必須由工廠登記申請書(TID 91)的簽署人簽署。

The application form should be returned by the following means:

- by fax (fax no.: 2787 6048);
- by email (email address: fr_section@tid.gov.hk);
- by post (address: Factory Registration Section, Factory Registration and Origin Certification Branch, 14/F, Trade and Industry Tower, 3 Concorde Road, Kowloon City, Hong Kong); or
- in person, including by courier (address: Information Counter, Integrated Customer Service Centre, Room 1324, 13/F, Trade and Industry Tower, 3 Concorde Road, Kowloon City, Hong Kong).

申請書可透過以下途徑遞交：

- 傳真（傳真號碼：2787 6048）；
- 電郵（電郵地址：fr_section@tid.gov.hk）；
- 郵寄（地址：香港九龍城協調道3號工業貿易大樓14樓工廠登記及產地來源證科工廠登記組）；
- 或
- 親身（包括以速遞方式）遞交（地址：香港九龍城協調道3號工業貿易大樓13樓1324室綜合顧客服務中心詢問處）。

Please fill in this form in English. Please use attachments if the space provided for a particular item is insufficient.
請以英文填寫本表格。若填報資料的地方不足，請填寫於附加紙上。



TRADE AND INDUSTRY DEPARTMENT
THE GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION
香港特別行政區政府 工業貿易署

Import and Export Ordinance (Cap. 60)
香港法例第 60 章進出口條例

Application for Amendment of Registration Particulars
under Factory Registration (FR)
申請修訂工廠登記資料

(Please select the item(s) that have to be amended by putting a tick in the square box and fill in the revised information)
(請在需修訂項目旁的方格劃上「✓」號並填上經修訂資料)

☐ **Main Factory Address** (Note 1) :
總廠地址 (註 1)
Tel. No. 電話號碼 : Fax No. 傳真號碼 :
Business Registration Branch No. :
商業登記分行號碼

☐ **Branch Factory Address** (Note 1) :
分廠地址 (註 1)
Tel. No. 電話號碼 : Fax No. 傳真號碼 :

☐ **Articles Produced and Type(s) of Certificate of Origin Required:**
- Certificate of Hong Kong Origin (CHKO)
- Certificate of Origin – Processing (COP)
- Certificate of Hong Kong Origin – CEPA (CO(CEPA))
- Others (e.g. Certificate of Hong Kong Origin – New Zealand (CO(NZ)),
Certificate of Hong Kong Origin – Georgia (CO(Georgia)),
Certificate of Hong Kong Origin – Form AHK (CO(Form AHK)) and
Certificate of Hong Kong Origin – Peru (CO(Peru))) (Note 2)

生產的貨品及所需的產地來源證類別：
- 香港產地來源證(CHKO)
- 產地來源加工證(COP)
- 《內地與香港關於建立更緊密經貿關係的安排》下的原產地證書(CO(CEPA))
- 其他（例如：香港產地來源證－新西蘭(CO(NZ))，香港產地來源證－格魯吉亞(CO(Georgia))，
香港產地來源證－東盟(CO(Form AHK))及香港產地來源證－秘魯(CO(Peru)) ） (註 2)

Articles Produced (Chinese & English) 生產的貨品（中英文名稱）	Hong Kong HS Code 香港協調制度編號	Mainland HS Code 內地《協調制度》編碼 (Leave blank if CO(CEPA) is not required.) (如不需 CO(CEPA)，無 須填寫此欄。)	Type(s) of Certificate Required 所需的產地來源證類別			
			CHKO	COP	CO (CEPA)	Others, please specify. 其他， 請註明。
1.						
2.						
3.						
4.						

Manufacturing Process(es)(Note 3) of the Respective Articles to be Carried Out in the Registered Factory Premises 個別貨品在
已登記廠房內進行的生產工序 (註 3) :

Articles Produced 生產的貨品	Manufacturing Processes 生產工序
1.	
2.	
3.	
4.	

Principal Materials Used (Please declare the principal materials used in the production of the articles declared above in the registered factory premises) **所使用的主要物料** (請填報於已登記廠房內用以製造上述貨品的主要物料)：

Articles Produced 生產的貨品	Type of Material 物料種類	Place of Origin of Material 物料原產地	Hong Kong HS Code of Material (Please insert only if the origin criteria of the article involves Change of Tariff Classification, e.g. Change in Tariff Heading) 物料的香港協調制度編號 (如有關的產地來源規則涉及稅則歸類改變，例如從其他品目改變至此，請填寫此欄。)
1.			
2.			
3.			
4.			

☐ **Machinery and Equipment**^(Note 3) (Please declare the factory address in which change to machinery and equipment is required and provide the scale plan of the factory premises concerned with the location of machinery and equipment installed.)

機器及設備^(註3) (請填報所列的機器及設備改動的廠址及提交廠址平面簡圖，並列明廠內機器及設備的位置。)

Main/Branch Factory Address
總廠／分廠地址

Machinery and Equipment
機器及設備

Number Installed
安裝數目

☐ **Proforma Cost Statement** (Please attach the updated proforma cost statement)
成本計算表 (請附上最新的成本計算表)

Notes 註:

1. Please provide the following documents:-

- a copy of valid Business Registration Certificate bearing the factory name, address and Business Registration number;
- scale plan of the factory premises, including the location of machinery and equipment installed;
- location map of the factory (if the factory is located at an address without street name and building number); and/or
- duly completed Factory Registration Card (TID 60) and return the original to the Department (if applicable) (Please refer to the last page)

請提供下列文件：

- 印有工廠名稱、地址和商業登記號碼的有效商業登記證副本；
- 廠址平面簡圖，包括廠內機器及設備等的位置；
- 廠址位置圖（如廠址沒有街道名稱及樓宇門牌號數）；及／或
- 已填妥更新資料的工廠登記咭(TID 60)正本並交回本署（如適用）（請參考最後一頁）。

2. Please provide information for all products for which certificates of origin are to be lodged. Depending on the product(s) to be registered, applicant may be required to provide additional information or documents to support the application, please contact the Factory Registration Section of the Department (Tel. No.: 2398 5531) for details. Since changes in articles produced may necessitate changes in manufacturing process(es), principal materials used and machinery and equipment, please ensure that all changes involved have been included in this form.

請填報所有將會申請產地來源證的貨品。視乎擬登記的貨品，申請人可能須要提交額外資料或補充文件供本署處理其申請，詳情請向本署工廠登記組查詢（電話：2398 5531）。更改生產貨品或會引致製造工序、主要物料和機器及設備方面的變動，申請人應確保在本申請書內填報所有變更。

3. Manufacturing processes performed, using the machinery and equipment installed in the factory premises, must be sufficient to confer Hong Kong origin for the type(s) of Certificate(s) of Origin required.

利用廠房內的機器及設備所進行的生產工序須足以符合所需產地來源證種類的香港產地來源規則。



TRADE AND INDUSTRY DEPARTMENT
THE GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION
香港特別行政區政府 工業貿易署

Application for Amendment of Registration Particulars under Factory Registration (FR) 申請修訂工廠登記資料

☐ Name of Company/Registered Business (Note 1)
公司／已註冊業務名稱 (註1)

English 英文

Chinese 中文

Alias^(Note 2)別名 (註2)[illegible]

☐ Correspondence Address :
通訊地址

通訊地址

Tel. No. :
電話號碼

Fax No.
傳直號碼Email Address :
電 郵 地 址

☐ Office Address (Note 3)
 辦公室地址 (註 3)

辦公室地址 (註3)

Tel. No. 電話號碼

Fax No. 傳真號碼

☐ Storage Premises
貨倉地址

貨倉地址

Partners/Directors (Note 4) 合夥人／董事(註4)

Partners/Directors' Name
合夥人／董事姓名

Partners/Directors' Name 合夥人／董事姓名	
1.	
2.	
3.	
4.	
5.	
6.	

☐ Staff and Wage Rates 員工及工資率：

Personnel
職員

No. of Persons Employed
聘用人數

Regular 長工 Casual 散工

Present Average Wage Rate Per Person
(Piece/Daily/Monthly)
每人目前平均工資率
(件工/日薪/月薪)

- (a) Managerial and Clerical 管理人員及文員
(b) Technical 技術員
(c) Skilled Labour 熟練工人
(d) Unskilled Labour 非熟練工人

☐ Authorised Signatory(ies) ^(Note 5) 獲授權簽署人 ^(註 5)

☐ Company Chops/Amendment Chops/Seals ^(Note 5) 公司印鑑／修改印鑑／圖章 ^(註 5)

☐ Residential Address/Mobile No. of the Signatory to the Application of Factory Registration

工廠登記申請書簽署人的住址／手提電話號碼

Residential Address 住址：

Mobile No. 手提電話號碼：

☐ Trade Marks or Brand Names Used 採用的商標或牌子

Name of Trade Mark/Brand Name 商標／牌子名稱 (English or Chinese 英文或中文)	
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☐ Foreign Investment 外來投資

Source of Investment 外來資金來源	Percentage Owned 百份比

Notes 註：

1. Please provide the following documents:-

- (i) valid Business Registration Certificate bearing the factory name, address and Business Registration number (photocopy); and
- (ii) duly completed Factory Registration Card (TID 60) and return the original to the Department (Please refer to the next page).

請提供下列文件：

- (i) 印有工廠名稱、地址和商業登記號碼的有效商業登記證（副本）；及
- (ii) 已填妥更新資料的工廠登記咭(TID 60)正本並交回本署（請參考下頁）。

2. For the purpose of electronic services, if your factory name has more than 35 characters, please provide an alias up to 35 characters, including spacing between words.

為方便使用電子服務，若貴廠之廠名超過 35 個英文字母，請提供一個不多於 35 個英文字母（包括字與字之間的空格）的別名。

3. Please provide a copy of the valid Business Registration Certificate bearing the factory name, address and Business Registration number.

請提供印有工廠名稱、地址和商業登記號碼的有效商業登記證的副本。

4. For limited company, please provide the latest Annual Return (Form NAR1). Certified true copies of Form(s) ND2A/ND2B/ND4 should be provided if there is any amendment to the latest Annual Return. All documents must be properly certified on each and every page by the Companies Registry, a certified public accountant (practising) or a solicitor. The date of certification should be within 6 months from the date of lodgment of this application.

有限公司請提供最近之週年報表（表格 NAR1）的認證副本。若在週年報表備妥後有任何修訂，則須同時遞交表格 ND2A/ND2B/ND4 的認證副本。所有文件的每頁均須由公司註冊處、執業會計師或律師妥為認證，認證日期必須在遞交此申請書之日起計六個月內。

5. Please provide the following documents:-

- (i) duly completed Factory Registration Card (TID 60) and return the original to the Department (Please refer to the next page); and/or
- (ii) copies of Hong Kong Identity Card or Passport of the newly added manufacturer's authorised signatories (if applicable).

請提供下列文件：

- (i) 已填妥更新資料的工廠登記咭(TID 60)正本並交回本署（請參考下頁）；及／或
- (ii) 新增獲授權簽署人的香港身份證／護照副本（如適用）。

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. 8/2026)

Specimen Signatures of Authorised Officials 獲授權職員的簽署樣本
(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 簽署樣本	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）。