



Import and Export Ordinance (Chapter 60)
Import and Export (General) Regulations
香港法例第 60 章進出口條例
進出口（一般）規例

Application Form for Renewal of Textiles Trader Registration
續辦紡織商登記申請表

For Official Use Only 工業貿易署專用
TTR No. 紡織商登記號碼
Validity Period 有效期

(Before completing and returning this application, please read all the Notes, the Notes for Completion of this form and the conditions in respect of Textiles Trader Registration Scheme (TTRS) as set out in the Annex to the Textiles Trader Registration Circular No. 5/2014 and other relevant circulars/ notifications issued by the Director-General of Trade and Industry.

在填寫及遞交本申請表之前，請細閱本表格的所有註項及填寫備註，以及工業貿易署署長發出的紡織商登記通告第 5/2014 號附件及其他相關通告／通知內所載有關紡織商登記方案的條件。）

Part I : Registration Particulars
第一部分：登記資料

I, _____ (Name of Signatory), Hong Kong Identity Card/ Passport No. _____, on behalf of _____ (Name of Company/ Registered Business), which is a Textiles Trader with Textiles Trader Registration No. _____, hereby apply to renew its registration as a Textiles Trader.

本人，_____（簽署人姓名），香港身份證／護照號碼 _____，代表 _____（公司／註冊業務名稱），即紡織商登記編號為 _____ 的登記紡織商，申請續辦紡織商登記。

2. I confirm that the registration particulars previously provided to the Trade and Industry Department (the Department) for the purpose of registration under the TTRS (please “✓” the appropriate box):

本人確定，本公司就登記紡織商登記方案而申報予工業貿易署（本署）的前登記資料（請在適當方格內加上「✓」號）：

- remain unchanged and are correct and complete.
並無修改，且完整無誤。
- are correct and complete subject to the following amendment(s): (Please provide supporting documents)
須修訂如下，並完整無誤。（請遞交證明文件）

Particulars previously provided
前申報資料

Amended to #
修訂為

For amendment of Correspondence Address/ Usual Place of Business, please fill in the full address as shown on the Business Registration Certificate. P.O. Box No. is not accepted.

如修訂通訊地址／通常辦公地點，請按照商業登記證上的地址填寫。郵箱號碼恕不接納。

E-mail Address (Only for completion by registered trader which has not provided its e-mail address to the Department)
電郵地址 (只供並未向本署提供電郵地址的已登記商號填寫)

3. I provide the following contact e-mail address for receiving information relating to the TTRS as well as the important developments of the global textiles trading scenes issued by the Trade and Industry Department.
本人提供以下電郵地址，以收取工業貿易署有關紡織商登記方案及全球紡織品貿易環境的重要發展的資訊。

E-mail Address 電郵地址：_____

Note: The Department will send an e-mail to the e-mail address provided in this application form to invite your company/ registered business to go through a confirmation process via the Internet to ensure authenticity.

備註：本署會發送一個電郵到本申請表上所提供的電郵地址，邀請 貴公司／ 註冊業務透過互聯網進行確認，以確保電郵地址真實無誤。

4. I confirm that my company/ registered business prefers to receive notices on renewal of registration as a Textiles Trader by e-mail letter * in the future.

本人確定本公司／ 註冊業務希望將來以 電郵 信函 * 形式接收有關續辦紡織商登記的通知。

* Please “✓” the appropriate box 請在適當方格內加上「✓」號

Part II : Payment Particulars

第二部分：繳費資料

The annual registration renewal fee has been paid by the following means (Please “✓” the appropriate box):

續辦登記年費已透過下列方式繳付 (請在適當方格內加上「✓」號):

- by cash or EPS (at HSBC/ Department’s Shroff and Form Sales Counter/ Post Office/ convenience store) ^
現金或易辦事 (經匯豐銀行／ 本署收款及表格出售處／ 郵政局／ 便利店繳款) ^
- by cheque/ e-Cheque 支票／ 電子支票
(Cheque/ e-Cheque no. 支票／ 電子支票號碼：_____ and
Issuing Bank 及付款銀行：_____)
- by ATM transfer 經自動櫃員機轉賬 ^
- by online PPS/ internet banking 經網上繳費靈／ 網上銀行繳款 ^
- by PPS (through telephone) with payment reference no. 經電話繳費靈繳款，參考編號：_____
- Others (Please specify) 其他 (請列明) _____

^ Please provide evidence of payment 請提供繳費證明

Part III : Undertaking
第三部 : 保證書

I, signing for and on behalf of the company/ registered business in Part I, declare that the information given in this form is true and correct. I have read and understood, and agreed to abide by the conditions in respect of TTRS as set out in the Annex to the Textiles Trader Registration Circular No. 5/2014 and other relevant circulars/ notifications issued by the Director-General of Trade and Industry. I acknowledge that the Director-General of Trade and Industry may vary the conditions at any time. I also undertake to inform the Director-General of Trade and Industry in writing immediately of any changes regarding the registration particulars.

本人謹代表第一部分的公司／註冊業務簽署及聲明，本表格上所填報的資料全屬真確無訛。本人已細閱及明白，並同意遵守工業貿易署署長於紡織商登記通告第 5/2014 號附件及其他相關通告／通知內所載有關紡織商登記方案的條件。本人明瞭工業貿易署署長可隨時更改相關的條件。本人亦保證若所填報的資料有任何變更，將立即以書面通知工業貿易署署長。

Signature 簽署

Business Chop 業務印鑑

Name of Signatory 簽署人姓名

(in full and in block letters 以正楷填寫全名)

Date 日期

The signatory to this application must be the proprietor (for sole proprietorship), one of the partners (for partnership) or a director/ company secretary (for limited company).

本申請表須由下列人士簽署：東主（如屬獨資經營）、合夥人之一（如屬合夥經營）或一名董事／公司秘書（如屬有限公司）。

For application to be submitted in person or by post, please sign the application form in full signature (initials not accepted), and apply a clear and legible business chop.

如以專人遞交或郵遞方式遞交申請，請在申請表上以全名簽署，簡簽恕不接納，並蓋上清晰可辨的業務印鑑。

For application to be submitted via the Department's e-Form Submission Service, please insert a valid digital certificate of the company/ registered business under "Signature" on the e-application form for digital signature. Business chop is only required for submission by hard copy.

如透過本署的電子表格遞交服務提交申請，請在電子表格的「簽署」欄內上載公司／註冊業務的有效數碼證書進行數碼簽署。業務印鑑僅適用於提交列印的表格。

Notes for Completion 填寫備註

1. TTRS is a voluntary registration scheme. Eligible traders are encouraged to join the registration scheme whereby registered traders can be kept informed of important developments of the global textiles trading scenes. Companies/ registered businesses with valid Business Registration in Hong Kong which are carrying on business in the manner as set out in Schedule 4 to the Import and Export (General) Regulations (Chapter 60, subsidiary legislation A), i.e., importing textiles from the Mainland or exporting textiles to the Mainland or the United States of America, can join the TTRS.

紡織商登記方案是自願性的登記計劃，商號可自由選擇登記。本署鼓勵合資格的商號參加登記計劃，已登記的商號可藉此知悉有關全球紡織品貿易環境的重要發展。持有有效香港商業登記，並從事《進出口（一般）規例》（第 60 章，附屬法例 A）附表 4 所列的紡織商業務者，即從內地進口紡織品，或出口紡織品至內地或美國的公司／註冊業務，可參加紡織商登記方案。

2. The registration under TTRS will become invalid if it is not renewed before the expiry date.

在紡織商登記方案下的登記若未在其屆滿日期前續辦將會失效。

3. The duly completed application form and the following supporting documents shall be returned either in person or by post to the Textiles Trader Registration Office at 14/F, Trade and Industry Tower, 3 Concorde Road, Kowloon City, Hong Kong, or via the Department's e-Form Submission Service <<https://www.tid.gov.hk/english/aboutus/form/publicform/ttrs/index.html>> :

填妥的申請表必須連同下列文件以專人或郵遞方式送交香港九龍城協調道 3 號工業貿易大樓 14 樓紡織商登記辦事處，或透過本署的電子表格遞交服務< https://www.tid.gov.hk/tc_chi/aboutus/form/publicform/ttrs/index.html>提交：

- (a) a photocopy of the valid Business Registration Certificate of the applicant ;
申請者的有效商業登記證影印本一份；
- (b) evidence of payment/ payment of the annual registration renewal fee as appropriate, e.g. the green copy (or photocopy) of the machine-printed pay-in slip for payment at HSBC; Part B of the demand note with a franking for payment at the Department's Shroff and Form Sales Counter; receipt of payment at Post Office/ convenience store/ ATM; computer print-out for payment through Internet, including online PPS; a crossed cheque with a duly completed fee demand note for payment of annual registration renewal fee mailed to Textiles Trader Registration Office; or an e-Cheque submitted via the Department's e-Form Submission Service, etc.

繳款證明／已繳付的續辦登記年費（如適用），例如：在匯豐銀行繳費，須提供機印的付款單綠色副本（或其影印本）；在本署收款及表格出售處繳費，須提供機印的繳費單乙部；在郵政局／便利店／自動櫃員機繳費，須提供繳款收據；經網上繳費，包括網上繳費靈，須提供電腦列印證明；以郵遞方式把用以繳付續辦登記年費的劃線支票及填妥的繳費單送交紡織商登記辦事處；或透過本署的電子表格遞交服務提交電子支票等。

If there are amendments to the registration particulars, additional documents are required:

如登記資料有任何變更，須遞交附加證明文件：

- (c) For changes of signatory,

如變更簽署人：

- a photocopy of the Hong Kong Identity Card/ Passport of the new signatory. The photocopy will be returned to the applicant on the spot after checking if the application is submitted in person, or destroyed by the Department after checking if the application is submitted by post or via the Department's e-Form Submission Service.

一份新簽署人的香港身份證／護照影印本。如以專人遞交申請，有關影印本會在查核完畢後即時發還予申請人。如以郵遞方式或透過本署的電子表格遞交服務提交申請，有關影印本會在本署查核完畢後銷毀。

- for limited companies, if there has been any change of appointment of its director(s) or the company secretary, an image record of the latest Annual Return (Form NAR1) obtained from the Companies Registry showing the current list of Directors and Company Secretary or Form(s), or an image record of the Notice of Change of Company Secretary and Director (Appointment/ Cessation) (Form ND2A)/ Notice of Change in Particulars of Company Secretary and Director (Form ND2B) as appropriate.

如屬有限公司：倘董事或公司秘書的任命有任何變更，須遞交一份從公司註冊處取得的影像記錄，顯示現有董事及公司秘書名單的最近周年申報表（表格 NAR1）或更改公司秘書及董事通知書（委任／停任）（表格 ND2A）／更改公司秘書及董事詳情通知書（表格 ND2B）（如適用）的影像記錄。

- for sole proprietorships or partnerships, a photocopy of the Business Registration Application Form.

如屬獨資經營或合夥經營：一份商業登記證申請表格的影印本。

- (d) For changes to the name of company/ registered business,

如變更公司／註冊業務名稱：

- for limited companies, a copy of the Certificate of Change of Name.

如屬有限公司：一份公司更改名稱證明書影印本。

4. The Department may require the applicant to provide other supporting documents as appropriate for the processing of the application.

本署可能會要求申請人提供其他適用的證明文件，以處理本申請。

5. Under normal circumstances, it will take three clear working days (excluding day of receipt and day of issue) to process an application upon receipt of all the required documents and payment of the registration renewal fee.

在一般的情況下，本署會在收妥全部所需文件及已繳付的續辦登記年費後三個完整工作天內（接獲申請和發出回覆當天均不計算在內）完成辦理申請。

6. Applicants can check online at the Department's Web Portal whether their renewal applications have been approved. Please logon the online enquiry services <<http://www.tid.gov.hk/portal/eindex.html>> three clear working days after submission of a complete set of application documents (with evidence of payment/ payment of the annual registration renewal fee) to view and/ or download the Certificate of Registration as a Textiles Trader issued by the Department. Please note that no physical certificates will be sent to the applicants by post or email. Users can login their User Login Account (ULA) at the above website.
申請人可於本署網頁查詢其續期申請的審批狀況。請在遞交整套申請文件（連同繳款證明／已繳付的續辦登記年費）後三個完整工作天起，登入本署的網上查詢服務<<http://www.tid.gov.hk/portal/cindex.html>>，查看及／或下載由本署簽發的紡織商登記證書。請注意，本署不會以郵遞或電郵方式發出證書予申請人。用戶可在上述網站登入其用戶戶口。
7. Registered textiles traders are required to comply with the conditions in respect of TTRS as set out in the Annex to the Textiles Trader Registration Circular No. 5/2014 and other relevant circulars issued by the Director-General of Trade and Industry. Any breach of the conditions may render the registration under TTRS invalid.
登記紡織商須遵守由工業貿易署署長於紡織商登記通告第 5/2014 號附件及其他相關通告內所載有關紡織商登記方案的條件。如有違反有關條件，可能導致其紡織商登記失效。
8. For enquiries, please contact the Textiles Trader Registration Office at 2398 5512.
如有查詢，請致電 2398 5512 與紡織商登記辦事處聯絡。