

Textiles Trader Registration Scheme

Guidance Notes

How to check approval status and download Certificate of Registration as a Textiles Trader

Applicants can check online at the Department's Web Portal whether their applications have been approved. Please logon the online enquiry services at <http://www.tid.gov.hk/portal/eindex.html> three clear working days after payment of registration fee and submission of application to view and/ or download the Certificate of Registration as a Textiles Trader issued by the Department. Please note that no certificates will be sent to the applicants by post or email. New users can first activate their User Login Account (ULA) at the above website.

Steps

A. New Users – Activating the User Login Account (ULA)

(1) Enter the Department's webportal at: <http://www.tid.gov.hk/portal/eindex.html>

The screenshot displays the Trade and Industry Department (TID) website. The header includes the TID logo and the text 'Trade and Industry Department The Government of the Hong Kong Special Administrative Region'. Below the header, there is a search bar and a 'SITE MAP' link. The main content area is titled 'Trade and Industry Department - E-Services'. On the left, a sidebar lists various services: Main Page, List of Electronic Services, Textiles Trader Registration (ULA), Factory Registration (ULA/FRA), Kimberley Process Certificate, Rice Stockholder's Return, Strategic Commodities, Certificate of Origin, Manifest, Contact Us, and System Requirements. The main content area is divided into two sections: 'E-Services through TID Website' and 'E-Services through Service Providers'. The 'E-Services through TID Website' section lists several services: Textiles Trader Registration (ULA), Factory Registration (ULA/FRA), Kimberley Process Certificate, Rice Stockholder's Return, and Strategic Commodities. A callout box with an arrow points to the 'Textiles Trader Registration (ULA)' link, stating: 'Under E-Services through TID Website, click on “Textiles Trader Registration (ULA)”’.

(2) Under Textiles Trader Registration - User Login Account (ULA), click on “[New User](#)”

The screenshot displays the Trade and Industry Department website. The header includes the department's name, logo, and navigation links. A left sidebar lists various services, with 'Textiles Trader Registration (ULA)' selected. The main content area shows the 'E-Services through TID Website' section, specifically the 'Textiles Trader Registration - User Login Account (ULA)' page. A list of links is provided, with 'New User' highlighted by a black arrow pointing to a callout box. The callout box contains the instruction: 'Under Textiles Trader Registration - User Login Account (ULA), click on “[New User](#)”'. Other links in the list include 'Login', 'Guidance Notes - How to check approval status and download Certificate of Registration as a Textiles Trader', and 'About ULA'.

Trade and Industry Department
The Government of the Hong Kong Special Administrative Region

GOVHK 香港政府一站通 繁體版

Home » [List of Electronic Services](#) » [E-Services through TID Website](#)

Trade and Industry Department - E-Services

E-Services through TID Website

Textiles Trader Registration - User Login Account (ULA)

Holders of [Textiles Trader Registration](#) can login their ULAs to use web-based enquiry service, e-mail notification service, as well as to view or download the Certificate of Registration as a Textiles Trader issued by this Department.

- [Login](#)
- [New User](#)
- [Guidance Notes - How to check approval status and download Certificate of Registration as a Textiles Trader](#)
- [About ULA](#)

go back back to top

Under Textiles Trader Registration - User Login Account (ULA), click on “[New User](#)”

(3) Input the Business Registration (BR) no. of your company/ registered business (11-digit) and input the Hong Kong ID Card No. or the Passport No. (as appropriate) of the “Signatory” to your TTR application

The screenshot shows the 'First-time Login' page of the Trade and Industry Department website. The header includes the department's name and the Hong Kong Government logo. The main content area is yellow and contains instructions for first-time users. It states that the company must be holding a valid Factory Registration (FR) and/or a valid Textiles Trader Registration (TTR) with the Trade and Industry Department (TID). A link 'How to Activate an Account?' is provided. Below this, there are input fields for the Business Registration (BR) No. and the Signatory's identification details. The Signatory's details can be either an HKID Card No. or a Passport No. (max. 35 alpha-numeric). A 'Next' link is at the bottom, with a callout box pointing to it that says 'After completion, click on “Next”'. At the very bottom, there are links for 'Back' and 'E-Services Main Page'.

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The Government of the Hong Kong Special Administrative Region

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First-time Login

Your company MUST be holding:

- (a) **valid Factory Registration (FR); and/or**
- (b) **valid Textiles Trader Registration (TTR)**

with Trade and Industry Department (TID).

[How to Activate an Account?](#)

Please input Business Registration (BR) No. of your company.

BRNo.: -

Please input Hong Kong Identity Card or Passport No. of the 'Signatory' of your company as registered with TID. ([How can I know who the registered 'Signatory' is?](#))

☐ **HKID Card No. of the registered 'Signatory':** ()

Or

☐ **Passport No. of the registered 'Signatory':**
(max. 35 alpha-numeric)

[Next](#)

After completion, click on “Next”

[Back](#) [E-Services Main Page](#)

(4) Read the Terms and Conditions of Use and indicate agreement

The screenshot shows the 'Terms and Conditions of Use' page of the Trade and Industry Department website. The header is similar to the previous page. Below the header, there is a red bar with the text 'E-Services'. The main content area is yellow and contains the title 'Terms and Conditions of Use'. Below the title, there is a scrollable text box containing the terms and conditions. The first section is '1. General', and the first paragraph states that the Trade and Industry Department provides a basket of web-based services and information to eligible traders through their User Login Accounts (ULA) of this website www.tid.gov.hk. Below the scrollable text box, there is a button that says 'I have read and agree to the above Terms and Conditions of Use'. A callout box points to this button with the text 'After reading the Terms and Conditions of Use, click on “I have read and agree to the above Terms and Conditions of Use” if you agree.'

Trade and Industry Department
The Government of the Hong Kong Special Administrative Region

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E-Services

Terms and Conditions of Use

Terms and Conditions of Use

1. General

1.1 The Trade and Industry Department (hereafter 'the Department') provides a basket of web-based services and information to eligible traders through their User Login Accounts (ULA) of this website www.tid.gov.hk. The services and information are intended for eligible traders who are companies/registered businesses maintaining

I have read and agree to the above Terms and Conditions of Use

After reading the Terms and Conditions of Use, click on “[I have read and agree to the above Terms and Conditions of Use](#)” if you agree.

(5) Check details of your company/ registered business under registration and confirm activation of the User Login Account

The screenshot shows the 'E-Services' section of the Trade and Industry Department website. It contains a form for activating a User Login Account. The form includes fields for 'Date', 'BR No.' (with a placeholder 'xxxxxxx - xxx'), 'TTR No.' (with a placeholder 'xxxxxxx'), and 'Company Name' (with a placeholder 'Name of your Company'). Below these fields is a question: 'Do you wish to activate the User Login Account now ?'. There are two buttons, 'Yes' and 'No', with a bracket pointing to them from a callout box. The callout box contains the text: 'If you confirm to activate your User Login Account, click on “[Yes](#)”.'

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E-Services

As at , BR No. and the "Signatory" are related to the following registration(s):

TTR No.: Company Name:

Do you wish to activate the User Login Account now ?

If you confirm to activate your User Login Account, click on “[Yes](#)”.

(6) Input the particulars for your User Login Account

The screenshot shows the 'E-Services' section of the Trade and Industry Department website, specifically the 'User Login Account Particulars' page. It contains a form for entering particulars for a User Login Account. The form includes fields for 'Day-time Contact Person' (with a dropdown menu showing 'Mr'), 'Position in the Company', 'Contact Telephone No.', and 'Correspondence Email Address'. Below these fields is a 'Next' button. A callout box points to the 'Next' button with the text: 'After completion, Click on “[Next](#)” to proceed.'

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E-Services

User Login Account Particulars

Please enter the following particulars (all mandatory) for your User Login Account:

Day-time Contact Person:


Position in the Company:

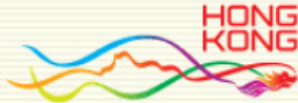
Contact Telephone No.:

Correspondence Email Address:

After completion, Click on “[Next](#)” to proceed.

(7) Set your Login Name and Password

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Set Login Name and Password

Please enter the following particulars (all mandatory) for your User Login Account:


Please set your Login Name:
(6 to 20 alphabetic/ numeric/ alpha-numeric characters)

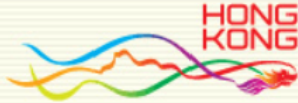
Please set your Password:
(10 to 15 characters with at least one upper case letter, one lower case letter, and one numeric or special character, such as @#* etc.)

Re-confirm your Password:

After completion, click on “[Confirm](#)” to proceed.

(8) User Login Account (ULA) successfully activated

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E-Services

Congratulations!

Your User Login Account (ULA) (**Login Name:**) is activated successfully.

Please remember your Login Name and your password.

 [Login My Account Now](#)

 [E-Services Main Page](#)

B. To check the approval status and to view and/or download the Certificate of Registration as a Textiles Trader

(1) Enter the Department's webportal at: <http://www.tid.gov.hk/portal/eindex.html>, click on "Textiles Trader Registration (ULA)" under E-Services through TID Website, and click on "[Login](#)" in the User Login Account

Enter your Login ID/ Name and Password:

The screenshot shows the 'User Login Account (ULA) - Log In' page of the Trade and Industry Department. The header includes the department's name and the Hong Kong Government logo. The main heading is 'User Login Account (ULA) - Log In' in orange. Below it is a link 'How to Log In?'. A message states: 'If you have already activated your account, please sign in your Login ID/Name and password below.' There are two input fields: 'Login ID/Name:' and 'Password:'. To the right of these fields are links for 'Forgot Login ID/Name?' and 'Forgot Password?'. A 'Login' button is positioned below the password field. Below the login fields, there are instructions for first-time login and a link to activate the account. A note about password security is also present. At the bottom, there are links for 'Back' and 'E-Services Main Page'.

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User Login Account (ULA) - Log In

[How to Log In?](#)

If you have already activated your account, please sign in your Login ID/Name and password below.

Login ID/Name: [Forgot Login ID/Name?](#)

Password: [Forgot Password?](#)

For first time login, please click [HERE](#) to activate your account first.

For more information about the ULA service, please click [HERE](#).

Note: To enhance security of your account, users will be required to set a strong password (i.e. 10 to 15 characters with at least one upper case letter, one lower case letter, and one numeric or special character, such as @#* etc.) when they change their passwords in the system. Users are also advised to change your existing passwords as soon as possible and well before their expiry and adopt a strong password.

[Back](#) [E-Services Main Page](#)

(2) View the details of your company/ registered business under registration in the Main Menu

The screenshot shows the 'Main Menu' page of the Trade and Industry Department's E-Services. The header is the same as the previous page. A red 'E-Services' banner is at the top. On the left, there is a blue sidebar with links: '中文', 'Main Menu', 'LOG OUT', and 'Contact Us'. The main content area has a heading 'Main Menu'. It displays a message: 'As at [input], Login ID/Name: [input] has access rights to web functions for the following registration(s):'. Below this are input fields for 'TTR No.:' and 'Company Name:'. A message states: 'The full list of web functions available to this Account is as follows:'. Under 'Basic Function:', there are three links: 'Subscription for Email Notification Service', 'Amendment of User Login Account Particular', and 'Change of Password (ULA)'. Under 'For Your TTR:', there is a link 'Enquiry on TTR Particulars'. A callout box with an arrow pointing to this link contains the text: 'To check your registration particulars under TTRS, click on "[Enquiry on TTR Particulars](#)".'

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E-Services

中文

Main Menu

LOG OUT

Contact Us

Main Menu

As at , Login ID/Name: has access rights to web functions for the following registration(s):

TTR No.: Company Name:

The full list of web functions available to this Account is as follows:

Basic Function:

- [Subscription for Email Notification Service](#)
- [Amendment of User Login Account Particular](#)
- [Change of Password \(ULA\)](#)

For Your TTR:

- [Enquiry on TTR Particulars](#)

To check your registration particulars under TTRS, click on "[Enquiry on TTR Particulars](#)".

(3) Check the approval status of your TTRS application and view and/or download the Certificate of Registration as a Textiles Trader. For approved application, the validity period of the TTR registration will be shown on this page.

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E-Services

► 中文

► Main Menu

► LOG OUT

► Contact Us

TTR Registration Information

Company Name : Company Name

Registration Validity : dd/mm/yyyy – dd/mm/yyyy

Registration Address : Registered Address

Telephone No. : Telephone No.

To view and download:
[Certificate of Registration as a Textiles Trader](#) (in PDF format)

Last Updated at: 12/09/2014 10:52:05

The validity period of the approved textiles trader registration.

The Certificate of Registration as a Textiles Trader is available for viewing and download here. Please click on “[Certificate of Registration as a Textiles Trader](#)”.

Trade and Industry Department
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