

Factory Registration (FR) Application – Guidance Note

工廠登記申請書 – 填寫指引

To minimise the need for deferments and resubmissions, applicants are encouraged to email or fax the draft applications to us for preliminary checking. Please contact us for necessary arrangements (*Tel.: 2398 5531; email: fr_section@tid.gov.hk*).

為了避免延誤及重新遞交申請，申請人可將擬好的申請書電郵或傳真給本署，以進行初步核對。請聯絡我們以便作出適當安排（電話：2398 5531；電郵：fr_section@tid.gov.hk）。

PART ONE : General Information 第一部分：一般資料

Name of Company/ Registered Business 公司／已註冊業務 名稱	English (Note 1) 英文（註 1）																																			
	Alias (Note 2) 別名（註 2）																																			
	Chinese 中文																																			
Business Registration No. (Main Factory) 商業登記號碼（總廠）																															Factory Registration (FR) No. (Note 3) 工廠登記號碼（註 3）					

1. Please fill in the English name, Chinese name and Business Registration number of the company as shown on the Business Registration Certificate.

1. 請填寫商業登記證上的中英文公司名稱及商業登記號碼。

2. If your English company name consists of more than 35 characters, please provide an alias within 35 characters, including spacing between words. For example, you may use “Happy Food Manufacturing **Co Ltd**” as the alias for “Happy Food Manufacturing **Company Limited**”.

2. 如公司英文名稱超過 35 個字母，請提供一個包括字與字之間的空位在內不超過 35 個字母的別名，例如使用“Happy Food Manufacturing **Co Ltd**”作為“Happy Food Manufacturing **Company Limited**”的別名。

3. Please leave the “Factory Registration (FR) No.” blank for new application.

3. 新申請者無須填寫「工廠登記號碼」。

Main Factory Address (Note 4) 總廠地址 (註 4)	<p>4. Please fill in the full address of Main Factory, Branch Factory (if any) and Office as shown on the Business Registration Certificate, and the corresponding telephone number and fax number.</p> <p>4. 請按照商業登記證上的登記地址填寫工廠地址，分廠地址（如有）及辦公地址，及相關的電話號碼和傳真號碼。</p>	Tel. No. 電話號碼
Branch Factory Address (Note 5) 分廠地址 (註 5)		Fax No. 傳真號碼
Office Address (Note 4) 辦公地址 (註 4)		Tel. No. 電話號碼
		Fax No. 傳真號碼
Correspondence Address 通訊地址		Tel. No. 電話號碼
		Fax No. 傳真號碼
		E-mail Address (Note 6) 電郵地址 (註 6)
Storage Premises (Note 7) 貨倉地址 (註 7)		
Registration fee paid (Note 8): 登記費用已採用下述方式繳付 (註 8): <input type="checkbox"/> by credit card 信用卡 <input type="checkbox"/> in cash 現金 <input type="checkbox"/> by Easy Pay System (EPS) 易辦事 <input type="checkbox"/> by Faster Payment System (FPS) 轉數快 <input type="checkbox"/> by cheque/e-cheque 支票/電子支票 (cheque no. 支票號碼: _____ issuing bank 付款銀行: _____)		

5. Please fill in the correspondence address, telephone number, fax number, and email address. The email address will be used by the Department to inform companies/registered businesses of important information on FR. Companies can be kept updated when the latest news are issued after office hours. Please notify the Department in writing immediately of any changes to this email address.

5. 請填寫通訊地址、電話號碼、傳真號碼及電郵地址。本署將會透過此電郵地址通知商號工廠登記的重要資訊，商號於非辦公時間內亦能收到本署發放的最新消息。如電郵地址有任何更新，請立即以書面通知本署。

6. Leave blank if the storage premises are part of the main/branch factory.

6. 如貨倉是總廠或分廠的一部分，則無須填寫此欄。

PART TWO : Factory Registration Particulars 第二部分：工廠登記資料

1. Articles Produced and Type(s) of Certificate of Origin Required (Note 9) 生產的貨品及所需的產地來源證類別 (註 9) :
Estimated Total Manufacturing Output Per Month, based on the information provided in PART TWO paragraphs 4 and 5 below.
根據本申請書第二部分第 4 及 5 段中所提供的資料，估計每月之總生產量。

Articles Produced (English and Chinese) 生產的貨品 (中英文名稱)	Hong Kong HS Code (Note 10) 香港協調制度編號 (註 10)	Mainland HS Code (Leave blank if CO(CEPA) is not required.) 內地《協調制度》編碼 (如不需 CO(CEPA)，無須填寫此欄。)	Type(s) of Certificate Required (including CHKO, COP, CO(CEPA), CO(NZ), CO(Georgia) and CO(Form AHK)) 所需的產地來源證類別 (包括 CHKO, COP, CO(CEPA), CO(NZ), CO(Georgia) 及 CO(Form AHK))	Estimated Total Manufacturing Output Per Month (Note 11) 估計每月總生產量 (註 11)	
				Quantity 數量	Unit 單位
1.					
2.					

1. Please indicate the article(s) produced in both English and Chinese in accordance with the business operation. Products to be covered by any Certificate of Origin (CO) applications should be registered here.

1. 請按業務運作填寫生產貨品的中英文名稱。產地來源證申請書內所列的貨品必需在此登記。

2. Please fill in the full 8-digit Hong Kong Harmonized System (HKHS) Code of each individual product item(s). For enquiries on the applicable HKHS Code, please contact the Census and Statistics Department (Tel: 3178 8933; website: https://www.censtatd.gov.hk/en/index_hs_code.html). If CO(CEPA) is required, please also fill in the 8-digit Mainland Tariff Code corresponding to the article(s) concerned according to the applicable "Import and Export Tariff of the People's Republic of China".

2. 請填寫各項貨品的全部八位數字香港貨物協調制度編號。如需查詢適用的香港貨物協調制度編號，請聯絡政府統計處（電話：3178 8933，網頁 https://www.censtatd.gov.hk/tc/index_hs_code.html）。

如需申請 CO(CEPA)，請按適用的《中華人民共和國進出口稅則》提供有關貨物相應的 8 位數級稅號。

3. Please indicate the type(s) of CO required. The type(s) of CO include the following:

CHKO	Certificate of Hong Kong Origin
COP	Certificate of Origin – Processing
CO(CEPA)	Certificate of Hong Kong Origin – CEPA
CO(NZ)	Certificate of Hong Kong Origin – New Zealand
CO(Georgia)	Certificate of Hong Kong Origin – Georgia
CO(Form AHK)	Certificate of Hong Kong Origin – Form AHK

Please refer to our website for the updated list of CO < https://www.tid.gov.hk/english/import_export/cert/cert_maincontent.html >.

3. 請填寫所需產地來源證類別。產地來源證類別如下：

CHKO	香港產地來源證
COP	產地來源加工證
CO(CEPA)	《內地與香港關於建立更緊密經貿關係的安排》下的原產地證書
CO(NZ)	香港產地來源證 – 新西蘭
CO(Georgia)	香港產地來源證 – 格魯吉亞
CO(Form AHK)	香港產地來源證 – 東盟

有關產地來源證類別的最新資訊，請參閱本署網頁 < https://www.tid.gov.hk/tc_chi/import_export/cert/cert_maincontent.html >

4. The unit declared for the estimated manufacturing output should be the basic unit, e.g. PCE, KGM, SET etc. Please check with the Census and Statistics Department for the quantity unit(s) applicable to the article(s) produced.

4. 就預計生產量所填報的計量資料應為基本單位，如件、千克、套等。請向政府統計處查詢適用的數量單位。

2. Manufacturing Process(es) of the respective articles to be carried out in the factory premises declared in PART ONE (Please fill in the table in accordance with the serial numbers of Articles Produced listed in PART TWO paragraph 1) (Note 12)
 個別貨品在第一部分聲稱之廠房內進行的生產工序（請按本申請書第二部分第 1 段所列生產的貨品序號填寫）（註 12）

Articles Produced 生產的貨品	Manufacturing Processes 生產工序
1.	
2.	
3.	
4.	
5.	

5. Please indicate the manufacturing process(es) performed in the factory premises in English. The manufacturing process(es) performed must be sufficient to confer Hong Kong origin for the types of CO required.

For details about the rules of origin of respective CO types, please refer to our website <https://www.tid.gov.hk/english/import_export/cert/cert_coverage.html>.

5. 請以英文填寫廠房內所進行的生產工序。所進行的生產工序須足以符合適用於所需香港產地來源證類別的香港產地來源規則。

有關各產地來源證類別的產地來源規則，請參閱本署網頁 <https://www.tid.gov.hk/tc_chi/import_export/cert/cert_coverage.html>。

3. Principal Materials Used (Please fill in the table in accordance with the serial numbers of Articles Produced listed in PART TWO paragraph 1)
 所使用的主要物料 (請按本申請書第二部分第 1 段所列生產的貨品序號填寫)

Articles Produced 生產的貨品	Type of Material 物料種類	Place of Origin of Material 物料原產地	Hong Kong HS Code of Material (Please insert only if the origin criteria of the article involves Change of Tariff Classification e.g. Change in Tariff Heading) 物料的香港協調制度編號 (如有關的產地來源規則涉及稅則 歸類改變, 例如從其他品目改變至 此, 請填寫此欄。)
1.			
2.			
3.			
4.			
5.			

6. Please provide the types and place of origin of the principal materials used in English. If the rules of origin of the article produced involve change in tariff classification, please also provide the corresponding HS codes of the principle materials used.

6. 請以英文填寫所使用的主要物料類別及其原產地。如有關的產地來源規則涉及稅則歸類改變, 請同時提供主要物料的香港貨物協調制度編號。

4. Machinery and Equipment (Please declare separately the machinery and equipment installed in EACH factory address mentioned in PART ONE) (Note 12)
機器及設備（請分別填報設於第一部分所列每間廠址的機器及設備）（註 12）

Machinery and equipment 機器及設備	Number installed 安裝數目

7. Please provide the machinery and equipment used in the production in English.
Machinery and equipment installed in the factory premises must be sufficient to perform the manufacturing processes declared above.

7. 請以英文填寫生產過程中使用的機器及設備。廠房內的機器及設備須足以進行上述生產工序。

5. Staff 員工

Personnel 職員	No. of persons employed 聘用人數	
	Regular 長工	Casual 散工
Managerial and Clerical 管理人員及文員		
Technical 技術員		
Skilled labour 熟練工人		
Unskilled labour 非熟練工人		

8. Please indicate the number of staff employed.

8. 請填寫員工人數。

6. Trade Marks or Brand Names Used 採用的商標或牌子 ☐ Has used 有採用 / ☐ Has not used 沒有採用

Name of Trade Mark/Brand Name 商標/牌子名稱
(English or Chinese 英文或中文)

7. Foreign Investment 外來投資 ☐ Yes 有 / ☐ No 沒有

Source of Investment 外來資金來源	Percentage Owned 百分比

8. Particulars of Authorised Signatories and Specimen of Chops of Company/Registered Business 獲授權簽署人資料及商號印鑑樣本

The applicant should complete the Factory Registration Card (TID 60) attached to this form to provide list of authorized officials (Note 13), their specimen signature and serial number of their Organisational Digital Certificate, as well as specimen of Business Chops, which will be used for applying for Certificate of Origin (CO), signing Outward Processing Arrangement (OPA) Combined Forms and submitting electronic forms via the Department's website.

申請人必須填妥附於本表格後的工廠登記咭（TID 60）（附件）以提供用作申請產地來源證、簽署外地加工措施合併表格，或透過本署網站提交電子表格之獲授權簽署人的名單（註 13）、他們的簽名樣本和機構數碼證書編號、以及商號印鑑樣本。

9. Please provide the name of Trade Mark/Brand Name used accordingly (if any).

9. 請填寫採用的商標/牌子名稱（如有）。

10. Please indicate the source of investment (origin of non-Hong Kong investment) and percentage owned accordingly (if any).

10. 請填寫外來資金來源（非香港資金的來源地）及其百分比（如有）。

10. Signature 簽署

I certify that I, the authorized representative for and on behalf of the Company/Registered Business in PART ONE, have read over and fully understood the content of the declaration and undertaking(s) in PART TWO paragraph 9 above (Note 17).

本人謹此證實，本人已獲本申請書第一部分的公司／已註冊業務授權代表，已細閱及完全明白本申請書第二部分第 9 段中的聲明及保證書的內容（註 17）。

<hr/> Signature and Company Chop 簽名及公司印鑑 (To be signed and stamped at the time of interview) (於會面時簽署及蓋印)	<hr/> English Name in Block Letters 英文正楷姓名	<hr/> Chinese Name 中文姓名
<hr/>		
HKID Card/Passport No. 香港身份證／護照號碼： _____	Mobile No. 手提電話號碼： _____	
<hr/>		
[Residential Address 住址 : _____]		
<hr/>		
Witnessed by 證人： _____) (To be completed by authorised officer of the Trade and Industry Department at the time of interview)	
Date 日期： _____) (於會面時由工業貿易署獲授權人員填寫)	

12. The FR Signatory will be invited to attend an interview after the application and supporting documents have been checked in order. Please provide the name (as shown on the HKID card/passport), HKID card/passport number, mobile/other telephone number and English residential address of the FR Signatory, and leave the “Signature and Company Chop” blank for signing and stamping at the time of interview, which will be witnessed by a TID officer.

The signatory of FR should be: (a) for sole proprietorship: the proprietor; (b) for partnership: one of the partners; (c) for limited company: a director or a person authorized by the board of directors, in which case documentary evidence in support of his/her directorship or authorized status is required.

12. 申請書及補充文件經審核齊備後，工廠登記簽署人將被邀請前往本署進行會面。請按照香港身份證／護照填寫工廠登記簽署人的姓名，香港身份證／護照號碼，手提／其他電話號碼及英文住址，並留空「簽名及公司印鑑」欄，待會面時在工業貿易署人員見證下簽署及蓋印。

工廠登記簽署人應為：(a)獨資經營：東主；(b)合夥經營：合夥人之一；(c)有限公司：經董事局授權的董事或人士，在此情況下，須具備證明該簽署人身份的文件。

**FACTORY REGISTRATION CARD**

工廠登記咭

Company Name 公司名稱	English 英文		Factory Registration No.: 工廠登記號碼
	Chinese 中文		Business Registration No.: 商業登記號碼
Specimen Company Chops, Amendment Chops and Seals (Normally a maximum of THREE chops/seals are accepted) 公司印鑑、修改印鑑及圖章樣本 (通常最多接受登記三枚印鑑/圖章)			

TID 60 (Rev. 9/2019)

Specimen Signatures of Authorised Officials 獲授權職員的簽名樣本(Normally a maximum of **SIX** authorised signatories are accepted) (通常最多接受登記六個獲授權簽署人)

Name 姓名	HKID Card/Passport No. 香港身份證/護照號碼	Position 職位	Specimen Signature 簽名樣本	Serial Number of Organisational Digital Certificate 機構數碼證書編號*
1.				
2.				

11. Please complete a Factory Registration Card (TID 60) providing specimen of Business Chops, Authorized Signatures and Serial Number of Organisational Digital Certificate, and attaching the photocopies of the HKID card/passport of each authorized signatory. Please ensure that the person(s) and specimen signature(s) registered with the Specified Body which provides services as stipulated in the Import and Export Ordinance Cap. 60 Schedule 2 for the purpose of applying for CO should be the same as the above authorized person(s). The specified bodies are Brio Electronic Commerce Limited, Global e-Trading Services Limited and Tradelink Electronic Commerce Limited which offer services for the electronic submission of trade-related documents to the Government including CO.

11. 請填妥一張工廠登記咭 (TID 60) 以提供商號印鑑、獲授權簽署人的簽名樣本及機構數碼證書編號，並附上每名獲授權簽署人的香港身份證／護照影印本。請確保向香港法例第 60 章《進出口條例》附表 2 所列之提供服務的指明團體登記時，有關申請產地來源證的人士及簽名樣本跟以上的獲授權簽署人完全相同。有關指明團體為標奧電子商務有限公司、商貿易服務有限公司及貿易通電子貿易有限公司，他們提供服務讓業界以電子方式向政府遞交包括產地來源證的貿易文件。

Enquiries 查詢

Should you have any enquiries about Factory Registration application, please contact the Factory Registration and Origin Certification Branch (Tel.: 2398 5531; email: fr_section@tid.gov.hk).

如對工廠登記申請有任何查詢，可聯絡工廠登記及產地來源證科（電話：2398 5531；電郵：fr_section@tid.gov.hk）。

Factory Registration and Origin Certification Branch
Trade and Industry Department
August 2022

工業貿易署
工廠登記及產地來源證科
2022 年 8 月