

Notes for Payment of Annual Registration Fee for Textiles Trader Registration Scheme (TTRS)

繳付紡織商登記方案登記年費須注意的事項

General Notes 一般事項

1. The annual registration fee for TTRS is HK\$61.
紡織商登記方案的登記年費為港幣 61 元。
2. Applicants should note that payment of the requisite registration fee does not guarantee approval by the Director-General of Trade and Industry. Any request for a full or partial refund of the registration fee paid for an application lodged will not be accepted.
申請人請注意，繳付登記費用並不保證工業貿易署署長會批准有關申請。申請一經遞交，任何退還全部或部份已繳付的登記費用的要求均不會獲接納。
3. Applicants can choose to pay the above registration fee by any of the following means: (1) through online credit card / online Faster Payment System (FPS) payment via the Department's e-Payment Platform Portal; (2) by e-Cheque via the Department's e-Form Submission Service; (3) by mailing of cheque to the Textiles Trader Registration Unit; (4) at Hongkong and Shanghai Banking Corporation (HSBC); (5) by using the General Demand Note issued by the Department; or (6) at the Department's Shroff and Form Sales Counter.
申請人可以選擇下列任何一種方式繳付上述登記費用：(1) 經本署的網上付款平台以信用卡 / 轉數快繳費；(2) 透過本署的電子表格遞交服務以電子支票繳費；(3) 郵遞支票到紡織商登記分組繳費；(4) 在香港上海匯豐銀行（匯豐銀行）繳費；(5) 使用本署發出的一般繳款單繳費；或(6) 在本署的收款及表格出售處繳費。

Section 1 – Payment through online credit card / online FPS via the Department's e-Payment Platform Portal

第一部分 – 經本署的網上付款平台以信用卡 / 轉數快繳費

4. Payment can be made through online credit card / online FPS via the Department's e-Payment Platform Portal <https://www.tid.gov.hk/epay?lang=en_US> for duly completed application form and other necessary supporting documents submitted via the Department's e-Form Submission Service <<https://www.tid.gov.hk/english/aboutus/form/publicform/ttrs/index.html>>.
透過本署的電子表格遞交服務<https://www.tid.gov.hk/tc_chi/aboutus/form/publicform/ttrs/index.html>所提交填妥的申請表及所需的證明文件，可經本署的網上付款平台<https://www.tid.gov.hk/epay?lang=zh_HK>以信用卡 / 轉數快繳付登記費。
5. The Department will process the application and payment upon receiving the documents stated above.
本署會在收到上述的文件後予以審理。

Section 2 – Payment by e-Cheque via the Department's e-Form Submission Service

第二部分 – 透過本署的電子表格遞交服務以電子支票繳費

6. Please send an e-Cheque payable to “The Government of the Hong Kong Special Administrative Region” with the duly completed application form and other necessary supporting documents to Textiles Trader Registration Unit via the Department's e-Form Submission Service <<https://www.tid.gov.hk/english/aboutus/form/publicform/ttrs/index.html>>.
請把抬頭為「香港特別行政區政府」的電子支票，連同填妥的申請表及所需的證明文件，透過本署的電子表格遞交服務<https://www.tid.gov.hk/tc_chi/aboutus/form/publicform/ttrs/index.html>提交予紡織商登記分組。
7. The Department will process the application and payment upon receiving the documents stated above. The payment receipt will be mailed to the applicant after vetting the application.
本署會在收到上述的文件後予以審理，有關的付款收據會於申請審批完成後以郵遞方式發還申請者。

Section 3 – Payment by mailing of cheque to the Textiles Trader Registration Unit

第三部分 – 郵遞支票到紡織商登記分組繳費

8. Please complete **both Part A and Part B** of the demand note.
請填寫繳費單甲部及乙部之資料。
9. Please mail a cheque payable to “The Government of the Hong Kong Special Administrative Region” with the duly completed demand note and application form, and other necessary supporting documents to the Textiles Trader Registration Unit on 14/F of the Trade and Industry Tower, 3 Concorde Road, Kowloon City, Hong Kong.
請把抬頭為「香港特別行政區政府」的支票，連同填妥的繳款單、申請表及所需的證明文件，一併郵寄到香港九龍城協調道 3 號工業貿易大樓 14 樓紡織商登記分組。

10. The Department will process the application and payment upon receiving the documents stated above. The payment receipt will be mailed to the applicant after vetting the application.

本署會在收到上述的文件後予以審理，有關的付款收據會於申請審批完成後以郵遞方式發還申請者。

Section 4 – Payment made at HSBC

第四部分 – 在匯豐銀行繳費

11. Payment can be made at any branch of the HSBC by using the designated pay-in slip provided by the Department, or a general pay-in slip provided by HSBC.

請使用本署提供的特備存款單或由匯豐銀行提供的普通存款單，於匯豐銀行任何一間分行繳付登記費。

12. Please complete the designated pay-in slip as in the specimen shown below. If a general pay-in slip is used, please ask the bank staff to key-in the first 8 digits of the Business Registration Number.

請按以下樣本所示，填寫特備存款單。若採用普通存款單，請要求銀行職員輸入商業登記號碼首八個數字。

13. Payment by cheque should be made payable to “Trade and Industry Department - Central Registration”.

倘以支票繳費，支票抬頭請填寫「工業貿易署 - 綜合登記處」。

14. Please return the photocopy of the machine-printed pay-in slip together with a duly completed application form and other necessary documents to the Textiles Trader Registration Unit for processing of the registration or renewal application. Please keep the original copy of the pay-in slip properly in case the Department may require the original copy of the pay-in slip for examination.

請將機印的存款單影印本，連同已填妥的申請表及其他所需文件一併交回紡織商登記分組，以便處理登記或續辦申請。商號請妥善保存存款單正本，以備日後本署可能要求商號出示存款單正本以作鑑定之用。

Name of Company/ Business 公司／註冊業務名稱		Business Registration Number 商業登記證號碼		Please indicate by inserting “x” in the appropriate box 請在適當空格內劃上「x」		Registration fee 登記年費	
The Hongkong and Shanghai Banking Corporation Limited 香港上海匯豐銀行有限公司 Mong Kok Office 旺角分行							
Name of Applicant Company (in English) 申請登記商號名稱 (英文)				Payment Method 付款方法		Date 日期	
<i>This No. must be Input As Narrative</i> Business Registration Number (the First Eight Digits only) 商業登記號碼 (首八個號碼)				<input type="checkbox"/> Cash 現金 <input type="checkbox"/> Cheque Number 支票號碼 Bank/Branch 銀行/分行 Drawer 出票人 (Subject to final collection 收妥方能作實) <input type="checkbox"/> Transfer 轉賬		Registration Fee 登記費 / HKD 港幣 \$ €	
				Checked 核對		/	
Note: Receipts issued by this Bank are governed by terms set out in notices on display in Bank branches. 注意：本行發出之收據乃受陳列於各分行告示所列之條款規限。				TRADE AND INDUSTRY DEPARTMENT - CENTRAL REGISTRATION 工業貿易署 - 綜合登記處		Please receive for the credit of 請收入此賬戶內	
				004-580-111888-001		Member HSBC Group 匯豐集團成員	

To be completed by
the Bank
由銀行職員填寫

If payment is made by cheque, the cheque should be made payable to “Trade and Industry Department - Central Registration”
倘以支票付款，支票抬頭請填「工業貿易署 - 綜合登記處」

Please insert cheque number if payment is made by cheque
倘以支票付款，請填上支票號碼

Section 5 – Payment using the General Demand Note

第五部分 – 使用一般繳款單繳費

15. General Demand Notes (GDNs) are issued to registrants under the TTRS for payment of annual registration fee during renewal of registration. GDNs are business specific and not transferrable.
一般繳款單是發給紡織商登記方案下的登記商號，供其續辦登記時繳付登記年費之用。每張一般繳款單只適用於指定商號，不可轉讓。
16. Please refer to the overleaf of the GDN for payment methods, e.g. payment through ATM, FPS, Internet Banking, PPS, at Post Offices or payment by cash at convenience stores, etc.
請參閱一般繳款單背頁之繳款辦法，例如透過自動櫃員機、轉數快、網上銀行、繳費靈服務、到郵政局繳費或以現金方式在便利店繳費等。
17. The GDN can be used in place of the designated demand note (TID 271) for payment of TTRS registration fee at the Department's Shroff and Form Sales Counter.
一般繳款單可替代特備繳費單（TID 271），於本署收款及表格出售處繳付紡織商登記年費。
18. Please retain the evidence of payment (e.g., receipt of payment at Post Office/ convenience store/ ATM; or print-out for payment through FPS/ Internet banking/ online PPS) and submit it together with the registration application form.
請保留有關繳費證明（例如：在郵政局／便利店／自動櫃員機繳費，須提供繳款收據；經轉數快／網上銀行／網上繳費靈，須提供列印證明），並與申請表一併交回本署。

Section 6 – Payment made at the Department's Shroff and Form Sales Counter

第六部分 – 在本署收款及表格出售處繳費

19. Payment can be made at the Department's Shroff and Form Sales Counter in Room 1309 on 13/F of the Trade and Industry Tower (the Tower) by means of cash, EPS, FPS or cheque together with the designated demand note (TID 271).
請使用特備繳費單（TID 271），以現金、易辦事、轉數快或支票方式，於工業貿易大樓（大樓）13樓1309室收款及表格出售處繳付登記費。
20. Please complete **both Part A and Part B** of the demand note.
請填寫繳費單甲部及乙部之資料。
21. Payment by cheque should be made payable to “**The Government of the Hong Kong Special Administrative Region**”.
倘以支票繳費，支票抬頭請填寫「**香港特別行政區政府**」。
22. Please return Part B of the demand note with a franking by the Shroff and Form Sales Counter together with a duly completed application form and other necessary documents at the Integrated Customer Service Centre in Room 1324 on 13/F of the Tower for processing of the registration or renewal application.
請將機印的繳費單乙部，連同已填妥的申請表及其他所需文件一併交回位於大樓13樓1324室的綜合顧客服務中心，以便處理登記或續辦申請。

Enquiries 查詢

23. For enquiries on the TTRS registration, please contact the Textiles Trader Registration Unit at 2398 5512. For issues on the General Demand Notes, please contact the Shroff and Form Sales Counter at 2398 5325.
有關紡織商登記的查詢，請致電 2398 5512 與紡織商登記分組聯絡。而有關一般繳費單的事宜，請致電 2398 5325 與收款及表格出售處查詢。

Trade and Industry Department
工業貿易署