香 港 海 關
CUSTOMS AND EXCISE DEPARTMENT
表格 2(BR)
貴金屬及寶石交易商B類註冊續期申請
Form 2(BR)
Application for Renewal of a Dealer in Precious Metals and Stones Category B Registration
香港法例第615章《打擊洗錢及恐怖分子資金籌集條例》
Anti-Money Laundering and Counter-Terrorist Financing Ordinance, Chapter 615, Laws of Hong Kong

本表格只適用於持有有效商業登記證的申請人。持有有效小販牌照的申請人，請另行填寫表格2(H)作申請。
This application form is for an applicant holding a valid business registration certificate only. For an applicant holding a valid hawker licence, please complete Form 2(H) for application.

請以正楷及黑色筆填寫本表格。填寫本表格前，請先閱讀填表須知。
Please complete this form in BLOCK LETTERS and black ink. Please read the Guidance Notes before completing this form.

第一部 Part I 申請人詳情 Particulars of the applicant

請根據商業登記證上所載的資料填寫
Please fill in the information as shown in the Business Registration Certificate

貴金屬及寶石交易商B類註冊號碼 DPMS Category B Registration No.		屆滿日期 (日/月/年) Expiry Date	D D M M Y Y Y Y
業務/法團名稱 (英文) Name of Business/Corporation (in English)			
業務/法團名稱 (中文) Name of Business/Corporation (in Chinese)			
業務名稱 (英文) *(如有)* Business Name (in English) *(if any)*			
業務名稱 (中文) *(如有)* Business Name (in Chinese) *(if any)*			
商業登記號碼 Business Registration No.		屆滿日期 (日/月/年) Expiry Date	D D M M Y Y Y Y

請填寫業務狀況：
Please indicate the status of your business:-

☐ 獨資經營 Sole Proprietorship — *(#**最終擁有人(獨資經營者除外)**數目：_____(如有))*
*(number of #**Ultimate Owner (other than the Sole Proprietor)**:_____, if any)*

☐ 合夥 Partnership — *(**合夥人**數目：_____及#**最終擁有人**數目：_____(如有))*
*(number of **Partner**:_____and number of #**Ultimate Owner**:_____, if any)*

☐ 法團 Corporation — *(**董事**數目：_____及#**最終擁有人**數目：_____(如有))*
*(number of **Director**:_____and number of #**Ultimate Owner**:_____, if any)*

(#最終擁有人 - 請參閱填表須知第B部4.3段) (Ultimate Owner - Please refer to Part B para. 4.3 of the Guidance Notes)

只適用於法團 For corporation only

法團類別 Type of Corporation	☐ 本地公司 local company	☐ 註冊非香港公司 registered non-Hong Kong company ☐ 經遷冊公司 re-domiciled company
公司編號 Company No.		
成立日期 (日/月/年) Date of Incorporation	D D M M Y Y Y Y	D D M M Y Y Y Y
成立地點 Place of Incorporation		
註冊/ 註冊為經遷冊公司的日期 (日/月/年) Date of Registration/ Registration as Re-domiciled Company *(請參閱填表須知第B部1.1段 Please refer to Part B para 1.1 of the Guidance Notes)*		D D M M Y Y Y Y

*請刪去不適用者*Please delete as appropriate
請在適當方格內加上 "✓" 號 Please insert a "✓" in the appropriate box
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請註明貴金屬及寶石業務的種類 (可選擇多於一項)：
Please indicate the types of precious metals and stones business (choosing more than one item is allowed):

貴金屬 Precious Metals
☐ 金 Gold
☐ 銀 Silver
☐ 白金或鉑金 Platinum
☐ 其他（請註明）Others (please specify): _____

寶石 Precious Stones
☐ 鑽石 Diamond
☐ 藍寶石、紅寶石、綠寶石 Sapphire, Ruby, Emerald
☐ 玉石 Jade
☐ 珍珠 Pearl

貴重產品 Precious Products
☐ 珠寶 Jewellery
☐ 錶 Watch

☐ @貴重資產支持工具 Precious-asset-backed Instruments

@ 請參閱填表須知第B部1.3段 Please refer to Part B para. 1.3 of the Guidance Notes

請註明從事的貴金屬及寶石業務活動(可選擇多於一項)：
Please indicate the precious metals and stones activity involved (choosing more than one item is allowed):

	作為左方活動的中介人 As an intermediary of the activities on the left
☐ 買賣 Trading in	☐
☐ 出口 Export	☐
☐ 進口 Import	☐
☐ 生產 Manufacturing	☐
☐ 提煉 Refining	☐
☐ 增值加工 Value-adding	☐
☐ 發行/贖回/買賣貴重資產支持工具 Issuing/redeeming/trading in precious-asset-backed instruments	☐

請註明以哪一種模式經營貴金屬及寶石業務(可選擇多於一項)：
Please indicate the means by which precious metals and stones business is carried out (choosing more than one item is allowed):

☐ 實體商店 Physical Store
☐ 上門銷售 Door-to-door Sales
☐ 網路商店 Online Store
☐ 工場 Workshop
☐ 行政辦公室 Administration Office
☐ 其他，請註明：_____
Others, please specify: _____

如透過互聯網在某個網址或藉其他電子方式經營貴金屬及寶石業務，請提供業務網址/虛擬平台名稱及賬號：
If the precious metals and stones business is carried out on a website through the Internet or by other electronic means, please provide the business website address/name of the virtual platform and user ID: _____

請提供所有用作經營貴金屬及寶石交易的業務處所的數目：
Number of business premises used for carrying out precious metals and stones business: ☐☐

第二部 Part II　　主要營業地點 Principal place of business

此主要營業地點地址會根據香港法例第615章《打擊洗錢及恐怖分子資金籌集條例》(下稱「打擊洗錢條例」)第53ZUC條訂明的方式，顯示於註冊紀錄冊上供公眾人士查閱。

This address of principal place of business will be shown on the register in the way specified in section 53ZUC of the Anti-Money Laundering and Counter-Terrorist Financing Ordinance, Chapter 615, Laws of Hong Kong (hereinafter referred to as "the AMLO") for inspection by members of the public.

(1) 主要營業地點的地址 Address of principal place of business						
*室/店鋪號碼 *Flat/Room/Shop No.		樓 Floor		座 Block		
大廈名稱 Building Name						
*屋邨/屋苑/商場名稱 *Estate/Court/Shopping Arcade Name						
門牌號碼 Street No.		街道名稱 Street Name				
地區 *(例如灣仔)* District *(e.g. Wanchai)*			☐ 香港 HK	☐ 九龍 KLN	☐ 新界 NT	
電郵地址 E-mail Address		電話號碼 Telephone No				

請述明經營貴金屬及寶石交易的處所類別：

Please state the type of premises at which precious metals and stones business is carried out:

☐ 商業/工業處所　Commercial/ Industrial premises

☐ 混合式商住處所　Mixed commercial and residential premises

☐ 住宅處所　Residential premises

請述明處所用途：

Please state the purpose of business premises:

☐ 與客戶進行面對面交易
Carrying out of face-to-face transactions with customers

☐ 事務或業務的行政管理/處理交易/儲存文件、數據或紀錄/其他
Administration of affairs or business/Processing of transactions/Storage of documents, data and records/Others

通訊地址 (如與上述不同) Correspondence Address (if different from the above)	

(2) 佔用人的同意 (若主要營業地點為住宅處所或混合式商住處所) Occupant's Consent (if the principal place of business is residential premises or mixed commercial and residential premises)	
遞交申請時，你必須提供佔用人的姓名，並取得所有佔用人的同意書。請確保每位佔用人都已閱讀於填表須知第C部所載的收集個人資料聲明。 You **must** provide the names of occupants and obtain the letters of consent from all of them when you submit the application. Please ensure that each of the occupants has read the Personal Information Collection Statement in Part C of the Guidance Notes.	
佔用人姓名 (如佔用人超過 6 名，請用另紙提供資料。) Name of Occupants (If more than 6 occupants are involved, please provide the information in a separate sheet.)	
(1)	(2)
(3)	(4)
(5)	(6)

第三部 所有其他從事貴金屬及寶石交易的業務處所的資料 *(如有)*
Part III Details of all other business premises used for dealing in precious metals and stones *(if any)*

就用以與客戶進行面對面貴金屬及寶石交易的業務處所而言，該處所地址會根據打擊洗錢條例第53ZUC條訂明的方式顯示於有關註冊紀錄冊上提供予公眾人士查閱。

For the business premises used for carrying out face-to-face transactions of precious metals and stones, its address will be shown on the register in the way specified in section 53ZUC of AMLO for inspection by members of the public.

請根據商業登記證上所載的資料填寫。

Please fill in the information as shown in the Business Registration Certificate.

(1) 處所的資料 Premises information												
商業登記號碼 Business Registration Number												
分行名稱 (英文) *(如有)* Branch Name (in English) *(if any)*												
分行名稱 (中文) *(如有)* Branch Name (in Chinese) *(if any)*												

請述明經營貴金屬及寶石交易的處所類別：

Please state the type of premises at which precious metals and stones business is carried out:

☐ 商業/工業處所 Commercial/ Industrial premises

☐ 混合式商住處所 Mixed commercial and residential premises

☐ 住宅處所 Residential premises

請述明處所用途：

Please state the purpose of business premises:

☐ 與客戶進行面對面交易 Carrying out of face-to-face transactions with customers

☐ 事務或業務的行政管理/處理交易/儲存文件、數據或紀錄/其他 Administration of affairs or business/Processing of transactions/Storage of documents, data and records/Others

(2) 地址及聯絡資料 Address and contact information						
*室/店鋪號碼 *Flat/Room/Shop No.		樓 Floor		座 Block		
大廈名稱 Building Name						
*屋邨/屋苑/商場名稱 *Estate/Court/Shopping Arcade Name						
門牌號碼 Street No.		街道名稱 Street Name				
地區 *(例如灣仔)* District *(e.g. Wanchai)*			☐ 香港 HK	☐ 九龍 KLN	☐ 新界 NT	
電話號碼 Telephone No.						

(3) 佔用人的同意 (若業務處所為住宅處所或混合式商住處所) Occupant's Consent (if the business premises is a residential premises or mixed commercial and residential premises)	
遞交申請時，你**必須**提供佔用人的姓名，並取得所有佔用人的同意書。請確保每位佔用人都已閱讀於填表須知第C部所載的收集個人資料聲明。 You **must** provide the names of occupants and obtain the letters of consent from all of them when you submit the application. Please ensure that each of the occupants has read the Personal Information Collection Statement in Part C of the Guidance Notes.	
佔用人姓名 (如佔用人超過 6 名，請用另紙提供資料。) Name of Occupants (If more than 6 occupants are involved, please provide the information in a separate sheet.)	
(1)	(2)
(3)	(4)
(5)	(6)

備註: 如有更多處所需作出登記，請影印本申請表格的第三部，用以提供該處所的詳情。

Remarks: If you have more business premises for registration, please make a photocopy of Part III of this application form for filling in the particulars of the premises.

*請刪去不適用者*Please delete as appropriate

請在適當方格內加上 "✓" 號 Please insert a "✓" in the appropriate box

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第四部 獨資經營者的申請人/申請人的合夥人/董事/最終擁有人(屬個人)的詳情
Part IV Particulars of applicant who is a Sole Proprietor or Particulars of Individual Partner/Director/ Ultimate Owner(s) of applicant which is a partnership/corporation

☐ 獨資經營者 Sole Proprietor ☐ 最終擁有人 Ultimate Owner ☐ 合夥人 Partner ☐ 董事 Director

英文姓名*(*先生/太太/小姐/女士)* Name in English *(*Mr/Mrs/Miss/Ms)*	*(先填寫姓氏再填寫名字 Surname first then other names)*
中文姓名 *(如適用)* Name in Chinese *(if applicable)*	別名 *(如有)* Alias *(if any)*
中文電碼 *(如適用)* Chinese Commercial Codes *(if applicable)*	
出生日期 (日/月/年) Date of Birth	D D M M Y Y Y Y
出生地點 Place of Birth	
國籍 Nationality	
教育程度 Education Level	☐ 中學程度 Secondary level ☐ 專上程度 Post-secondary level ☐ 其他，請註明： Others, please specify: _____
香港居民適用 For Hong Kong Resident	
香港身份證號碼 Hong Kong Identity Card No.	( )
非香港居民適用 For non-Hong Kong Resident	
旅遊證件類別 *(例如護照)* Travel Document Type *(e.g. passport)*	
旅遊證件號碼 Travel Document No.	
簽發日期(日/月/年) Date of Issue	D D M M Y Y Y Y 屆滿日期 (日/月/年) Expiry Date D D M M Y Y Y Y
簽發國家/地點 Country/Place of Issue	

備註： 如有超過1名合夥人/董事/最終擁有人(屬個人)，請影印本申請表格的第四部，用以填寫其他合夥人/董事/最終擁有人的詳情。

Remarks: If you have more than one partner/director/ultimate owner who is an individual, please make a photocopy of Part IV of this application form for filling in the particulars of the other partner/director/ultimate owner.

第五部 申請人的法團合夥人/董事的詳情 (如適用)
Part V Particulars of the corporate Partner/Director of applicant *(if applicable)*

(1) 法團合夥人/董事的資料 Particulars of the corporate Partner/Director	
☐ 合夥人 Partner ☐ 董事 Director	
法團名稱 (英文) Name of Corporation (in English)	
法團名稱 (中文) Name of Corporation (in Chinese)	
商業登記號碼 Business Registration No.	
屆滿日期 (日/月/年) Expiry Date	D D M M Y Y Y Y
公司編號 Company No.	
成立日期 (日/月/年) Date of Incorporation	D D M M Y Y Y Y
成立地點 Place of Incorporation	
業務性質 Nature of Business	
電郵地址 E-mail Address	
辦事處電話號碼 Office Telephone No.	

(2) 法團合夥人/董事的註冊地址 Registered address of the corporate Partner/Director					
*室/店鋪號碼 *Flat/Room/Shop No.		樓 Floor		座 Block	
大廈名稱 Building Name					
*屋邨/屋苑/商場名稱 *Estate/Court/Shopping Arcade Name					
門牌號碼 Street No.		街道名稱 Street Name			
地區 (例如灣仔) District (e.g. Wanchai)		☐ 香港 HK	☐ 九龍 KLN	☐ 新界 NT	

備註: 如有超過1名法團合夥人/董事，請影印本申請表格的第五部，用以填寫其他合夥人/董事的詳情。

Remarks: If you have more than one corporate partner/director, please make a photocopy of Part V of this application form for filling in the particulars of the other corporate partner/director.

第六部	提交此申請表格人士的聲明 (請於會見時簽署及蓋章)
Part VI	**Declaration by the person who submits this application form (Please sign and stamp at the time of interview)**

本人謹此聲明:
I declare that:

(a) 在本申請表格提供的所有詳情及資料(包括附加頁)共_____頁，全屬真確無誤；

the particulars and information given in this application form (including supplementary sheets) consisting of_____page(s) are true and correct;

(b) 本人已閱讀香港法例第615章《打擊洗錢及恐怖分子資金籌集條例》(下稱「打擊洗錢條例」)。本人明白打擊洗錢條例第53ZVT條訂明任何人(1)作出在要項上屬虛假或具誤導性的陳述；及知道該項陳述在要項上屬虛假或具誤導性，或罔顧該項陳述是否在要項上屬虛假或具誤導性；或(2)在某項陳述中遺漏任何要項，致使該項陳述成為虛假或具誤導性的陳述；及知道該項陳述遺漏該要項，或罔顧該項陳述是否遺漏該要項，即屬犯罪，一經定罪，可被判罰款港幣50,000元及監禁6個月；

I have read the Anti-Money Laundering and Counter-Terrorist Financing Ordinance, Chapter 615, Laws of Hong Kong (hereinafter referred to as "the AMLO"). I understand that section 53ZVT of the AMLO provides that any person who (1) makes a statement that is false or misleading in a material particular; and knows that, or is reckless as to whether, the statement is false or misleading in a material particular; or (2) omits a material particular from a statement with the result that the statement is rendered false or misleading; and knows that, or is reckless as to whether, the material particular is omitted from the statement, commits an offence and is liable on conviction to a fine of $50,000 and to imprisonment for 6 months;

(c) 申請人現在沒有被裁判官取消成為註冊人的註冊資格。假若申請人屬法團，則申請人並未開始清盤；假若申請人屬合夥，則申請人並未解散；

the applicant is not disqualified from being registered as a registrant at this moment by a magistrate. If the applicant is a corporation, that applicant has not commenced of winding up. If the applicant is a partnership, that applicant has not been dissolved;

(d) 本人已閱讀香港海關就協助有關人士填寫本表格而作出的填表須知及註冊指引。本人明白註冊獲續期後，申請人仍須繼續遵從註冊指引、註冊條件及相關法例；

I have read the Guidance Notes and Registration Guide issued by the Customs and Excise Department (C&ED) to facilitate the filling of this application form by the person concerned. I understand that the registration once renewed, the applicant will continue to be governed by the Registration Guide, Registration conditions and relevant Ordinances;

(e) 本人明白根據打擊洗錢條例，任何人須獲關長批准，否則不得成為註冊人的合夥人、董事及最終擁有人；

I understand that according to the AMLO, a person must obtain the approval of the Commissioner before the person can become the registrant's partner, director or ultimate owner;

(f) 本人承諾採取措施，以確保申請人及/或其的合夥人/董事及最終擁有人為，並將會一直為經營貴金屬及寶石業務有聯繫的適當人選。假若註冊人屬法團，根據註冊指引，註冊人須以書面通知關長該註冊人的新犯罪紀錄；

I undertake that actions shall be taken to ensure that the applicant and/or the applicant's partner(s), director(s) or ultimate owner(s) is/ are and will continue to be a fit and proper person to be associated with a precious metals and stones business. If the registrant is a corporation, the registrant must notify the Commissioner in accordance with the Registration Guide, in writing, any new criminal record of the registrant;

(g) 本人承諾採取措施，以確保如本申請表格所提供的詳情有任何改變，註冊人須在自改變發生之日起計的一個月內，藉書面向關長具報有關改變事項。本人明白根據打擊洗錢條例第53ZVA條，註冊人如無合理辯解而違反此項規定，即屬犯罪，一經定罪， 可被判罰款港幣50,000元；

I undertake that actions shall be taken to ensure that the registrant must notify the Commissioner in writing of any change in the particulars that are provided in this application form within one month beginning on the date on which the change takes place. I understand that section 53ZVA of the AMLO provides that a registrant who without reasonable excuse contravenes this requirement commits an offence and is liable on conviction to a fine of $50,000;

(h) 本人承諾採取措施，以確保註冊人於主要營業地點內的一處顯眼地方，展示註冊證明書，及於每間分行(如有)的一處顯眼地方，展示有關的分行證明書。假如註冊人透過互聯網在某個網址或藉其他電子方式經營貴金屬及寶石業務，註冊人須在該網址或以其他電子方式，提供由關長指明的方式，以核實註冊人作為註冊人的地位。本人明白根據打擊洗錢條例第53ZV條，註冊人如無合理辯解而違反此項規定，即屬犯罪，一經定罪，可被判罰款港幣50,000元；

I undertake that actions shall be taken to ensure that the certificate of registration and branch certificate(s) must be displayed in a conspicuous place at the principal place of business and each branch (if any) of the registrant respectively. If the registrant carries on a precious metals and stones business, on a website through the Internet or by other electronic means, must provide on the website or other electronic means a means specified by the Commissioner for verifying the registrant's status as such. I understand that section 53ZV of the AMLO provides that a registrant who without reasonable excuse contravenes this requirement commits an offence and is liable on conviction to a fine of $50,000;

(i) 本人已指示本申請表格第二及三部提述的所有處所的負責人，亦已獲得有關處所(如該處所屬住宅處所或混合式商住處所)的所有佔用人的同意，讓香港海關的獲授權人員進入有關的處所作例行視察；及

I have instructed all responsible persons of the premises as mentioned in Part II & III of this application form and have obtained consent of every occupant of the premises (if the premises are residential premises or mixed commercial and residential premises) to allow the authorized officers of the C&ED to enter the said premises for routine inspection; and

(j) 本人已閱讀貴金屬及寶石交易商註冊續期申請表格2(BR)的填表須知第C部所載的收集個人資料聲明，以及明白當中內容。
I have read the Personal Information Collection Statement stated in Part C of the Guidance Notes on Form 2(BR) Application for Renewal of a Dealer in Precious Metals and Stones Category B Registration and understand the contents stated therein.

(*申請人/獲授權的合夥人/獲授權的董事或高級管理職員簽署及公司印章) (*Signature of the Applicant/authorized partner of the partnership/authorized director or senior management staff of the corporation and company chop) ***(會見時簽署及蓋章)*** ***(to be signed and stamped at the time of interview)***	(姓名(正楷)) (Name in block letters)	(*香港身份證/旅遊證件號碼) (*HKID/Travel Doc. No.)
(*在申請人業務/法團擔任的職位) (*Position in the Applicant's Business/Corporation)	(聯絡電話號碼) (Contact Telephone No.)	(日期) (Date)

見證人: Witnessed by :	(簽署) (Signature)	(海關人員的姓名及職位) (Name and Post of C&ED Officer)	(日期) (Date)

重要事項：	如申請人未能遞交所有證明文件，海關將藉書面提醒申請人須在指明期限內提交所需文件。如申請人未能在指明期限內提交所需文件，有關申請會被視為無效，並不獲海關處理，相關註冊亦會於有效期屆滿後自動失效。
Important Notes:	If the applicant fails to submit all the supporting documents, C&ED will remind the applicant in writing to submit the required documents in a specified period. If the applicant fails to submit the required documents in the specified period, the application is deemed to be invalid and will not be processed by C&ED. The registration concerned will lapse automatically upon the expiry of the validity period.
備註： Remarks:	提交此申請表格的人士必須是： The person who submits this application form must be: (a) 如申請人屬獨資經營，該獨資經營者； The sole proprietor, if the applicant is a sole proprietorship; (b) 如申請人屬合夥，則獲每名合夥人書面授權的合夥人，並應隨附授權書；或 The partner authorized in writing by every partner, if the applicant is a partnership. The authorization letter should be attached; or (c) 如申請人屬法團，則獲董事局書面授權的董事或高級管理職員，並應隨附授權書。 The director or the senior management staff, authorized in writing by the Board of Directors, if the applicant is a corporation. The authorization letter should be attached.

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 *(與申請表格一併遞交)* **Supporting documents of the applicant's particulars**	
獨資經營/合夥 Sole proprietorship/ Partnership	☐ 有效商業登記證的複本 A copy of valid Business Registration Certificate ☐ 商業登記冊內資料的摘錄複本 A copy of Extract of information on the Business Register
本地公司 Local company	☐ 有效商業登記證的複本 A copy of valid Business Registration Certificate ☐ 公司註冊證書的複本 A copy of Certificate of Incorporation ☐ 最近的周年申報表(表格NAR1)及在遞交最近的周年申報表後存檔於公司註冊處的所有文件的複本 A copy of the latest Annual Return (Form NAR1) and all documents filed with the Companies Registry after filing of the latest Annual Return ☐ 新成立公司：法團成立表格 - 表格NNC1(股份有限公司)或表格NNC1G(股份有限公司以外的公司)的複本 A copy of Incorporation Form - Form NNC1 (for company limited by shares) or Form NNC1G (for company not limited by shares) for new established company ☐ 集團架構*及集團每一成員*的持股量百分率的資料 Information of group structure* and percentage of shareholdings of each group member* ☐ 組織章程大綱(如適用)及章程細則的複本 A copy of Memorandum (if applicable) and Articles of Association ☐ 重要控制人登記冊 Significant Controllers Register
註冊非香港公司 Registered non-Hong Kong company	☐ 有效商業登記證的複本 A copy of valid Business Registration Certificate ☐ 非香港公司的註冊證明書複本 A copy of Certificate of Registration of non-Hong Kong Company ☐ 最近的周年申報表(表格NN3)及在遞交最近的周年申報表後存檔於公司註冊處的所有文件的複本 A copy of the latest Annual Return (Form NN3) and all documents filed with the Companies Registry after filing of the latest Annual Return ☐ 新成立公司：在香港註冊的非香港公司詳情 - 表格NN1的複本 A copy of Particulars of a non-Hong Kong Company Registered in Hong Kong (Form NN1) for new established company ☐ 集團架構*及集團每一成員*的持股量百分率的資料 Information of group structure* and percentage of shareholdings of each group member* ☐ 組織章程大綱(如適用)及章程細則的複本 A copy of Memorandum (if applicable) and Articles of Association
經遷冊公司 Re-domiciled company	☐ 有效商業登記證的複本 A copy of valid Business Registration Certificate ☐ 遷冊證明書的複本 A copy of Certificate of Re-domiciliation ☐ 最近的周年申報表(表格NAR1)及在遞交最近的周年申報表後存檔於公司註冊處的所有文件的複本 A copy of the latest Annual Return (Form NAR1) and all documents filed with the Companies Registry after filing of the latest Annual Return ☐ 新經遷冊公司：遷冊表格(表格NNC6)的複本 A copy of Re-domiciliation Form (Form NNC6) for new re-domiciled company ☐ 集團架構*及集團每一成員*的持股量百分率的資料 Information of group structure* and percentage of shareholdings of each group member* ☐ 組織章程大綱(如適用)及章程細則的複本 A copy of Memorandum (if applicable) and Articles of Association ☐ 重要控制人登記冊 Significant Controllers Register

**備註：* *「集團架構」是指顯示直接或間接持有申請人的股份及/或有股份由申請人持有的所有公司的組織架構。「集團成員」則是指任何這些公司。*

**Remarks:* *"Group structure" refers the organizational structure showing all companies which directly or indirectly, hold the shareholdings of the applicant and/or have shareholdings held by the applicant. "Group member" refers to any of these companies.*

2. *每一處所詳情的證明文件* Supporting documents of particulars of *each* premises	
☐ 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 ***(for residential premises or mixed commercial and residential premises only)***	
☐ 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. 獨資經營者及申請人的每一名(屬個人)合夥人/董事/最終擁有人詳情的證明文件 Supporting documents of particulars of the sole proprietor and each individual partner/director/ultimate owner of the applicant	
香港居民 Hong Kong resident	☐ 已填妥的適當人選聲明表格3A連同附錄 I 及 II Completed Fit and Proper Person Declaration Form 3A together with Appendices I & II ☐ 香港身份證複本 A copy of Hong Kong Identity Card
非香港居民 Non-Hong Kong resident	☐ 已填妥的適當人選聲明表格3A連同附錄 I 及 II Completed Fit and Proper Person Declaration Form 3A together with Appendices I & II ☐ 旅遊證件的個人資料頁的複本 A copy of the Bio-data page of the Travel Document
4. *每一名*申請人的法團合夥人/董事的詳情的證明文件 Supporting documents of particulars of *each* corporate partner/director of the applicant	
本地公司 Local company	☐ 已填妥的適當人選聲明表格3B Completed Fit and Proper Person Declaration Form 3B ☐ 有效商業登記證的複本 A copy of valid Business Registration Certificate ☐ 公司註冊證書的複本 A copy of Certificate of Incorporation ☐ 組織章程大綱(如適用)及章程細則的複本 A copy of Memorandum (if applicable) and Articles of Association ☐ 重要控制人登記冊 Significant Controllers Register
註冊非香港公司 Registered non-Hong Kong company	☐ 已填妥的適當人選聲明表格3B Completed Fit and Proper Person Declaration Form 3B ☐ 有效商業登記證的複本 A copy of valid Business Registration Certificate ☐ 非香港公司的註冊證明書複本 A copy of Certificate of Registration of non-Hong Kong Company ☐ 組織章程大綱(如適用)及章程細則的複本 A copy of Memorandum (if applicable) and Articles of Association
經遷冊公司 Re-domiciled company	☐ 已填妥的適當人選聲明表格3B Completed Fit and Proper Person Declaration Form 3B ☐ 有效商業登記證的複本 A copy of valid Business Registration Certificate ☐ 遷冊證明書的複本 A copy of Certificate of Re-domiciliation ☐ 組織章程大綱(如適用)及章程細則的複本 A copy of Memorandum (if applicable) and Articles of Association ☐ 重要控制人登記冊 Significant Controllers Register
非在香港註冊的法團 Corporation **not** registered in Hong Kong	☐ 已填妥的適當人選聲明表格3B Completed Fit and Proper Person Declaration Form 3B ☐ 法團於海外註冊的證明文件 Supporting document showing its Incorporation outside Hong Kong
5. 授權書 Authorization letter	
合夥人 Partner	☐ 經所有合夥人簽署的授權書複本 A copy of the authorization letter signed by all partners
法團 Corporation	☐ 經董事局簽署的授權書複本 A copy of the authorization letter signed by the Board of Directors ☐ 非董事的授權人的香港身份證/旅遊證件的個人資料頁的複本 A copy of Hong Kong Identity Card/Bio-data page of the Travel Document of the authorized person not being a director
6. 其他所需文件 Other requisite documents	
☐ 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 (續期) Descriptions of Precious Metals and Stones Business & Anti-Money Laundering and Counter-Terrorist Financing (AML/CTF) Measures (Renewal)	

*請刪去不適用者*Please delete as appropriate
請在適當方格內加上 "✓" 號 Please insert a "✓" in the appropriate box
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遞交途徑 Means of submission

申請人須將填妥的申請表格連同已蓋上申請人公司印章的證明文件，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 (stamped with the applicant's company chop) to the Dealers in Precious Metals and Stones Supervision Bureau of Customs and Excise Department.

親身/郵寄遞交
In person/by mail

地址
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

辦公時間
星期一至星期五 上午 8:45 至 中午12:30
(公眾假期除外) 下午 1:30 至 下午 5:30

Address
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

Office hours
Monday to Friday 8:45 a.m. to 12:30 p.m.
(Except Public Holidays) 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