

Notes for Payment of Factory Registration (FR) Fee
繳付工廠登記費須注意的事項

General Notes 一般事項

1. The present registration fee of Factory Registration (FR) is \$3,003 annually.
現時的工廠登記費用為每年\$3,003。
2. Applicants/registered factories should note that payment of the requisite registration fee does not guarantee approval of FR application/renewal by the Director-General of Trade and Industry. In the event that the application/renewal is unsuccessful, the applicant/registered factories may request for refund of the prepaid fee which will be considered on a case by case basis.
申請人／已登記工廠請注意，已繳付登記費用並不保證工業貿易署署長會批准工廠登記申請／續辦。若申請／續辦不獲批准，申請人／已登記工廠可要求退回已繳付的登記費用，本署會按個別情況作出考慮。
3. Payment of the FR fee can be made by credit card at the Department's e-Payment Platform, by e-Cheque or at HSBC / the Department's Shroff and Form Sales Counter.
工廠登記費用可以經本署的網上付款平台以信用卡支付，以電子支票支付，或於匯豐銀行／本署的收款及表格出售處繳付。

Section 1 – Payment made by credit card at the Department's e-Payment Platform 第一部分 – 經本署的網上付款平台以信用卡繳費

1. Payment can be made by designated credit cards (JCB, MasterCard, UnionPay and Visa) through the Department's e-Payment Platform Portal (<https://www.tid.gov.hk/epay>).
請以指定信用卡(JCB卡、Master卡、銀聯卡及Visa卡)經本署的網上付款平台(<https://www.tid.gov.hk/epay>)繳付登記費。
2. *New Application:* Please click on the payment link in the notification email and enter the verification code (to be displayed on the screen), then verify the payment information displayed by the system before confirming the payment.
新登記申請: 請按下通知電郵內的付款連結並輸入驗證碼(於螢幕上顯示)，以及核對系統顯示的繳費詳情後方確認付款。
Renewal of Application: Please visit the e-Payment Platform Portal and enter the e-payment number shown the first page of the notification letter and verification code (to be displayed on the screen), then verify the payment information displayed by the system before confirming the payment.
續辦登記: 請在網上付款平台輸入通知信件第一頁的電子付款編號及驗證碼(於螢幕上顯示)，以及核對系統顯示的繳費詳情後方確認付款。
3. An acknowledgement page will be shown on screen after completion of the payment. Please print and retain the acknowledgement page which contains the “Transaction Reference Number” for record.
完成付款後，電腦屏幕將會顯示確認通知，請列印並保留載有「交易參考編號」的確認通知以作記錄。

Section 2 – Payment made by e-Cheque 第二部分 – 以電子支票繳費

1. Payment can be made by e-Cheque payable to “**The Government of the Hong Kong Special Administrative Region**” via the email of the Factory Registration Section (email address: fr_section@tid.gov.hk).
請把支票抬頭為「**香港特別行政區政府**」的電子支票以電郵交回本署(電郵地址：fr_section@tid.gov.hk)以繳付登記費。

- Please provide the company name, Business Registration number, contact information and FR number (if any) in the email and indicate if the payment is for processing the FR application or renewal of registration.
請在電郵中提供商號名稱、商業登記號碼、聯絡資料及工廠登記號碼(如有)並註明費用為工廠登記申請或續辦的登記費。
- After the payment is received, the Factory Registration Section will issue a payment receipt to the applicants/registered factories.
收到有關款項後，工廠登記組會向申請人／已登記工廠發出繳費收據。

Section 3 – Payment made at HSBC 第三部分 – 在滙豐銀行繳費

- Payment can be made at any branch of HSBC by using the enclosed designated pay-in slip or a general pay-in slip provided by HSBC.
請使用夾附的特備存款單或由滙豐銀行提供的普通存款單，於滙豐銀行任何一間分行繳付登記費。
- Please complete the designated pay-in slip as shown in the specimen below. If a general pay-in slip is used, the account number to be credited should be “580-111888-001”. Please also indicate the company name and Business Registration (BR) number on the green copy of the slip.
請按以下樣本所示，填寫特備存款單。若採用普通存款單，收款戶口號碼應填上「580-111888-001」。此外，請於存款單綠色副本上列明商號名稱及商業登記號碼。
- Payment by cheque should be made payable to “Trade and Industry Department - Central Registration”.
倘以支票繳費，支票抬頭請填寫「工業貿易署－綜合登記處」。
- Please return the original or photocopy of the machine-printed pay-in slip together with other necessary documents to the Factory Registration Section for processing the FR application or renewal. The Factory Registration Section may require the original copy of the pay-in slip for examination. Please keep the original copy of the pay-in slip properly.
請將經機器蓋印的存款單的正本或影印副本，連同其他所需文件一併交回工廠登記組，以便處理工廠登記申請／續辦。工廠登記組可能要求商號出示存款單正本以作鑑定之用，商號應把存款單正本妥當保存。

Name of Company 商號名稱		Business Registration Number 商業登記證號碼		Please indicate by inserting “x” in the appropriate box 請在適當空格內劃上「x」		Registration fee 請填上登記費	
The Hongkong and Shanghai Banking Corporation Limited 香港上海滙豐銀行有限公司 Mong Kok Office 旺角分行				Date 日期			
Name of Applicant Company (in English) 申請登記商號名稱 (英文)		Payment Method 付款方法		Registration Fee 登記費			
		<input type="checkbox"/> Cash 現金 <input type="checkbox"/> Cheque Number 支票號碼 _____ Bank/Branch 銀行/分行 _____ Drawer 出票人 _____ (Subject to final collection 收妥方能作費) <input type="checkbox"/> Transfer 轉賬		HKD 港幣 \$ _____ ¢ _____ Checked 核對			
This No. must be Input As Narrative		Business Registration Number (the First Eight Digits only) 商業登記號碼 (首八個號碼)					
Note: Receipts issued by this Bank are governed by terms set out in notices on display in Bank branches. 注意：本行發出之收據乃受陳列於各分行告示所列之條款規限。		TRADE AND INDUSTRY DEPARTMENT - CENTRAL REGISTRATION 工業貿易署－綜合登記處 004-580-111888-001		Please receive for the credit of 請收入此賬戶內		Member HSBC Group 滙豐集團成員	

If payment is made by cheque, the cheque should be made payable to “Trade and Industry Department - Central Registration”
倘以支票付款，支票抬頭請填「工業貿易署－綜合登記處」

Please insert cheque number if payment is made by cheque
倘以支票付款，請填上支票號碼

Section 4 – Payment made at Shroff and Form Sales Counter 第四部分 – 在收款及表格出售處繳費

1. Payment can be made at the Department’s Shroff and Form Sales Counter (address: Room 1309, 13/F, Trade and Industry Tower, 3 Concorde Road, Kowloon City, Hong Kong) by means of cash, Easy Pay System (EPS), Faster Payment System (FPS) or cheque using the enclosed Annual FR Fee Payment Voucher (TID270).
請使用夾附的工廠登記年費付款憑單(TID270)，以現金、易辦事、轉數快或支票方式，於本署之收款及表格出售處(地址：香港九龍城協調道3號工業貿易大樓13樓1309室)繳付登記費。
2. The Annual FR Fee Payment Voucher (TID270) can be downloaded from the Department’s website (<https://www.tid.gov.hk/english/aboutus/form/publicform/cert/index.html>).
工廠登記年費付款憑單 (TID270) 可從本署網頁 (https://www.tid.gov.hk/tc_chi/aboutus/form/publicform/cert/index.html) 下載。
3. Please complete **both Part A and Part B** of the payment voucher.
請填寫付款憑單甲部及乙部之資料。
4. Payment by cheque should be made payable to “**The Government of the HKSAR**” or “**The Government of the Hong Kong Special Administrative Region**”.
倘以支票繳費，支票抬頭請填寫「香港特別行政區政府」。
5. After the payment is received, the Shroff and Form Sales Counter will return the franked Part B of the payment voucher and issue a payment receipt to the applicants/registered factories.
於收到有關款項後，收款及表格出售處會向申請人／已登記工廠退回有機印收訖工廠登記費用的付款憑單乙部，並發出繳費收據。
6. Please return the franked Part B of the payment voucher together with other necessary documents to the Factory Registration Section for processing the FR application or renewal.
請將有機印收訖工廠登記費用的付款憑單乙部，連同其他所需文件一併交回工廠登記組，以便處理工廠登記申請／續辦。

Enquiries 查詢

For enquiries on Factory Registration, please contact Factory Registration Section of the Factory Registration and Origin Certification Branch at 2398 5331 or email to fr_section@tid.gov.hk.

有關工廠登記的查詢，請致電 2398 5331，或電郵至 fr_section@tid.gov.hk 與工廠登記及產地來源證科工廠登記組聯絡。

Trade and Industry Department
工業貿易署