Notes for Completing Classification Enquiry Form
in respect of Textile Garments for Export to the EU Market

Traders should give full description of the textile products sent to the Department for classification advice. In case of textile garments, the following details should be provided:

- fabric construction (e.g. woven, non-woven, knitted or crocheted)
- fibre composition in percentage (e.g. 65% polyester 35% cotton)
- for coated, impregnated, covered or laminated fabrics, the type of coating, impregnation, lamination, etc. applied (e.g. PU, PVC, rubber, etc.); weight in gram per square metre (g/m²); and the percentage of textile materials contained
- sample size (small, medium, large, extra large, mama size, etc.), gender (men, women, girls, boys, babies, unisex, etc.) and commercial style number
- body height of the intended wearer
- net weight (in gm) and vertical length (in cm)
- for product made up of more than one type of fabric, the construction and fibre composition of each type of fabric (including the relative weight which each type of fibre account for) and the percentage of total surface area which each type of fabric accounts for
- garment features, such as:
  (a) neck : e.g. crew neck, turtle neck, polo neck, roll neck, square neck, V-shaped neckline, U-shaped neckline, boat neck, cowl neck, low-cut neckline, round neck, loose-fitting neckline, overlapping at neckline, etc.
  (b) collar : e.g. shirt collar, stand-up collar, sailor collar, mandarin collar, lapel collar, detachable collar, etc.
  (c) sleeves : e.g. short sleeves, long sleeves, cap sleeves, raglan sleeves, batwing sleeves, dolman sleeves, three-quarter sleeves, no sleeve, etc.
  (d) pocket : e.g. patch pocket, side pocket, flap pocket, vertical pocket, chest pocket, slit pocket, waist pocket, false pocket, etc.
  (e) opening : e.g. full front/ back opening, partial front/ back opening, side opening, shoulder opening, without opening, non-overlapping opening, etc.
  (f) placket/ fly : e.g. inner placket, right over left/ left over right placket/ fly, without placket, mock fly, etc.
  (g) shoulder treatment : e.g. padded shoulder, overlapping shoulder, with extended shoulder line, off shoulder style, (adjustable) shoulder straps, etc.
  (h) cuffs : e.g. buttoned cuffs, ribbed cuffs, elastic cuffs, welt cuffs, hemmed cuffs, tubular hemmed cuffs, binding cuffs, turn up cuffs, roll cuffs, etc.
  (i) bottom : e.g. binding bottom, elastic bottom, hemmed bottom, covering bottom, ruffle bottom, ribbed bottom, roll bottom, tubular hemmed bottom, turn up bottom, unsewn bottom, Welt bottom, etc.
  (j) leg/ sleeve-ends : e.g. ribbed leg/ sleeve-ends, elastic leg/ sleeve-ends, turn up leg/ sleeve-ends, etc.
  (k) fastening facilities : e.g. buttons, snap buttons, zipper, velcros, press-studs, link-buttons, hooks & eyes, adjustable straps/ buckle, without fastening, etc.
  (l) tightening facilities : e.g. tightening by drawstring at bottom/ waist, ribbing, elastic waistband, with straps at bottom forming a knot, with straps at bottom (and buttons fastening), etc.
  (m) surface : e.g. boa, napped, piled, terry, rubberised (inner and/ or outer) surface, etc.
  (n) subsequent layer(s) : e.g. lining, padding, quilting, etc.
  (o) decoration : e.g. bow tie, tie, jabot, cravat, mesh, lace, embroidery, rosette, beading sequin, trimming, etc.
  (p) others : e.g. bond fabric, with hood, feet, foot straps, bib & brace, suspender belt, belt and (self-fabric) belt loops, gusset (additional front panel), side slits, pleat, crotch fastening by snap buttons, protective flap, bare back style, double breast arrangement, inner wiring, etc.

2. These notes are not meant to be exhaustive. They serve only as general guides for traders to furnish detailed description of textile products on the Classification Enquiry Form.
Notes for Completing Classification Enquiry Form  
in respect of Yarn, Fabric, Panty-hose and Tight for Export to the EU Market

Traders should give full description of the textile products sent to the Department for classification advice. In case of textile yarn, fabric, panty-hose and tight of synthetic fibres, the following details should be provided:

**Yarn**
- (a) fibre composition in percentage (e.g. 65% polyester 35% cotton);
- (b) whether staple fibres or filaments (continuous) are contained;
- (c) whether or not to be put up for retail sales;
- (d) carded, combed or otherwise;
- (e) single, multiple or cabled;
- (f) for synthetic (e.g. acrylic, nylon, polyester) non-textured single yarn and single yarn of viscose rayon, not to be put up for retail sale, the words “untwisted” or “twisted” and the number of turns per metre of yarn, where applicable, should be declared; and
- (g) for wool or fine animal hair, the way in which the product will be put up, e.g. in balls, hanks or skeins; and the weight.

**Fabric**
- (a) fibre composition in percentage (e.g. 65% polyester 35% cotton);
- (b) fabric construction (e.g. woven, knitted or crocheted);
- (c) bleached or unbleached;
- (d) whether staple fibres or filament (continuous) yarn are contained;
- (e) the width and length of fabric for export (in metre or cm);
- (f) weight in gram per square metre (g/m²);
- (g) for coated, impregnated, covered or laminated fabrics, the type of coating, impregnation, lamination, etc. (e.g. PU, PVC, rubber, etc.) applied and the percentage of textile material should be declared; and
- (h) other finishing process undergone.

**Panty-hose and tight of synthetic fibres (e.g. nylon, polyester)**

“decitex” per single yarn which can be obtained from the following formulas:

**Formula 1**: \( \text{decitex} = \frac{10,000}{\text{metric number}} \)

**Formula 2**: \( \text{decitex} = \frac{\text{weight in grams of one kilometre of a single yarn}}{1000} \times 0.1 \)

2. These notes are not meant to be exhaustive. They serve only as general guides for traders to furnish detailed description of textile products on the Classification Enquiry Form.
Note 1
Please put a tick (‘√’) in the appropriate box.

Note 2
Please provide
(a) the fibre composition of each and every component part of the textile product; and
(b) the percentage breakdown by weight of the component fibres of the outershell.

Note 3
Please delete as appropriate. For products with coating, lamination or impregnation, or making up with pile, please specify the type of coating, lamination or impregnation in the space provided and provide a cut-piece of the identical product.

Note 4
Please state the number of stitches per 2 cm in horizontal direction for knitted and crocheted textile products.

Note 5
The size range should fall within age sizes 0-24 month for infants, 2-14 for girls and 2-20 for boys. In addition, for Categories 237, 359(1) and 659(1), specifications should also be given for boys sizes 2-7 and 8-20 as appropriate.

Note 6
Please provide additional information for the following products:
(a) garments comprising parts of different fabric constructions (i.e. partly knitted and partly woven), garments comprising coarsely knitted and finely knitted parts, garments comprising parts of the same construction but of different fibre composition, or garments comprising textile and non-textile parts:
   (i) percentage by visible surface area;
   (ii) percentage by value; and
   (iii) percentage by weight
(b) Suits, ensembles:
   (i) components, fabric construction and colour for upper and lower garments; and
   (ii) whether upper and lower garments are packed and shipped as a set.
(c) garments made of different types of fabrics at the front and the back:
   (i) whether it is reversible.
Note 1
Please put a tick (‘√’) in the appropriate box.

Note 2
Please provide:
(i) the weight in percentage of the constituent fibres of the outer-shell of the product and the overall percentage by weight of the product;
(ii) the weight broken down by component textile fibres and non-textile materials (except zippers, buttons, minor decorative elements), e.g. plastics, leather; and
(iii) the filling and lining, e.g. whether it is quilted or brushed and if brushed the weight of the brushed lining, i.e. gram/m².

Note 3
Please delete as appropriate. For products with coating, lamination or impregnation, please specify the type of coating, lamination or impregnation in the space provided. A cut-piece of the identical product should be attached.

Note 4
Please state the average number of stitches per cm vertically and horizontally measured at least on a 10 cm X 10 cm area.

Note 5
The size of apparel of children is 2X to 6X and that of babies’ is zero to 24 months.

Note 6
Please provide the following particulars for the following products:
(a) Upper garments:
   (i) details on: collar, opening (e.g. half/full opening), tightening means at cuffs or bottom (e.g. ribbed waistband, hemmed bottom), length (e.g. up to waist, up to mid-thigh, up to knee length, etc), pockets (e.g. on or below the waist) and sleeves; and
   (ii) number of panels in the front and at the back and whether they are sewn together lengthwise (for suits, jackets and blazers only)
(b) Suits, ensembles:
   (iii) components, fabric construction and colour for upper and lower garments; and
   (iv) whether upper and lower garments are packed and shipped as a set.
Personal Information Collection Statement

The Trade and Industry Department is committed to ensuring that all personal data collected in the application are handled in accordance with the relevant provisions of the Personal Data (Privacy) Ordinance.

Purpose of Collection of Personal Data

Collection of personal data in the application, including the name and signature of the authorised signatory, address and telephone number of the company etc., is to facilitate processing the application by the Trade and Industry Department and to ensure compliance of the companies concerned with various legal and administrative regulations. Incomplete or inaccurate information provided in the application may affect the processing of the application and may result in other administrative and/or legal actions being taken against the parties concerned.

Transfer of Personal Data

The data collected in the application will be kept in confidence. They may however be disclosed to other government departments, or to third parties in Hong Kong or elsewhere, if such disclosure is necessary in the interests of the trade in Hong Kong, is authorised or required by the law; or if explicit consent to such disclosure is given by the applicant/data subject.

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Applicant/data subject whose personal data are collected by the Department may request access to them under the Personal Data (Privacy) Ordinance. A charge will be made to cover the cost of photocopying the data supplied. In addition, if the data subject considers that the data supplied to the Trade and Industry Department is inaccurate, a request for correction of the personal data may be made after a data access request has been complied with.

Contact Person

Requests for access to personal data provided under various applications and notifications should be made in writing on the Data Access Request Form (No. OPS003 issued by the Privacy Commissioner), which is available at the Information Counter on G/F of the Trade and Industry Department and at the Trade and Industry Department Homepage (http://www.gov.hk/tid/publicform/note1.htm), to the following officer:

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<tr>
<th>Market</th>
<th>Responsible Officer</th>
<th>Address</th>
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<tbody>
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