

**Guidance Notes on Making Enquiry on Origin Rules**

The Trade and Industry Department provides information on the Hong Kong origin rules for the purpose of issuing Certificates of Hong Kong Origin (CHKO). You may contact the Factory Registration and Origin Certification Branch if you wish to know whether your products can qualify for a CHKO. Our contact details are as follows:

Address : 14/F, Trade and Industry Tower, 3 Concorde Road, Kowloon City, Hong Kong  
Tel : 2398 5545  
Fax : 2787 6048  
E-mail : co\_enquiry@tid.gov.hk

Please include the following information in your enquiry:

**A. Product Details**

- (a) full product description (with Hong Kong Harmonised System code in 8-digits);
- (b) raw materials/component parts used (with Hong Kong Harmonised System code in 8-digits) and their country/place of origin;
- (c) detailed description of all the manufacturing processes involved supplemented by a flowchart on the processes carried out;
- (d) processes carried out/to be carried out in Hong Kong;
- (e) target market(s); and
- (f) one set of photographs showing the front view of the raw materials, machinery or equipment used and the final product respectively. For certain cases, enquirers should include two sets of photographs for the respective front and back views if there are visual differences between the two.

On less straightforward cases, traders may also be asked to present the following:

- (a) an actual sample of the final product;
- (b) statement of the cost content of the final product;
- (c) specimen of raw materials; and/or
- (d) photographs showing the manufacturing processes.

**B. Contact Details**

- (a) company name and address;
- (b) factory registration number of the company (if any);
- (c) name of contact person; and
- (d) telephone number, facsimile number and e-mail address (if any).