

Textiles Trader Registration Scheme

Guidance Notes

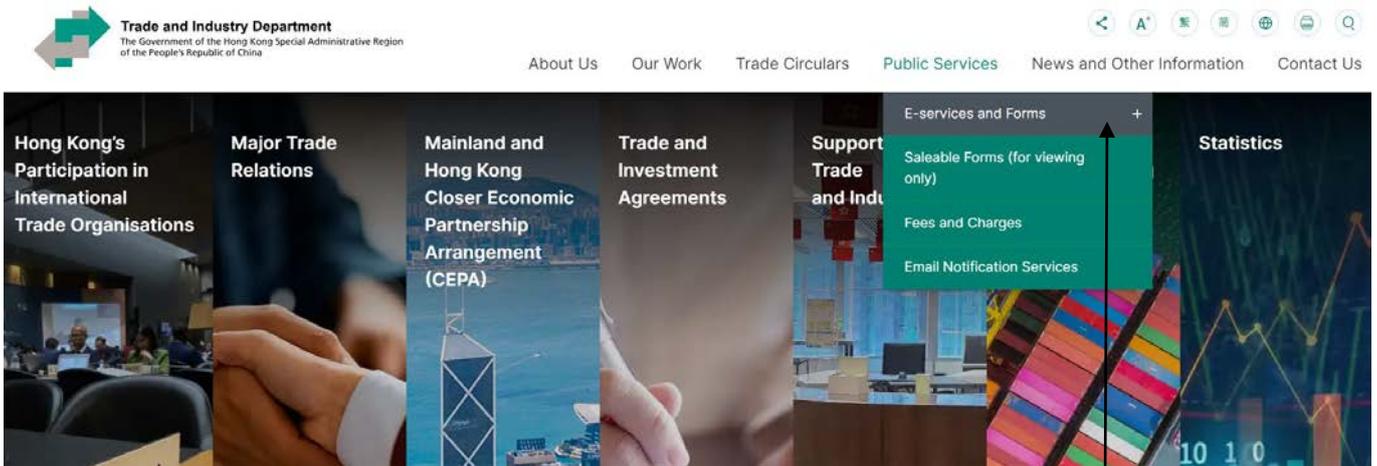
How to check approval status and download Certificate of Registration as a Textiles Trader

Applicants can check online at the Trade and Industry Department (TID)'s Web Portal whether their applications have been approved. Please logon the online enquiry services at https://www.tid.gov.hk/en/public_services/forms/ttrs/ula.html three clear working days after payment of registration fee and submission of application to view and/ or download the Certificate of Registration as a Textiles Trader issued by the Department. Please note that no certificates will be sent to the applicants by post or by email. New users can first activate their User Login Account (ULA) at the above website.

Steps

A. New Users – Activating the User Login Account (ULA)

(1) Enter TID's webportal at: <https://www.tid.gov.hk/en/index.html>, click on "[E-services and Forms](#)" under Public Services section.



Under Public Services section, click on "[E-services and Forms](#)"

(2) Under Import and Export of Goods, click on “[Textiles Trader Registration Scheme](#)”

E-services and Forms

- [Textiles Trader Registration Scheme](#)
- [Kimberley Process Certification Scheme](#)
- [Ozone Depleting Substances](#)
- [Rice Control Scheme](#)
- [Transhipment Cargo Exemption Scheme](#)
- [Registration as Local Importers of Mainland Cereals and Grain Flour](#)
- [Registration as Hong](#)

E-services and Forms

Import and Export of Goods

- [Textiles Trader Registration Scheme](#)
- [Kimberley Process Certification Scheme](#)
- [Ozone Depleting Substances](#)
- [Rice Control Scheme](#)
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- [Registration as Local Importers of Mainland Cereals and Grain Flour](#)
- [Registration as Hong Kong Registered Wine Exporters](#)
- [Powdered Formula](#)
- [Factory Registration and Certification of Origin](#)
- [Strategic Trade Controls](#)

Under Import and Export of Goods, click on “[Textiles Trader Registration Scheme](#)”

(3) Under E-Services, click on “[Textiles Trader Registration - User Login Account \(ULA\)](#)”

E-services and Forms

- [Textiles Trader Registration Scheme](#)
 - [Textiles Trader Registration - User Login Account \(ULA\)](#)
- [Kimberley Process Certification Scheme](#)
- [Ozone Depleting Substances](#)
- [Rice Control Scheme](#)
- [Transhipment Cargo Exemption Scheme](#)

Textiles Trader Registration Scheme

E-Services

- [Textiles Trader Registration - User Login Account \(ULA\)](#)
- [Electronic Form Status Enquiry Service](#)

Forms

Form No.	Updated	Form Title	Download Form	Submit Form	E-Services
		Application Form for Textiles Trader Registration Please also read:			

Under E-Services, click on “[Textiles Trader Registration - User Login Account \(ULA\)](#)”

(4) Under Textiles Trader Registration - User Login Account (ULA), click on “[New User](#)”

E-services and Forms

- [Textiles Trader Registration Scheme](#)
 - **Textiles Trader Registration - User Login Account (ULA)**
 - [User Login Account \(ULA\)](#)
 - [Introduction](#)
 - [Terms and Condition of Use](#)

Textiles Trader Registration - User Login Account (ULA)

Holders of [Textiles Trader Registration](#) can login their ULAs to use web-based enquiry service, e-mail notification service, as well as to view or download the Certificate of Registration as a Textiles Trader issued by this Department.

- [Login](#)
- [New User](#)
- [Guidance Notes - How to check approval status and download Certificate of Registration as a Textiles Trader](#)

- [About ULA](#)

Under Textiles Trader Registration - User Login Account (ULA), click on “[New User](#)”

(5) Input the Business Registration (BR) no. of your company/ registered business (11-digit) and input the Hong Kong ID Card No. or the Passport No. (as appropriate) of the “Signatory” to your TTR application

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First-time Login

Your company MUST be holding:

- (a) **valid Factory Registration (FR); and/or**
- (b) **valid Textiles Trader Registration (TTR)**

with Trade and Industry Department (TID).

[How to Activate an Account?](#)

Please input Business Registration (BR) No. of your company.

BRNo.: -

Please input Hong Kong Identity Card or Passport No. of the 'Signatory' of your company as registered with TID. ([How can I know who the registered 'Signatory' is?](#))

HKID Card No. of the registered 'Signatory': ()

Or

Passport No. of the registered 'Signatory':
(max. 35 alpha-numeric)

[Next](#)

[Back](#) [E-Services Main Page](#)

After completion, click on “Next”

(6) Read the Terms and Conditions of Use and indicate agreement

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The Government of the Hong Kong Special Administrative Region

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E-Services

Terms and Conditions of Use

Terms and Conditions of Use

1. General

1.1 The Trade and Industry Department (hereafter 'the Department') provides a basket of web-based services and information to eligible traders through their User Login Accounts (ULA) of this website www.tid.gov.hk. The services and information are intended for eligible traders who are companies/registered businesses maintaining

I have read and agree to the above Terms and Conditions of Use

After reading the Terms and Conditions of Use, click on “[I have read and agree to the above Terms and Conditions of Use](#)” if you agree.

(7) Check details of your company/ registered business under registration and confirm activation of the User Login Account

The screenshot shows the 'E-Services' section of the Trade and Industry Department website. It displays a form for confirming the activation of a User Login Account. The form includes fields for 'Date', 'BR No.' (with a placeholder 'xxxxxxx - xxx'), 'TTR No.' (with a placeholder 'xxxxxxx'), and 'Company Name' (with a placeholder 'Name of your Company'). Below these fields is a question: 'Do you wish to activate the User Login Account now?'. There are two buttons: 'Yes' and 'No'. A callout box with an arrow pointing to the 'Yes' button contains the text: 'If you confirm to activate your User Login Account, click on “Yes”.'

(8) Input the particulars for your User Login Account

The screenshot shows the 'E-Services' section of the Trade and Industry Department website, specifically the 'User Login Account Particulars' form. The form asks the user to enter the following particulars (all mandatory) for their User Login Account:

- Day-time Contact Person:** A dropdown menu with 'Mr' selected and an adjacent text input field.
- Position in the Company:** A text input field.
- Contact Telephone No.:** A text input field.
- Correspondence Email Address:** A text input field.

At the bottom of the form is a 'Next' button. A callout box with an arrow pointing to the 'Next' button contains the text: 'After completion, Click on “Next” to proceed.'

(9) Set your Login Name and Password

The screenshot shows the 'Set Login Name and Password' form. At the top left is the Trade and Industry Department logo and name. At the top right is the Hong Kong logo. The main heading is 'Set Login Name and Password'. Below it, a message says 'Please enter the following particulars (all mandatory) for your User Login Account:'. There are three input fields: 'Please set your Login Name:' with a text box and '(6 to 20 alphabetic/ numeric/ alpha-numeric characters)'; 'Please set your Password:' with a text box and '(10 to 15 characters with at least one upper case letter, one lower case letter, and one numeric or special character, such as @#* etc.)'; and 'Re-confirm your Password:' with a text box. A 'Confirm' button is located below the password fields. A callout box with an arrow pointing to the 'Confirm' button contains the text: 'After completion, click on “[Confirm](#)” to proceed.'

(10) User Login Account (ULA) successfully activated

The screenshot shows the 'E-Services' page. At the top left is the Trade and Industry Department logo and name. At the top right is the Hong Kong logo. Below the logo is a red bar with 'E-Services' written on it. The main heading is 'Congratulations!'. Below it, a message says 'Your User Login Account (ULA) (Login Name:) is activated successfully.' Below this, a message says 'Please remember your Login Name and your password.' At the bottom left is a link 'Login My Account Now' with a right-pointing arrow. At the bottom right is a link 'E-Services Main Page' with a right-pointing arrow.

B. To check the approval status and to view and/or download the Certificate of Registration as a Textiles Trader

(1) Enter the Department's webportal at: <https://www.tid.gov.hk/en/index.html>, click on “[E-services and Forms](#)” under Public Services section. Under Import and Export of Goods, click on “[Textiles Trader Registration Scheme](#)”. Afterwards, click on “[Textiles Trader Registration - User Login Account \(ULA\)](#)” under E-Services. And click on “[Login](#)” under Textiles Trader Registration - User Login Account (ULA).

Enter your Login ID/ Name and Password:

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User Login Account (ULA) - Log In

[How to Log In?](#)

If you have already activated your account, please sign in your Login ID/Name and password below.

Login ID/Name: [Forgot Login ID/Name?](#)

Password: [Forgot Password?](#)

For first time login, please click [HERE](#) to activate your account first.

For more information about the ULA service, please click [HERE](#).

Note: To enhance security of your account, users will be required to set a strong password (i.e. 10 to 15 characters with at least one upper case letter, one lower case letter, and one numeric or special character, such as @#* etc.) when they change their passwords in the system. Users are also advised to change your existing passwords as soon as possible and well before their expiry and adopt a strong password.

[Back](#) [E-Services Main Page](#)

(2) View the details of your company/ registered business under registration in the Main Menu

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E-Services

中文

Main Menu

LOG OUT

Contact Us

Main Menu

As at , Login ID/Name: has access rights to web functions for the following registration(s):

TTR No.: Company Name:

The full list of web functions available to this Account is as follows:

Basic Function:

- [Subscription for Email Notification Service](#)
- [Amendment of User Login Account Particular](#)
- [Change of Password \(ULA\)](#)

For Your TTR:

- [Enquiry on TTR Particulars](#)

To check your registration particulars under TTRS, click on “[Enquiry on TTR Particulars](#)”.

(3) Check the approval status of your TTRS application and view and/or download the Certificate of Registration as a Textiles Trader. For approved application, the validity period of the TTR registration will be shown on this page.

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E-Services

中文
Main Menu
LOG OUT
Contact Us

TTR Registration Information

Company Name : Company Name
Registration Validity : dd/mm/yyyy – dd/mm/yyyy
Registration Address : Registered Address
Telephone No. : Telephone No.

To view and download:
[Certificate of Registration as a Textiles Trader](#) (in PDF format)

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The validity period of the approved textiles trader registration.

The Certificate of Registration as a Textiles Trader is available for viewing and download here. Please click on “[Certificate of Registration as a Textiles Trader](#)”.

Trade and Industry Department
March 2025