



**Import and Export Ordinance (Cap. 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 Amendment of Textiles Trader Registration (TTR) Particulars**  
**修訂紡織商登記資料申請表格**

To : Director-General of Trade and Industry  
致 : 工業貿易署署長

On behalf of \_\_\_\_\_ (TTR No.: \_\_\_\_\_), I would like to apply  
(Name of Company/Registered Business)

for amendment of the following registration particular(s) with your Department. The revised information is now given below.

本人代表 \_\_\_\_\_ (紡織商登記號碼: \_\_\_\_\_), 申請  
(公司/已註冊業務名稱)  
修訂下列在貴署的登記資料。修訂的資料如下。

(Please select the item(s) to be amended by putting a tick in the square box and fill in the revised information. Please provide relevant supporting documents as stated overleaf.)

(請在須修訂項目旁的方格劃上「✓」號並填上修訂資料。請提供背頁所列的相關證明文件。)

- Name of Company/Registered Business (Note 1)  
公司/已註冊業務名稱 (註 1)  
English  
英文 \_\_\_\_\_  
Chinese  
中文 \_\_\_\_\_
- Correspondence Address/  
Usual Place of Business (Note 2) \_\_\_\_\_  
通訊地址/通常辦公地點 (註 2)
- Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_  
電話號碼 傳真號碼
- E-mail Address (Note 3) \_\_\_\_\_  
電郵地址 (註 3)
- Signatory (Note 4) from \_\_\_\_\_ to \_\_\_\_\_  
(Name of existing signatory) (Name of new signatory)  
簽署人 (註 4) 由 \_\_\_\_\_ 修訂為 \_\_\_\_\_  
(現時的簽署人姓名) (新簽署人姓名)
- Preference in the way of receiving notices on renewal of TTR 希望接收續辦紡織商登記通知的途徑：  
 By e-mail 以電郵形式  
 By letter 以信函形式
- Others  
其他 \_\_\_\_\_

Signature (Note 5) : \_\_\_\_\_ Position : \_\_\_\_\_  
簽署 (註 5) 職位  
Name of Signatory : \_\_\_\_\_ Date : \_\_\_\_\_  
簽署人姓名 (Name in full and in block letters) 日期  
(以正楷填寫全名)

Business Chop : \_\_\_\_\_  
業務印鑑

**Notes :** 1. For amendment of Name of Company/Registered Business, please provide the following supporting documents:

- 附註 :**
- a) a photocopy of the valid Business Registration Certificate bearing the new company/registered business name;
  - b) a photocopy of the Certificate of Incorporation (for limited companies only).

如修訂公司／已註冊業務名稱，請提供以下證明文件：

- a) 印有新公司／已註冊業務名稱的有效商業登記證影印本一份；
- b) 公司註冊證書影印本一份（如屬有限公司）。

2. For amendment of Correspondence Address/Usual Place of Business, please fill in the full address as the Business Registration Certificate and in English. Please provide a photocopy of the valid Business Registration Certificate bearing the correct address.

如修訂通訊地址／通常辦公地點，請按照商業登記證上的登記地址及以英文填寫。請提供一份印有正確地址的有效商業登記證影印本。

3. Please note that the e-mail address will be used by the Department to inform your company/business of important information on TTRS as well as important developments of the global textiles trading scenes. To ensure authenticity of the new/updated e-mail address, the Department will send an e-mail to the e-mail address provided and invite your company/business to go through a confirmation process via the Internet.

本署會透過此電郵地址通知商號有關紡織商登記方案的資訊及全球紡織品貿易環境的重要發展。為確保電郵地址真實無誤，本署會向所提供的電郵地址發出一個電郵，請根據電郵內的指示，透過互聯網進行確認。

4. For change of Signatory, please provide the following supporting documents:

- a) a duly completed Application Form for Textiles Trader Registration (TID 91A);
- b) 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 lodged in person, or destroyed by the Department after checking if the application is returned by post.);
- c) **for a limited company**, 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) ND2A/ND2B as appropriate;
- d) **for a sole proprietorship or partnership**, a photocopy of Business Registration Application Form.

如變更簽署人，請提供以下證明文件：

- a) 一份已填妥的紡織商登記申請書（TID 91A）；
- b) 一份新簽署人的香港身份證／護照影印本（如以專人遞交申請書，有關影印本會在查核完畢後即時發還予申請人。如申請書以郵寄方式遞交，有關影印本會在本署查核完畢後銷毀。）；
- c) **如屬有限公司**，一份由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）或表格 ND2A/ ND2B（如適用）的影像記錄；
- d) **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。

5. Only authorised signatory who has been registered with the TTR can sign this application form.

此申請書只可由紡織商登記的授權簽署人簽署。

6. Please return the completed application form together with the required supporting documents to the Textiles Trader Registration Office in person or by post. For enquiries, please contact the Department at 2398 5512.

請將填妥的申請表格連同所需證明文件，以專人或郵寄方式交回紡織商登記辦事處。如有查詢，請致電 2398 5512 與本署聯絡。