



**Import and Export Ordinance (Cap. 60)**  
**香港法例第 60 章進出口條例**

**Application for Amendment of Registration Particulars  
under Factory Registration (FR)**  
**申請修訂工廠登記資料**

On behalf of \_\_\_\_\_  
(name of factory)

(FR No.: \_\_\_\_\_), I would like to apply for amendment of the following registration particular(s) under our Factory Registration with your Department. The revised information is now given below:

本人代表 \_\_\_\_\_  
(工廠名稱)

(工廠登記號碼： \_\_\_\_\_)申請修訂下列在貴署工廠登記下的登記資料。需要修訂的資料如下：

(Please select the item(s) that have to be amended by putting a tick in the square box) (請在需修訂項目旁的方格劃上「✓」號)

**(A) For the following changes, please fill in and return Annex 1. 如屬以下之改動，請同時填妥及遞交附件 1。**

- |   |  |
|---|--|
| <input type="checkbox"/> Main Factory Address/Tel No./Fax No.   | 總廠地址／電話號碼／傳真號碼   |
| <input type="checkbox"/> Branch Factory Address/Tel No./Fax No.   | 分廠地址／電話號碼／傳真號碼   |
| <input type="checkbox"/> Articles produced and Type(s) of Certificate of Origin required  | 生產的貨品及所需的產地來源證種類   |
| <input type="checkbox"/> Manufacturing process(es) of the respective articles to be carried out   | 個別貨品進行的生產工序  |
| <input type="checkbox"/> Principal materials used   | 所使用的主要物料   |
| <input type="checkbox"/> Machinery and Equipment  | 設備   |
| <input type="checkbox"/> Proforma cost statement (for CO types involving Regional Value Content requirement, e.g. CO(Georgia) and CO(Form AHK)) | 工廠登記成本計算表 (適用於涉及計算區域價值成分的產地來源證類別, 例如: 香港產地來源證-格魯吉亞及香港產地來源證-東盟) |

**(B) For the following changes, please also fill in and return Annex 2. 如屬以下之改動，請同時填妥及遞交附件 2。**

- |   |                     |
|---|---------------------|
| <input type="checkbox"/> Name of Company/Registered Business  | 公司／已註冊業務名稱          |
| <input type="checkbox"/> Correspondence Address/Tel No./Fax No./Email Address   | 通訊地址／電話號碼／傳真號碼／電郵地址 |
| <input type="checkbox"/> Office Address/Tel No./Fax No.   | 辦公室地址／電話號碼／傳真號碼     |
| <input type="checkbox"/> Storage Premises   | 貨倉地址                |
| <input type="checkbox"/> Partners/Directors   | 合夥人／董事              |
| <input type="checkbox"/> Staff and wage rates   | 員工及工資率              |
| <input type="checkbox"/> Authorised Signatory(ies)  | 獲授權簽署人              |
| <input type="checkbox"/> Company Chop/Amendment Chop/Seal   | 公司印鑑／修改印／圖章         |
| <input type="checkbox"/> Residential address and telephone number of the signatory to the Application of Factory Registration | 工廠登記申請書簽署人的住址及電話號碼  |

2. I hereby declare that, apart from the information amended in paragraph 1 (and Annex 1 and/or Annex 2 and/or any attachment(s)) above, which is true and correct to the best of my knowledge and belief, other particulars of my factory provided in the Application Form for Factory Registration remain valid. I understand that this amendment forms part of my Application Form for Factory Registration. I undertake to inform the Director-General of Trade and Industry in writing immediately of any change of particulars or upon cessation of business. I further undertake to continue to abide by the provisions stipulated in the "Declaration And Undertaking" of the Application Form for Factory Registration.

本人謹此聲明，就本人所知及相信，所填報的資料均確實無誤。除上文第 1 段(及附件 1 及／或附件 2 及／或其他附加資料)修訂的資料外，本廠在工廠登記申請表內所提供有關本廠的其他登記資料仍然有效。本人明白此申請修訂工廠登記資料申請書，將構成本廠的工廠登記申請書的其中部份。本人承諾，若有任何資料變更或結束業務，會即時以書面通知工業貿易署署長。本人承諾繼續遵守工廠登記申請書的「聲明及保證書」部分內所訂明的條款。

Name of Signatory# \_\_\_\_\_  
簽署人姓名# (Name in English) (英文姓名) (Name in Chinese) (中文姓名)

HKID Card No. 香港身份證號碼 \_\_\_\_\_

Position 職位 \_\_\_\_\_

Contact No.: \_\_\_\_\_ Business Chop \_\_\_\_\_  
聯絡號碼 商號印鑑

Fax No \_\_\_\_\_ E-mail Address \_\_\_\_\_  
傳真號碼 電郵地址

Signature 簽署 \_\_\_\_\_ Date 日期 \_\_\_\_\_

# This form should be signed by the same person signing the Application Form for Factory Registration (TID 91).  
本表格必須由工廠登記申請書(TID 91)的簽署人簽署。

The application form should be returned by the following means:

- by fax (fax no.: 2787 6048);
- by email (email address: fr\_section@tid.gov.hk);
- by post (address: Factory Registration Section, Factory Registration and Origin Certification Branch, 14/F, Trade and Industry Tower, 3 Concorde Road, Kowloon City, Hong Kong); or
- in person, including by courier (address: Information Counter, Integrated Customer Service Centre, Room 1324, 13/F, Trade and Industry Tower, 3 Concorde Road, Kowloon City, Hong Kong).

申請書可透過以下途徑遞交：

- 傳真(傳真號碼：2787 6048)；
- 電郵(電郵地址：fr\_section@tid.gov.hk)；
- 郵寄(地址：香港九龍城協調道3號工業貿易大樓14樓工廠登記及產地來源證科工廠登記組)；或
- 親身(包括以速遞方式)遞交(地址：香港九龍城協調道3號工業貿易大樓13樓1324室綜合顧客服務中心詢問處)。



**Principal materials used** 所使用的主要物料：

Type of Materials 物料種類

Place of Origin 原產地

**Machinery and Equipment**<sup>(Note 3)</sup> (Please declare the factory address in which change to machinery and equipment is required and provide the scale plan of the factory premises concerned with the location of machinery and equipment installed.)

**設備**<sup>(註3)</sup> (請填報所列的機器設備改動的廠址及廠址平面簡圖，並列明廠內機器及設備的位置。)

Main/Branch Factory Address  
總廠/分廠地址

Machinery and Equipment (English and Chinese)  
機器及設備(中英文名稱)

Number Installed  
安裝數目

**Proforma Cost Statement** (Please attach the updated proforma cost statement)  
**工廠登記成本計算表** (請附上最新的工廠登記成本計算表)

Notes 註:

1. Please provide the following documents:-

- (i) a copy of valid Business Registration Certificate bearing the factory name, address and Business Registration number;
- (ii) scale plan of the factory premises, including the location of machinery/equipment installed; and
- (iii) location map of the factory (if the factory is located at an address without street name and building number).

請提供下列文件：

- (i) 印有工廠名稱、地址和商業登記號碼的有效商業登記證副本；
- (ii) 廠址平面簡圖包括廠內機器及設備等的位置；及
- (iii) 廠址位置圖（如廠址沒有街道名稱及樓宇門牌號數）。

2. Please provide information for all products for which certificates of origin are to be lodged. Depending on the product(s) to be registered, applicant may be required to provide additional information or documents to support the application, please contact the Factory Registration Section of the Department (tel. no.: 2398 5531) for details. Since changes in articles produced may necessitate changes in manufacturing process(es), principal materials used and machinery and equipment, please ensure that all changes involved have been included in this form.

請填報所有將會申請產地來源證的貨品。視乎擬登記的貨品，申請人可能須要提交額外資料或補充文件供本署處理其申請，詳情請向本署工廠登記組查詢（電話：2398 5531）。更改生產貨品或會引致製造工序、主要物料和設備方面的變動，申請人應確保在本申請書內填報所有變更。

3. Manufacturing processes performed, using the machinery and equipment installed in the factory premises, must be sufficient to confer Hong Kong origin for the type(s) of Certificate(s) of Origin required.

利用廠房內的機器及設備所進行的生產工序須足以符合所需產地來源證種類的香港產地來源規則。



Notes 註：

1. Please provide the following documents:-
  - (i) valid Business Registration Certificate bearing the factory name, address and Business Registration number (photocopy); and
  - (ii) duly completed Factory Registration Card (TID 60) (original).請提供下列文件：
  - (i) 印有工廠名稱、地址和商業登記號碼的有效商業登記證（副本）；及
  - (ii) 已填妥更新資料的工廠登記咭(TID 60)（正本）。
2. For the purpose of electronic services, if your factory name has more than 35 characters, please provide an alias up to 35 characters, including spacing between words.  
為方便使用電子服務，若貴廠之廠名超過 35 個英文字母，請提供一個不多於 35 個英文字母（包括字與字之間的空格）的別名。
3. Please provide a copy of the valid Business Registration Certificate bearing the factory name, address and Business Registration number.  
請提供印有工廠名稱、地址和商業登記號碼的有效商業登記證的副本。
4. For limited company, please provide the latest Annual Return (Form NAR1). Certified true copies of ND2A/ ND2B/ ND4 should be provided if there is any amendment to the latest Annual Return. All documents must be properly certified on each and every page by the Companies Registry, a certified public accountant or a solicitor. The date of certification should be within 6 months from the date of lodgment of this application.  
有限公司請提供最近之週年報表(表格 NAR1) 的認證副本。若在週年報表備妥後有任何修訂，則須同時遞交 ND2A/ ND2B/ ND4 的認證副本。所有文件的每頁均須由公司註冊處、執業會計師或律師妥為認證，認證日期必須在遞交此申請書之日起計六個月內。
5. Please provide the following documents:-
  - (i) duly completed Factory Registration Card (TID 60) (original); and
  - (ii) copies of Hong Kong Identity Card or Passport of the newly added manufacturer's authorised signatories.請提供下列文件：
  - (i) 已填妥更新資料的工廠登記咭(TID 60)（正本）；及
  - (ii) 新增獲授權簽署人的香港身份證/護照副本。
6. Please provide the original of duly completed Factory Registration Card (TID 60).  
請提供已填妥更新資料的工廠登記咭(TID 60)的正本。