



香港特別行政區政府 工業貿易署

**Trade and Industry Department**

**The Government of the Hong Kong Special Administrative Region**

Ref : GL 250

**For completion by applicant for renewal of rough diamond trader registration :**

Name of Company/Registered Business/Person (in English) 公司／註冊商號／個人名稱 (英文)	Registration No. 登記號碼
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Dear Sirs,

**Payment of Fee for Renewal of Registration as a Rough Diamond Trader**

To apply for renewal of registration as a Rough Diamond Trader, you are requested to make payment of the renewal fee which is HK\$430 for two years. Payment should be made before the renewal application form is lodged. To make payment of the renewal fee, you are requested to follow the procedures below :

**Payment of Renewal Fee for Application Lodged by Hand**

1. Please fill in the name and registration number of the applicant in the upper portion of this fee demand letter and the name, registration number, tel. and fax nos. of the applicant in the lower portion of this fee demand letter.
2. Present this demand letter to the Collection and Form Sales Office of the Trade and Industry Department (Room 104, 1/F, Trade and Industry Department Tower, 700 Nathan Road, Kowloon, Hong Kong) for making payment. The fee may be paid by cheque, in cash, or through the Easy Pay System (EPS) provided by the Electronic Payment Services Company (HK) Ltd.
3. After payment, the Collection and Form Sales Office will imprint a payment franking on the upper portion of this demand letter and the upper portion will be returned to you for lodgement of your renewal application. A payment receipt will also be issued for your retention.
4. Lodge the upper portion of this demand letter imprinted with payment franking, the duly completed renewal application form and the required supporting document(s) to the Non-Textiles Licensing Unit of the Department (Room 101A, 1/F, Trade and Industry Department Tower) for processing.

**Payment of Renewal Fee for Application Lodged by Mail**

1. Please fill in the name and registration number of the applicant in the upper portion of this fee demand letter and the name, registration number, tel. and fax nos. of the applicant in the lower portion of this fee demand letter.
2. Mail to the Non-Textiles Licensing Unit of the Department (Room 101A, 1/F, Trade and Industry Department Tower, 700 Nathan Road, Kowloon, Hong Kong) the duly completed renewal application form, the required supporting document(s), this demand letter with the required information filled in and a crossed cheque of HK\$430 payable to 'The Government of the Hong Kong Special Administrative Region'.
3. The Department will process your application upon receiving the above documents. A payment receipt will be mailed to the address provided in renewal application after processing.

**Enquiry**

For enquiry about the content of this letter, please contact the Non-Textiles Licensing Unit of the Department at tel. no. 2398 5557.

Yours faithfully,

(Crystal YAN)

for Director-General of Trade and Industry

<b>Renewal Fee for Registration as a Rough Diamond Trader</b> 未經加工鑽石商登記續辦費	HK \$ 港幣	4	3	0	.	0	0
Name of Company/Registered Business/Person 公司／註冊商號／個人名稱	Registration No. 登記號碼						