**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



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"

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**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

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Under Textiles Trader Registration - User Login Account (ULA), click on "New User"

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(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

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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.

**BR No.:** [_____] - [_____]

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

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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

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E-Services

As at [Date], BR No. [xxxxxxxx - xxx] and the "Signatory" are related to the following registration(s):

TTR No.: [xxxxxxx]     Company Name: [Name of your Company]

Do you wish to activate the User Login Account now ?

[ Yes ]  [ No ]

If you confirm to activate your User Login Account, click on "Yes".

(6) Input the particulars for your User Login Account

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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:** [Mr ▾] [_____]
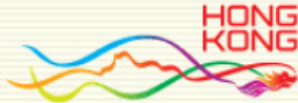**Position in the Company:** [_____]
**Contact Telephone No.:** [_____]
**Correspondence Email Address:** [_____]

[ Next ]

After completion, Click on "Next" to proceed.

(7) Set your Login Name and Password



**Set Login Name and Password**

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

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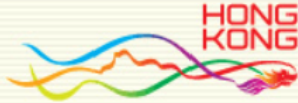(6 to 20 alphabetic/ numeric/ alpha-numeric characters)

**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:** [                ]

[Confirm]

After completion, click on "Confirm" to proceed.

(8) User Login Account (ULA) successfully activated



E-Services

Congratulations!

Your User Login Account (ULA) (**Login Name:** [ 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:

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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? |
| | [ Login ] | |

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

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E-Services

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**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.



Trade and Industry Department
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