

To: Director-General of Trade and Industry
(Attention: Factory Registration and Origin Certification Branch)
14/F, Trade and Industry Tower
3 Concorde Road
Kowloon City, Hong Kong
[Fax No.: 2787 6048]

Online Factory Registration Application Account (FRA) :
Request for Login ID/Re-setting of Password

I/We, _____ (Individual/ Company Name of Account Holder) would like to request the login ID / re-setting of password # for our Online Factory Registration Application Account (FRA) as I/we have forgotten the login ID / password / due to repeated log-in failures #. (# Please delete as appropriate)

Particulars of my/our Account are as follows:

Login ID (if available) : _____
Business Registration Number : _____

Signature of Signatory : _____
Name of Signatory (in Block Letters) : _____
Name of Contact Person (in Block Letters) : _____
Telephone No. : _____
Fax No. : _____
Date : _____

Company Chop: (if applicable)

For Official Use:

To: _____ [Fax No.: _____]

This is to confirm that your request for login ID / re-setting of password # for your Online Factory Registration Application Account (FRA) has been accepted.

- (i) For login ID: please note that your login ID is _____.
- (ii) For re-setting of password: please re-set your password through the Department's website.

If you have any question, please call 2398 5531.

(_____)
for Director-General of Trade and Industry

Date: