

須遞交的證明文件的核對清單 Checklist for submission of supporting documents for application

1. 申請人詳情的證明文件	
Supporting documents of the applicant's particulars	
小販牌照 Hawker Licence	<input type="checkbox"/> 《小販規則》(第132章·附屬法例AI)下發給的牌照的複本 A copy of hawker licence issued under the Hawker Regulation, Cap. 132AI <input type="checkbox"/> 牌照申請人香港身份證的複本 A copy of the licence applicant's HKID Card <input type="checkbox"/> 已填妥的適當人選聲明表格3A連同附錄 I Completed Fit and Proper Person Declaration Form 3A together with Appendices I
2. 每一處所詳情的證明文件	
Supporting documents of particulars of each premises	
用作從事貴金屬及寶石交易的處所 Premises used for dealing in precious metals and stones	<input type="checkbox"/> 該處所內每一名佔用人的同意書的複本 (只限住宅處所或混合式商住處所) Copies of consent letters from every occupant of the premises (<i>for residential premises or mixed commercial and residential premises only</i>) <input type="checkbox"/> 該處所的已加蓋釐印租約或業權紀錄的複本；或地址證明的複本，而該地址證明需發出距今不超過三個月 (包括水電煤或電訊公司收費單、銀行、保險公司、政府部門發出的文件) A copy of stamped tenancy agreement or record of ownership of the premises; or a copy of address proof which is issued not more than 3 months from now (includes utility or telecommunication bills, documents issued by banks, insurance companies, government departments in Hong Kong)
3. 其他所需文件	
Other requisite documents	
<input type="checkbox"/> 貴金屬及寶石業務的描述及打擊洗錢及恐怖分子資金籌集的措施 Descriptions of Precious Metals and Stones Business & Anti-Money Laundering and Counter-Terrorist Financing (AML/CFT) Measures	

遞交途徑 Means of submission

申請人須將填妥的申請表格連同證明文件，遞交予香港海關貴金屬及寶石交易商監理科辦理。

Applicant is required to submit the completed application form together with the supporting documents to the Dealers in Precious Metals and Stones Supervision Bureau of Customs and Excise Department.

親身/郵寄遞交	地址	辦公時間	
In person/by mail	九龍九龍灣宏光道39號宏天廣場35樓3501室 香港海關貴金屬及寶石交易商監理科	星期一至星期五 (公眾假期除外)	上午 8:45 至 下午 12:30 下午 1:30 至 下午 5:30
	Address	Office hours	
	Dealers in Precious Metals and Stones Supervision Bureau, Customs and Excise Department Unit 3501, 35/F, Skyline Tower, 39 Wang Kwong Road, Kowloon Bay, Kowloon	Monday to Friday (Except Public Holidays)	8:45 a.m. to 12:30 p.m. 1:30 p.m. to 5:30 p.m.
	一般查詢 General Enquiry		
	熱線 Hotline : (852) 3580 1483 (中文) / (852) 3580 1484 (English)		
	電郵 Email : dpms_enquiry@customs.gov.hk		

網上遞交
By online submission <https://www.drs.customs.gov.hk>