

# **List of Information/Records by Category and Subject kept by the Trade and Industry Department**

## **AMERICAS DIVISION**

### **COMMERCIAL RELATIONS BRANCH**

#### ***I. General Administration***

#### ***II. General Commercial Relations Issues***

1. Monitoring of Commercial Relations Activities in American Countries/Territories
2. Hong Kong's Trade Relations with Countries/Territories in Americas  
(An alphabetical list of countries/territories is at Annex A)
3. Implementation of Free Trade Agreement between Hong Kong, China and Chile
4. Contributions to Publications, Speeches and Events
5. Fact Sheets and Other Market Data
6. Statistics on Textiles and Clothing
7. Briefs for Meeting
8. Visitors to Hong Kong and Outgoing Visits
9. Consultations, Conferences and Committees
10. Correspondence
11. Enquiries
12. WTO Trade Policy Review

**STRATEGIC TRADE CONTROLS BRANCH**

- I. General Administration***
- II. Import and Export (Strategic Commodities) Classification and Licensing System (IESCCLS) and E-Application System for Strategic Commodities Licensing (E-SC)***
- III. Import and Export Licensing***
- IV. Licensable Items***
- V. Licensing Policy and Procedure for Specific Countries***

## EUROPE DIVISION

### *I. General Administration*

### *II. General Commercial Relations Issues*

1. General Policy and Strategy in Conducting Commercial Relations
2. Hong Kong's Trade Relations with Countries/Territories in Europe \*
3. Free Trade Agreements
4. Investment Promotion and Protection Agreements
5. Divisional/Branch Meeting and Minutes
6. Reports and Liaison with Overseas Offices
7. Liaison with Other Government Departments
8. Liaison with Trade Associations and Chambers of Commerce
9. Publicity and Liaison with the TDC
10. Visitors to Hong Kong
11. Outgoing Visits by Government Officials
12. Contributions to Publications, Speeches and Events
13. Fact Sheet and Other Market Data
14. Circulars
15. Briefs
16. Public Enquiries
17. Miscellaneous Correspondences

\* An Alphabetical List of Countries/Territories is at Annex B.

## **INDUSTRIES SUPPORT DIVISION**

### ***I. General Administration***

### ***II. Advisory Boards/Committees***

1. Trade and Industry Advisory Board
2. Small and Medium Enterprises Committee

### ***III. Funding Schemes***

*(including Dedicated Fund on Branding, Upgrading and Domestic Sales (Organisation Support Programme) (BUD(OSP), SME Development Fund (SDF), SME Export Marketing Fund (EMF), SME Loan Guarantee Scheme (SGS) and Special Loan Guarantee Scheme (SpGS))*

1. Applications for funding/guarantee (Restricted to applicant concerned)
2. Funded Projects (for BUD(OSP) and SDF only)
3. Information on Activities and Organisers subsidised by the EMF (Restricted to funded activities over the past year)
4. Information on Currency Exchange Rate under the EMF
5. Statistics]
6. Public Enquiries (for enquiries on EMF, restricted to enquirer concerned and within two years)
7. Publicity Matters
8. Policy/ Administrative Matters

### ***IV. Brand Promotion***

1. Brand Promotional Activities
2. Branding Website ([branding.tid.gov.hk](http://branding.tid.gov.hk))

**V. *SME Services***

1. SME Mentorship Programme
2. "Meet-the-Advisors" Business Advisory Service
3. SUCCESS Website
4. Business Start-up Information Service
5. SUCCESS Reference Library
6. Electronic Business Databases
7. Statistics on SMEs
8. Asia-Pacific Economic Cooperation (APEC) SMEs Ministerial and Related Meetings
9. SME Seminar/Workshop
10. SME Pulse
11. SUCCESS E-newsletter/E-mail Alert Service
12. Customer Liaison Group for SMEs

**VI. *Industries Liaison Branch***

1. Trade and Industrial Organisations
2. Visit to Industrial Enterprises
3. Industrial Land
4. Federation of Hong Kong Industries
5. Hong Kong Productivity Council
6. Vocational Training Council
7. Hong Kong Awards for Industries
8. Working Group on Industrial, Commercial and Professional Sectors, Basic Law Promotion Steering Committee
9. Miscellaneous Matters on Industrial Liaison and Support

## **MAINLAND DIVISION**

### ***MAINLAND BRANCH (I)***

#### ***I. General Administration***

#### ***II. Commercial Relations with China (the Mainland of China)***

1. China's WTO Commitments and Implementation
2. Implementation of Zero Import Tariff under the Mainland and Hong Kong Closer Economic Partnership Arrangement (CEPA)
3. Laws and Regulations
4. Enquiries
5. Reports and Publications

### ***MAINLAND BRANCH (II)***

#### ***I. General Administration***

#### ***II. CEPA***

1. Development of CEPA

### ***MAINLAND BRANCH (III)***

#### ***I. General Administration***

#### ***II. CEPA***

1. Enquiries
2. Publicity and Promotional Activities
3. Statistics
4. Information of Mainland Rules and Regulations
5. Liaison with Provincial/Municipal Government
6. Implementation of CEPA

**MAINLAND BRANCH (IV)**

- I. *General Administration***
- II. *Rough Diamonds and Ozone Depleting Substances Licensing Matters***
- III. *Transshipment Cargo Exemption Scheme Matters***
- IV. *Manifest checking***
- V. *Hong Kong Service Supplier (HKSS) Certification Matters***

## MULTILATERAL TRADE DIVISION

### *I. General Administration*

### *II. Multilateral Issues*

1. Marrakesh Agreement Establishing the World Trade Organization (WTO)
2. General Agreement on Tariffs and Trade (GATT) 1994
3. Agreement on the Application of Sanitary and Phytosanitary Measures (SPS)
4. Agreement on Technical Barriers to Trade (TBT)
5. Agreement on Implementation of Article VI of the GATT 1994 (Anti-dumping Agreement)
6. Agreement on Implementation of Article VII of the GATT 1994 (Customs Valuation Agreement)
7. Agreement on Preshipment Inspection (PSI)
8. Agreement on Rules of Origin
9. Agreement on Import Licensing Procedures
10. Agreement on Subsidies and Countervailing Measures (SCVM)
11. Agreement on Safeguards
12. General Agreement on Trade in Services (GATS)
13. Understanding on Rules and Procedures Governing the Settlement of Disputes (DSU)
14. Trade Policy Review Mechanism (TPRM)
15. Agreement on Government Procurement (GPA)
16. Information Technology Agreement (ITA)
17. International Dairy Agreement
18. International Bovine Meat Agreement
19. Agreement on Agriculture (AoA)
20. Non-Agricultural Market Access
21. Tariff and Non-Tariff Measures
22. Trade and Environment
23. Trade and Investment
24. Trade Facilitation



25. Trade-Related Aspects of Intellectual Property Rights (TRIPS)
26. Trade and Competition
27. Trade and Development
28. Trade in Services Agreement (TISA)
29. Environmental Goods Agreement (EGA)

***III. HKSAR's Participation in the Organisation for Economic Co-operation and Development***

1. Trade Committee
2. Working Party of the Trade Committee.

## REGIONAL COOPERATION DIVISION

### *I. General Administration*

### *II. APEC*

1. Senior Officials' Meetings (SOM)
2. APEC Ministerial Meetings (AMM)
3. Sectoral Ministerial Meetings
  - APEC Environment Ministers' Meeting
  - Education Ministerial Meeting
  - Energy Ministerial Meeting
  - Environment Sustainable Development Ministerial Meeting
  - Finance Ministers' Meeting
  - Ministerial Meeting for Food Security
  - Health Ministerial Meeting
  - Human Resources Ministers' Meeting
  - Mining Ministerial Meeting
  - Meeting of Ministers Responsible for Trade (MRT)
  - Small and Medium Enterprise Ministers' Meeting
  - Telecommunications and Information Industry Ministers' Meeting
  - Transportation Ministers' Meeting
  - Tourism Ministerial Meeting
4. APEC Economic Leaders' Meetings (AELM)
5. Miscellaneous Meetings N.E.S.
6. Committee on Trade and Investment
  - Automotive Dialogue
  - Business Mobility Group
  - Chemical Dialogue
  - Electronic Commerce Steering Group
  - Group on Services
  - Intellectual Property Rights Experts' Group

- Investment Experts' Group
  - Life Sciences Innovation Forum
  - Market Access Group
  - Sub-Committee on Customs Procedures
  - Sub-Committee on Standards and Conformance
7. Economic Committee
- Competition Policy and Law Group
  - Strengthening Economic Legal Infrastructure Coordination Group
8. Budget and Management Committee
9. SOM Steering Committee on Economic and Technical Cooperation
10. Task Groups/Working Groups
- Agricultural Technical Cooperation Working Group
  - Anti-Corruption and Transparency Experts Task Force
  - Counter-terrorism Task Force
  - Task Force For Emergency Preparedness/Emergency Preparedness Working Group
  - Energy Working Group
  - Fisheries Working Group
  - Gender Focal Point Network
  - Health Working Group
  - Human Resources Development Working Group
  - Industrial Science and Technology Working Group
  - Marine Resources Conservation Working Group
  - Mining Task Force
  - Small and Medium Enterprises Working Group
  - Telecommunications and Information Working Group
  - Tourism Working Group
  - Transportation Working Group
11. Other Groups/Initiatives
- APEC Food System

- APEC Study Centers Consortium
  - Free Trade Agreements and Regional Trading Agreements
  - High Level Policy Dialogue on Agricultural Biotechnology
  - New Economy - e-APEC Strategy
  - Sustainable Development
  - Ease of Doing Business
12. APEC Leaders' Initiatives
- APEC Agenda for Science and Technology Industry Cooperation into the 21<sup>st</sup> century
  - APEC CEO Summit
  - Business Volunteer Programme
  - Education Programme
  - Energy, Environment and Economic Growth
  - Engagement of the Civil Society
  - Finance Ministers' Process
  - Food, Energy and Population
  - Implementation of APEC's Agreed Transparency Provisions
  - Investment Code
  - Leaders' Agenda to Implement Structural Reform
13. APEC Reform
14. Trade Facilitation and Supply Chain Connectivity
15. Contribution to the WTO
16. Trade Policy Dialogue
17. APEC Actions Reporting and Monitoring System
18. Gender and Youth Issues
19. Sectoral Trade Liberalisation
20. Information on APEC matters concerning the APEC Economies
- Australia
  - Brunei Darussalam
  - Canada

- Chile
  - People's Republic of China
  - Indonesia
  - Japan
  - Republic of Korea
  - Malaysia
  - Mexico
  - New Zealand
  - Papua New Guinea
  - Peru
  - The Republic of the Philippines
  - Russia
  - Singapore
  - Chinese Taipei
  - Thailand
  - United States
  - Viet Nam
21. Non-member Participation in APEC activities
  22. APEC Business Advisory Council (ABAC)
  23. Calendar of Major APEC Activities/Contact List/Participant's List
  24. Paper Cuttings
  25. Miscellaneous
    - Correspondence
    - Briefs
    - Speeches

### *III. Other Major Tasks*

1. Bilateral Commercial Relations with Asia (except the Mainland), Africa and Oceania\*
2. Implementation of the Hong Kong, China – New Zealand Closer Economic Partnership Agreement
3. Pacific Economic Cooperation Council (PECC)
4. Hong Kong Committee for Pacific Economic Cooperation (HKCPEC)
5. United Nations Economic and Social Commission for Asia and the Pacific (ESCAP)

\* An Alphabetical List of Countries/Territories is at Annex C.

## SYSTEMS DIVISION

### *FACTORY REGISTRATION AND ORIGIN CERTIFICATION BRANCH*

#### *I. General Administration*

#### *II. Branch Policy & Procedure*

1. Preferential Rules of Origin (ROOs) including ROOs under CEPA, CEP Agreement, the Free Trade Agreement between Hong Kong, China and the Member States of the European Free Trade Association (EFTA) and the Free Trade Agreement between Hong Kong, China and Chile
2. Certificate of Hong Kong Origin - CEPA (CO(CEPA)) and Certificate of Hong Kong Origin - New Zealand (CO(NZ))
3. Origin Certification System
  - Policy and Procedures
  - Enquiries on Origin Criteria for Specific Product
  - Generalised System of Preference Schemes
  - Certification Coordination Committee and Government Approved Certification Organisations
  - Electronic CO Service
4. Factory Registration
5. Outward Processing Arrangement
6. Local Subcontracting Arrangement
7. Statutory Declaration of Antique

## **TEXTILES REGISTRATION BRANCH**

### ***I. General Administration***

### ***II. Textiles Systems***

1. Textiles Trader Registration Scheme (TTRS)
2. Textiles Advisory Board
3. Textiles Control Arrangements (Policies and General Principles)
4. Pre-liberalisation Textiles Import and Export Licensing/  
Notification and Production Notification

### ***III. Powdered Formula Export Licensing***

### ***IV. Registration as Local Importers of Mainland Cereals and Grain Flour***

### ***V. Registration as Hong Kong Registered Wine Exporters***

### ***VI. Rice Control Scheme***

### ***VII. Commercial Relations on Textiles Matters with the European Union***



## **ADMINISTRATION BRANCH**

### ***I. General Administration***

1. Accommodation and Facilities
2. Departmental Committees and Meetings
3. Green Management
4. Information Services and Publications
5. Intellectual Property Rights
6. Occupational Safety and Health
7. Office Administration and Equipment
8. Official Language and Translation
9. Records Management
10. Social, Community and Charity Services
11. Statistics
12. Transportation and Vehicles
13. Recorded Conversations of Trade and Industry Department's Enquiry Hotlines

### ***II. Accounts***

1. Accounts and Accounting
2. Advances
3. Accounts Payable
4. Budgets
5. Expenditure Control
6. Fees and Charges
7. Audit
8. Accounts Receivable
9. Salaries
10. Allowances
11. Visits and Tours
12. Circulars and Directives
13. Finance

14. Management Services
15. Banks and Banking
16. Claims
17. Pension
18. Records Management

### ***III. Supplies***

1. Equipment, Supplies and Services
2. Furniture
3. Office Equipment
4. Printed Matters
5. Uniforms
6. Statistics
7. Circulars and Directives
8. Records Management
9. Information Technology and Computer Systems

### ***IV. Personnel***

1. Appointments and Postings
2. Leave and Passages
3. Termination of Service
4. Conduct and Discipline
5. Salaries and Allowances
6. Housing Benefits
7. Medical and Dental Facilities
8. Training and Development
9. Establishment Matters
10. Staff Relations and Welfare
11. Human Resources Planning and Management
12. Employment and Recruitment
13. Pension Benefits

14. Awards and Honours
15. Insurance Schemes
16. Performance Appraisal
17. Promotions and Examinations
18. Information Services Department Sponsored Visits

Annex A

List of Countries/Territories under Americas (Commercial Relations)

Branch

Argentina	Haiti
Aruba	Honduras
Bahamas	Jamaica
Barbados	Mexico
Belize	Nicaragua
Bolivia	Panama
Brazil	Paraguay
Canada	Peru
Chile	Puerto Rico
Colombia	Suriname
Costa Rica	Trinidad & Tobago
Cuba	United States
Dominican Republic	Uruguay
Ecuador	Venezuela
El Salvador	Virgin Islands US
Grenada	
Guatemala	
Guyana	

**Annex B**

**List of Countries/Territories under Europe Division**

Albania	Liechtenstein
Andorra	Lithuania
Armenia	Luxembourg
Austria	Macedonia
Azerbaijan	Malta
Belarus	Moldova, Republic of
Belgium	Montenegro
Bosnia and Herzegovina	Netherlands
Bulgaria	Norway
Croatia	Poland
Cyprus	Portugal
Czech Republic	Romania
Denmark	Russia
Estonia	San Marino
Finland	Serbia
France	Slovakia
Georgia	Slovenia
Germany	Spain
Gibraltar	Sweden
Greece	Switzerland
Hungary	Tajikistan
Iceland	Turkey
Ireland	Turkmenistan
Italy	Ukraine
Kazakhstan	United Kingdom
Kyrgyzstan	Uzbekistan
Latvia	Holy See (Vatican City State)

**List of Countries/Territories under Regional Cooperation Division**

Afghanistan	Malawi
Algeria	Malaysia
Angola	Maldives
ASEAN	Mali
Australia	Mauritania
Bahrain	Mauritius
Bangladesh	Mongolia
Benin	Morocco
Bhutan	Mozambique
Botswana	Myanmar
Brunei	Namibia
Burkina Faso	Nauru
Burundi	Nepal
Cambodia	New Zealand
Cameroon	Niger
Cabo Verde	Nigeria
Central African Republic	Niue
Chad	Oman
Comoros	Pakistan
Congo	Palau
Congo, the Democratic Republic	Papua New Guinea
Cook Islands	Philippines
Cote d'Ivoire	Republic of Korea
Democratic People's Republic of Korea	Qatar
Djibouti	Rwanda
Egypt	Samoa
Equatorial Guinea	Sao Tome and Principe
Eritrea	Saudi Arabia
Ethiopia	Senegal
Federated States of Micronesia	Seychelles
Fiji	Sierra Leone
Gabon	Singapore
Gambia	Sri Lanka
Ghana	Solomon Islands
Guinea	Somalia
Guinea-Bissau	South Africa
Hong Kong	South Sudan
India	Sudan
Indonesia	Swaziland
Iran	Syrian Arab Republic

Iraq	Taiwan (Chinese Taipei)
Israel	Tanzania, United Republic
Japan	Thailand
Jordan	Togo
Kenya	Tonga
Kiribati	Tunisia
Kuwait	Tuvalu
Laos	Uganda
Lebanon	United Arab Emirates
Lesotho	Vanuatu
Liberia	Viet Nam
Libya	Yemen
Macao	Zambia
Madagascar	Zimbabwe