



**PART TWO: Factory Registration Particulars**  
**第二部分：工廠登記資料**

1. Articles Produced and Type(s) of Certificate of Origin Required (Certificate of Hong Kong Origin (CHKO) and/or Certificate of Processing (COP) and/or Certificate of Hong Kong Origin (CEPA) (CO(CEPA)) and/or others (e.g. Certificate of Hong Kong Origin – New Zealand (CO(NZ)))) (Note 7)  
 生產的貨品及所需的產地來源證種類 (香港產地來源證(CHKO)及/或產地來源加工證(COP) 及/或《內地與香港關於建立更緊密經貿關係的安排》下的原產地證書(CO(CEPA))及/或其他 (例如:香港產地來源證-新西蘭(CO(NZ))) (註7)  
 Estimated Total Manufacturing Output Per Month, based on the information provided in PART TWO paragraphs 4 and 5 below.  
 根據本申請書第二部分第 4 及 5 段中所提供的資料, 估計每月之總生產量。

Articles Produced (English and Chinese) 生產的貨品 (中英文名稱)	Hong Kong HS Code 香港協調制度編號	Mainland Tariff Code 內地稅則號列 (Leave blank if CO(CEPA) is not required.) (如不需 CO(CEPA), 無須填寫此欄。)	Type of Certificate Required 所需的產地來源證種類				Estimated Total Manufacturing Output Per Month 估計每月總生產量	
			CHKO	COP	CO (CEPA)	Others, please specify. 其他, 請註明。	Quantity 數量	Unit 單位

2. Manufacturing Process(es) of the respective articles to be carried out in the factory premises declared in PART ONE (Note 8)  
 個別貨品在第一部分聲稱之廠房內進行的生產工序 (註 8)

3. Principal Materials Used 所使用的主要物料

Type of material 物料種類

Place of origin 原產地

4. Machinery and Equipment 機器及設備 (Please declare separately the machinery and equipment installed in EACH factory address mentioned in PART ONE) (Note 8) (請分別填報設於第一部分所列每間廠址的機器及設備) (註 8)

Machinery and equipment 機器及設備

Number installed 安裝數目

5. Staff 員工

Personnel 職員	No. of persons employed 聘用人數	
	Regular 長工	Casual 散工
Managerial and Clerical 管理人員及文員		
Technical 技術員		
Skilled labour 熟練工人		
Unskilled labour 非熟練工人		

6. Trade Marks or Brand Names Used 採用的商標或牌子  Has used 有採用 /  Has not used 沒有採用

Name of Trade Mark/Brand Name 商標/牌子名稱 (English or Chinese 英文或中文)	
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7. Foreign Investment 外來投資  Yes 有 /  No 沒有

Source of Investment 外來資金來源	Percentage Owned 百分比

8. Specimen of Authorized Signatures and Chops of Company/Registered Business to apply for Certificate of Origin (CO) or sign Outward Processing Arrangement (OPA) Combined Forms

用作申請產地來源證或簽署外地加工措施合併表格之獲授權簽署人簽名及商號印鑑樣本

The applicant should complete 2 Factory Registration Cards (TID 60) providing specimen of Business Chops and Authorized Signatures. The photocopies of the HKID card/passport of each authorized signatory should also be attached. (Note 9)

申請人必須填妥兩張工廠登記卡 (TID 60) 以提供商號印鑑及獲授權簽署人的簽名樣本, 並附上每名獲授權簽署人的香港身份證/護照影印本 (註 9)。

## 9. Declaration and Undertaking 聲明及保證書

- (I) I, the authorized representative referred in PART TWO paragraph 10 below, declare that, to the best of my knowledge and belief, the information given on this application form, which is required under the Export (Certificates of Origin) Regulations under the Import and Export Ordinance (Cap. 60) is true. We also understand that anyone supplying false information on this application form will be liable to a fine of \$500,000 and to imprisonment for 2 years as set out under the aforementioned regulations under the Import and Export Ordinance. We undertake to inform the Director-General of Trade and Industry in writing immediately of any change of the particulars as provided on this form or upon cessation of business.

本人，第二部分第 10 段中的授權代表，現聲明，據本人所知及相信，根據香港法例第 60 章進出口條例之出口（產地來源證）規例而須在本申請書內所填報的各項資料，均屬確實無訛。我們本人亦明白根據上述進出口條例規定，在本申請書內提供虛假資料，可被判罰款五十萬元及監禁兩年。我們保證，倘若本申請書內的資料有任何變更或業務終止，會立即以書面通知工業貿易署署長。

- (II) (A) As a condition precedent to registration and as a condition of continuation of registration, we hereby undertake to keep and maintain up-to-date and accurate books and records as shown hereunder: 為符合辦理登記及維持此登記的條件，我們現保證保存下列各項帳簿及紀錄的最新及準確資料：

- |  |             |
|--|-------------|
| (a) Received Wage Books for Workers        | 工人工資簽收簿     |
| (b) Materials' Purchase Book (Note 10)     | 物料購貨簿（註 10） |
| (c) Materials' Consumption Book (Note 10)  | 物料耗用簿（註 10） |
| (d) Daily Production Book                  | 生產日記簿       |
| (e) Sales and Stock of Finished Goods Book | 製成品銷存簿      |
| (f) Cash Book                              | 現金簿         |

and, where sub-contractor(s)/outworker(s) is(are) employed to perform processes of manufacture,

如有僱用分判商／外發工人負責進行製造工序，亦要保存

- (g) Sub-contractor(s)/outworkers Despatch and Receipted Record. 分判商／外發工人收發紀錄。

- (B) We further undertake to maintain the following additional books and records accurately and up-to-date:

我們並保證保存下列各項帳簿及紀錄的最新及準確資料：

- (a) Original copies of utility bills, e.g. electricity, water bills, etc. 公用事業服務收費單據的正本，例如水電的繳費通知書等。
- (b) A register of workers performing origin conferring process(es). This register should include workers employed by the Company/Registered Business as well as outworkers. Subcontractors performing origin conferring process(es) as approved under the Local Subcontracting Arrangement also need to maintain a similar register. The register should include the following information of the employee and/or outworker:
- |  |  |
|--|--|
| (i) name;  | (iii) photocopy of the HKID card/passport; and |
| (ii) Hong Kong identity (HKID) card/passport number; | (iv) residential address and telephone number. |

進行賦予產品產地來源資格工序的工人名冊。這些名冊應包括本公司／已註冊業務僱用的工人及外發工人。根據本地分判措施獲准進行賦予產品產地來源資格的工序的分判商，亦須保存類似的名冊。這些名冊應包括僱員及／或外發工人的下列資料：

- |                  |                     |
|------------------|---------------------|
| (i) 姓名；          | (iii) 香港身份證／護照影印本；及 |
| (ii) 香港身份證／護照號碼； | (iv) 住宅地址及電話號碼。     |
- (c) Workers' attendance records, containing details of arrival and departure times and the total number of hours worked. 工人簽到簿。簿內應載有工人上、下班時間及總工作時數。
- (d) Records of work done by workers, containing details of name of workers/outworkers, date of production, production order number, article number, processes done, quantity produced, work rate, total amount of wages, etc. 廠內及外判工人的工作紀錄。這些紀錄應詳列廠內及外判工人之姓名、貨物生產日期、生產單編號、貨號（款號）、曾參與生產之工序、數量、工資及總工資等。

All books and records specified above shall be produced to authorized officers for inspection upon request or within a reasonable time as the officers may specify. 上述各項帳簿及紀錄將於獲授權人員要求時，立即或於合理指定時間內出示，以供查閱。

- (III) We also undertake to keep purchase invoices of raw materials and components used in the production of the article(s) specified in PART TWO paragraph 1 above.

我們並保證，我們會保存用以製造在本申請書第二部分第 1 段中所指定物品的原料及組合部分的購貨發票。

- (IV) We also acknowledge that the Trade and Industry Department may take administrative actions against any company/registered business or the proprietors/partners thereof, or may suspend certification facilities provided to the company/registered business immediately, in the event that any conditions of registration or any conditions of continuation of registration set out under the Import and Export Ordinance or in this form, or in the relevant Notices to Exporters/Certificate of Origin Circulars issued by the Trade and Industry Department from time to time are not fulfilled, in particular, failure to comply with the factory inspection, consignment check or production check requirements; or failure to render all necessary assistance and cooperation to officers of the Customs and Excise Department in conducting the checks; or failure to notify the Trade and Industry Department promptly of any change in the particulars of registration (e.g. address). Such administrative actions may include, but not be limited to: refusal to issue a certificate of origin, suspension of certification services or cancellation of Factory Registration; disallowing a manufacturer to sub-contract the principal process(es) of manufacture locally; and disallowing a subcontractor to undertake the principal process(es) of manufacture.

我們亦知道，任何公司／已註冊業務如未能履行在進出口條例或本表格內，或在工業貿易署不時發出的有關致出口商通告／產地來源證通告內列出的任何一項登記條件或維持登記的條件，尤其不遵守工廠巡查、付運檢查或生產檢查規定；或在進行檢查時，不與香港海關人員合作和提供一切所需協助；或登記資料（例如地址）有所變更時，未有立即通知工業貿易署，工業貿易署可對該公司／已註冊業務或東主／合夥人採取行政制裁，或即時暫停該公司／已註冊業務所獲來源證服務。此等行政制裁包括但不限於：拒絕簽發產地來源證；暫停提供來源證服務或取消工廠登記；不准製造商將主要製造工序在本地分判；及不准分判商進行主要製造工序。

- (V) The Company/Registered Business registered in PART ONE has been/will be registered with the specified body/specified bodies (see Note 11) and/or any of the Government Approved Certification Organizations (GACOs, see Note 12) for electronic services. We, on behalf of the Company/Registered Business, hereby authorize the Trade and Industry Department to release all necessary information in respect of the Company/Registered Business as contained in the Factory Registration register maintained by the Director-General of Trade and Industry under the Import and Export Ordinance, Chapter 60 to any of the GACOs, specified bodies and/or other third parties, for purposes relating to the use of electronic services in processing applications for Certificate of Origin and/or other purposes permitted under other Ordinances that allow the release of the said information. We understand that if the Company/Registered Business wishes to terminate this authorization, the person who signed the Application Form for Factory Registration is required to make a separate written request to the Department.

第一部分所登記的公司／已註冊業務已經／將會向指明團體（註 11）及／或任何政府認可的來源證簽發機構（註 12）登記使用電子服務。我們現謹代表本公司／已註冊業務，授權工業貿易署，為使用電子服務以辦理產地來源證的申請，及／或為任何其他容許發放資料的條例所准許的其他目的，向任何政府認可的來源證簽發機構、指明團體及／或其他第三方，發放工業貿易署署長根據香港法例第 60 章《進出口條例》保存的工廠登記冊內所載有關本公司／已註冊業務的一切所需資料。我們明白如本公司／已註冊業務欲終止此授權，工廠登記申請書上的簽署人須向工業貿易署另外提出書面要求。

10. Signature 簽署

I certify that I, the authorized representative for and on behalf of the Company/Registered Business in PART ONE, have read over and fully understood the content of the declaration and undertaking(s) in PART TWO paragraph 9 above (Note 13).

本人謹此證實，本人已獲本申請書第一部分的公司／已註冊業務授權代表，已細閱及完全明白本申請書第二部分第 9 段中的聲明及保證書的內容（註 13）。

Signature and Company Chop 簽名及公司印鑑 (To be signed and stamped at the time of interview) (於會面時簽署及蓋印)	English Name in Block Letters 英文正楷姓名	Chinese Name 中文姓名
HKID Card/Passport No. 香港身份證／護照號碼： _____	Mobile/Other Tel. No. 手提／其他電話號碼： _____	
Residential Address 住址： _____		
Witnessed by 證人： _____ ) (To be completed at the time of interview)		
Date 日期： _____ ) (於會面時填寫)		

11. Scale Plan of Factory Premises and Location Map (Note 14) 廠址平面簡圖及位置圖（註 14）

Scale plan of factory premises (including location details of machinery/equipment installed) 廠址平面簡圖（包括廠內機器及設備等位置）	Location map 位置圖
<i>Attachments may be used 可使用附加紙</i>	<i>Attachments may be used 可使用附加紙</i>

- Notes 註
7. 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. 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）。
  8. Manufacturing processes performed, using the machinery and equipment installed in the factory premises declared above, must be sufficient to confer Hong Kong origin for Certificate of Hong Kong Origin / Certificate of Processing / Certificate of Hong Kong Origin (CEPA) / others (e.g. Certificate of Hong Kong Origin – New Zealand), as appropriate.  
以上述聲稱廠房內的機器及設備所進行的生產工序須足以符合香港產地來源證／產地來源加工證／《內地與香港關於建立更緊密經貿關係的安排》下的原產地證書／其他（例如：香港產地來源證－新西蘭）的香港產地來源規則（如適用者）。
  9. The applicant should ensure that the person(s) and specimen signature(s) registered with the Specified Body which provides services as stipulated in the Import and Export Ordinance Cap. 60 Schedule 2 for the purpose of applying CO should be the same as the above authorized person(s).  
申請人必須確定，在香港法例第 60 章進出口條例附表 2 所列之提供服務的指明團體登記可以申請產地來源證的人士及簽名樣本跟以上的獲授權簽署人完全相同。
  10. Materials should include all raw materials, semi-finished parts and/or components used in the production.  
物料必須包括所有用於生產之原料、半製成之部件及／或組件。
  11. Specified bodies are bodies specified in Schedule 2 of the Import and Export Ordinance, Chapter 60.  
指明團體為香港法例第 60 章《進出口條例》附表 2 指明的團體。
  12. Government Approved Certification Organisations refer to approved bodies as specified in the Schedule of the Protection of Non-Government Certificates of Origin Ordinance, Chapter 324.  
政府認可的來源證簽發機構，是指香港法例第 324 章《非政府簽發產地來源證保障條例》附表指定的認可機構。
  13. The signatory of Factory Registration should be:  
工廠登記簽署人應為：
 

(a) for sole proprietorship: the proprietor	(a) 獨資經營：東主
(b) for partnership: one of the partners	(b) 合夥經營：合夥人之一
(c) for limited company: a director or a person authorized by the board of directors, in which case documentary evidence in support of his/her directorship or authorized status is required.	(c) 有限公司：經董事局授權的董事或人士，在此情況下，須具備證明該簽署人身份的文件。
  14. Please provide a separate scale plan of factory premises and a separate location map for EACH factory declared in PART ONE.  
申請人請為其在表格第一部分填報的每一間工廠，提供個別的廠址平面簡圖及街道簡圖。