



**Import and Export Ordinance (Chapter 60) 香港法例第 60 章進出口條例**  
**Import and Export (General) Regulations 進出口 (一般) 規例**

**Application Form for Textiles Trader Registration**  
**紡織商登記申請表**

<b>For Official Use Only</b> <b>工業貿易署專用</b>
TTR No. 紡織商登記號碼
Validity Period 有效期

**Part I : Registration Particulars**

**第一部分 : 登記資料**

(Before completing and returning this application, please read all the Notes, the Notes for Completion of this form and the conditions in respect of Textiles Trader Registration Scheme (TTRS) as set out in the Annex to the Textiles Trader Registration Circular No. 5/2014 and other relevant circulars/ notifications issued by the Director-General of Trade and Industry.

在填寫及遞交本申請表之前，請細閱本表格的所有註項及填寫備註，以及工業貿易署署長發出的紡織商登記通告第 5/2014 號附件及其他相關通告／通知內所載有關紡織商登記方案的條件。)

Name of Company/ Registered Business 公司／註冊業務名稱		English 英文			
		Chinese 中文			
Business Registration No. 商業登記號碼：				Textiles Trader Registration (TTR) No. (Note 1) 紡織商登記號碼 (註 1)	
Correspondence Address/Usual Place of Business (Note 2)  通訊地址／ 通常辦公地點 (註 2)	Flat/ Room/ Floor/ Block No. 室／樓／座		Building Name 大廈名稱		
	House No. 門牌號碼		Street Name 街道名稱		
	Estate 邨名	District 地區	HK 香港	KLN 九龍	NT* 新界*
	Telephone No. 電話號碼		Fax No. 傳真號碼	E-mail Address (Note 3) 電郵地址 (註 3)	
I confirm that my company/ registered business prefers to receive notices on renewal of registration as a Textiles Trader by <input type="checkbox"/> e-mail <input type="checkbox"/> letter * in future. 本人確定本公司／註冊業務希望將來以 <input type="checkbox"/> 電郵 <input type="checkbox"/> 信函 * 形式接收有關續辦紡織商登記的通知。					
Nature of Business 業務性質 *					
Import and Export 進出口      Manufacturing 製造      Transportation 運輸					
Others (Please specify) 其他 (請列明) _____					
The annual registration fee has been paid by the following means 登記年費已透過下列方式繳付*					
by cash, EPS or Faster Payment System (FPS) (at HSBC/ the Department's Shroff and Form Sales Counter/ Post Office#/ convenience store#) ^ 現金、易辦事或轉數快 (經匯豐銀行 / 本署收款及表格出售處 / 郵政局# / 便利店繳款#) ^					
by cheque/ e-Cheque 支票 / 電子支票 (cheque/ e-Cheque no. 支票 / 電子支票號碼 : _____ and Issuing Bank 及付款銀行 : _____)					
by transfer (at ATM#/ Internet banking#/ FPS#) ^ 轉賬 (經自動櫃員機# / 網上銀行# / 轉數快#) ^					
by online credit card payment via the Department's e-Payment Platform Portal 經本署的網上付款平台以信用卡繳付					
by PPS (through telephone#/ online#) ^ with payment reference no. _____ 繳費靈 (經電話# / 網上繳款#) ^, 付款參考編號 : _____					
Others (Please specify) 其他 (請列明) _____					
# Only applicable for using General Demand Note. 只適用於使用一般繳費單。					
^ Please provide evidence of payment. 請提供繳費證明。					

\* Please "✓" the appropriate box(s). 請在適當方格內加上「✓」號。

Notes 註 1. Leave blank if not applicable. 如不適用，則無須填寫此欄。

2. The correspondence address/ usual place of business must be provided. Please fill in the full address as shown on the Business Registration Certificate. P.O. Box No. is not accepted. All correspondence issued by the Department relating to the registration will be sent to the correspondence address/usual place of business and/ or the e-mail address provided on the application form.  
申請人必須提供一個通訊地址／通常辦公地點，請按照商業登記證上的地址填寫。郵箱號碼恕不接納。本署會將有關紡織商登記的函件寄往申請表上填報的通訊地址／通常辦公地點及／或電郵地址。

3. The e-mail address will be used by the Department to inform your companies/ registered businesses of information on TTRS as well as important developments of the global textiles trading scene. The Department will send an e-mail to the e-mail address provided in this application form to invite your company/ registered business to go through a confirmation process via the Internet to ensure authenticity.  
本署會透過此電郵地址通知 貴公司／註冊業務有關紡織商登記方案的資訊及全球紡織品貿易環境的重要發展。本署會發送一個電郵到本申請表上所填報的電郵地址，邀請 貴公司／註冊業務透過互聯網進行確認，以確保電郵地址真實無誤。

**Part II : Undertaking**  
**第二部分：保證書**

I, signing for and on behalf of the company/ registered business as registered in Part I, declare to the best of my knowledge and belief, that the information given in this form is true and correct. I have read and understood, and agreed to abide by the conditions in respect of TTRS as set out in the Annex to the Textiles Trader Registration Circular No. 5/2014 and other relevant circulars/ notifications issued by the Director-General of Trade and Industry, and to accept all arrangements of the Trade and Industry Department in relation to the TTRS. I acknowledge that the Director-General of Trade and Industry may vary the conditions at any time. I also undertake to inform the Director-General of Trade and Industry in writing immediately of any changes regarding the particulars as provided on the registration.

I, for and on behalf of the company/ registered business, acknowledge that breaching any of the conditions of TTRS may render the registration under the TTRS invalid, in which case the registered trader may be subject to legal and/ or administrative actions. I also acknowledge that the Director-General of Trade and Industry reserves the right to refuse/ reject any application for registration or any application for renewal of registration where the Director-General of Trade and Industry deems appropriate.

本人謹代表本表格第一部分所登記的公司／註冊業務簽署及聲明，據本人所知及所信，本表格上所填報的資料全屬真確無訛。本人已細閱及明白，並同意遵守工業貿易署署長於紡織商登記通告第 5/2014 號附件及其他相關通告／通知內所載有關紡織商登記方案的條件，以及接受工業貿易署就紡織商登記方案所實施的一切安排。本人明瞭工業貿易署署長可隨時更改相關的條件。本人亦保證若所填報的資料有任何變更，將立即以書面通知工業貿易署署長。

本人謹代表本公司／註冊業務明白倘若違反任何紡織商登記方案的條件，均可能導致紡織商登記失效，有關登記商號可能受到法律行動及／或行政制裁。本人亦明白工業貿易署署長保留權利，在其認為適當的情況下，拒絕或退回任何登記申請或續辦登記申請。

Name of Signatory : \_\_\_\_\_  
簽署人姓名 (in full and in block letters 以正楷填寫全名)

Position : \_\_\_\_\_  
職位

HKID Card/ Passport No. : \_\_\_\_\_  
香港身份證／護照號碼

Signature+ : \_\_\_\_\_  
簽署+

Date : \_\_\_\_\_  
日期

Business Chop+ : \_\_\_\_\_  
業務印鑑+

- + The signatory should be  
簽署人須為
- (a) for sole proprietorship : the proprietor  
獨資經營：東主
- (b) for partnership : one of the partners  
合夥經營：合夥人之一
- (c) for limited company : a director/ company secretary  
有限公司：董事／公司秘書

For application to be submitted in person or by post, please sign the application form in full signature (initials not accepted), and apply a clear and legible business chop.

如以專人或郵遞方式提交申請，請在申請表上以全名簽署，簡簽恕不接納，並蓋上清晰可辨的業務印鑑。

For application to be submitted via the Department's e-Form Submission Service, please insert a valid digital certificate of the company/ registered business under "Signature" on the e-application form for digital signature. Business chop is only required for submission by hard copy.

如透過本署的電子表格遞交服務提交申請，請在電子表格的「簽署」欄內上載公司／註冊業務的有效數碼證書進行數碼簽署。業務印鑑僅適用於提交列印的表格。

**Notes for Completion 填寫備註**

1. TTRS is a voluntary registration scheme. Eligible traders are encouraged to join the registration scheme whereby registered traders can be kept informed of important developments of the global textiles trading scene. Companies/ registered businesses with valid Business Registration in Hong Kong which are carrying on business in the manner as set out in Schedule 4 to the Import and Export (General) Regulations (Chapter 60, subsidiary legislation A), i.e., importing textiles from the Mainland or exporting textiles to the Mainland or the United States of America, can join the TTR.

紡織商登記方案是自願性的登記計劃，商號可自由選擇登記。本署鼓勵合資格的商號參加登記計劃，已登記的商號可藉此知悉有關全球紡織品貿易環境的重要發展。持有有效香港商業登記，並從事《進出口（一般）規例》（第60章，附屬法例A）附表4所列的紡織商業務者，即從內地進口紡織品，或出口紡織品至內地或美國的公司／註冊業務，可參加紡織商登記方案。

2. The duly completed application form and the following supporting documents shall be returned in person at the Integrated Customer Service Centre of the Department in Room 1324 on 13/F of the Trade and Industry Tower (the Tower), 3 Concorde Road, Kowloon City, Hong Kong, or by post to the Textiles Trader Registration Unit on 14/F of the Tower, or submitted via the Department's e-Form Submission Service <<https://www.tid.gov.hk/english/aboutus/form/publicform/ttrs/index.html>> :

填妥的申請表必須連同下列文件以專人送交本署位於香港九龍城協調道3號工業貿易大樓（大樓）13樓1324室的綜合顧客服務中心，或郵寄至大樓14樓紡織商登記分組，或以電子方式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](https://www.tid.gov.hk/tc_chi/aboutus/form/publicform/ttrs/index.html)> 提交：

- (a) a photocopy of the valid Business Registration Certificate of the applicant;  
申請者的有效商業登記證影印本一份；
- (b) evidence of payment/ payment of the annual registration fee as appropriate, e.g. the green copy (or photocopy) of the machine-printed pay-in slip for payment at HSBC; Part B of the demand note with a franking for payment at the Department's Shroff and Form Sales Counter; receipt of payment at Post Office/ convenience store/ ATM; print-out for payment through FPS/ Internet banking/ online PPS; a crossed cheque with a duly completed demand note for payment of annual registration fee mailed to the Textiles Trader Registration Unit; or an e-Cheque submitted via the Department's e-Form Submission Service, etc. ;  
繳款證明 / 已繳付的登記年費（如適用），例如：在匯豐銀行繳費，須提供機印的付款單綠色副本（或其影印本）；在本署收款及表格出售處繳費，須提供機印的繳費單乙部；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；以郵遞方式把用以繳付登記年費的劃線支票及填妥的繳費單送交紡織商登記分組；或透過本署的電子表格遞交服務提交電子支票等；
- (c) a photocopy of the Hong Kong Identity Card/ Passport of the signatory. The photocopy will be returned to the applicant on the spot after checking if the application is submitted in person, or destroyed by the Department after checking if the application is submitted by post or via the Department's e-Form Submission Service ;  
一份簽署人的香港身份證 / 護照影印本。如以專人遞交申請，有關影印本會在查核完畢後即時發還予申請人。如以郵遞方式或透過本署的電子表格遞交服務提交申請，有關影印本會在本署查核完畢後銷毀；
- (d) For limited companies,
- (i) a photocopy of the Certificate of Incorporation;
- (ii) an image record of the latest Annual Return (Form NAR1) or Incorporation Form (Company Limited by Shares) (Form NNC1)/ Incorporation Form (Company Not Limited by Shares) (Form NNC1G) as appropriate obtained from the Companies Registry showing the current list of Directors and Company Secretary, and an image record of the Notice of Change of Company Secretary and Director (Appointment/ Cessation) (Form ND2A)/ Notice of Change in Particulars of Company Secretary and Director (Form ND2B) if there is any subsequent change of directorship after the latest Annual Return has been filed.

如屬有限公司：

(i) 公司註冊證書影印本一份；

(ii) 一份由公司註冊處取得的影像記錄，顯示現有董事及公司秘書名單的最近周年申報表（表格 NAR1）或法團成立表格（股份有限公司）（表格 NNC1 / 法團成立表格（股份有限公司以外的公司）（表格 NNC1G）（如適用）。倘董事或公司秘書在周年申報表備妥後有所變更，則須同時夾附更改公司秘書及董事通知書（委任 / 停任）（表格 ND2A / 更改公司秘書及董事詳情通知書（表格 ND2B）的影像記錄；

- (e) For sole proprietorships/ partnerships, a photocopy of the Certified Extracts of Information on the Business Register issued by the Business Registration Office.

如屬獨資經營 / 合夥商號：商業登記署發出該商號的「商業登記冊內資料的摘錄的核證本」影印本一份。

3. The Department may require the applicant to provide other supporting documents as appropriate for the processing of the application. The signatory to the application may be invited for an interview and may be required to produce the original of the supporting documents provided for examination.

本署可能會要求申請人提供其他適用的證明文件，以處理本申請。本署職員或會約見申請表上的簽署人，並要求簽署人出示所提交證明文件的正本，以供查核。

4. Under normal circumstances, it will take three clear working days (excluding day of receipt and day of issue) to process an application upon receipt of all the required documents and payment.

在一般的情況下，本署會在收妥全部所需文件及已繳付的登記年費後三個完整工作天內（接獲申請和發出回覆當天均不計算在內）完成辦理申請。

5. Applicants can check online at the Department's Web Portal whether their applications have been approved. Please logon the online enquiry services <<http://www.tid.gov.hk/portal/eindex.html>> three clear working days after submission of a complete set of application documents (with evidence of payment/ payment of the annual registration fee) 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 activate their User Login Account (ULA) at the above website.

申請人可於本署網頁查詢其申請的審批狀態。請在遞交整套申請文件（連同繳款證明 / 已繳付的登記年費）後三個完整工作天起，登入本署的網上查詢服務 <<http://www.tid.gov.hk/portal/eindex.html>>，查看及 / 或下載由本署簽發的紡織商登記證書。請注意，本署不會以郵遞或電郵方式發出證書予申請人。新用戶可在上述網站啟動其用戶登入口。

6. Registered textiles traders are required to comply with the conditions in respect of TTRS as set out in the Annex to the Textiles Trader Registration Circular No. 5/2014 and other relevant circulars/ notifications issued by the Director-General of Trade and Industry. Any breach of the conditions may render the registration under the TTRS invalid.  
登記紡織商須遵守由工業貿易署署長於紡織商登記通告第 5/2014 號附件及其他相關通告／通知內所載有關紡織商登記方案的條件。如有違反有關條件，可能導致其紡織商登記失效。
7. For enquiries, please contact the Textiles Trader Registration Unit at 2398 5512.  
如有查詢，請致電 2398 5512 與紡織商登記分組聯絡。