

How to Complete Applications for Kimberley Process Certificate (Import) and Kimberley Process Certificate (Export)

Kimberley Process Certificate (Import) [Form TID 503] and *Kimberley Process Certificate (Export)* [Form TID 504] are printed on NCR (No-Carbon-Required) paper. Traders will only need to complete/sign on the first (original) copy and the application particulars/signatures will come out on the other copies.

2. When completing the applications, please follow the guidelines below. The numbers given in the guidelines below correspond to the note numbers in the specimen applications for *Kimberley Process Certificate (Import)* and *Kimberley Process Certificate (Export)* at Annexes I and II respectively. Unless otherwise specified, the guidelines apply to applications for both *Kimberley Process Certificate (Import)* and *Kimberley Process Certificate (Export)*.

(1) Name and Address of Importer/Exporter

Please give the name, full address, telephone no. and fax no. of the declared importer/exporter. Application on behalf of another company is not accepted.

(2) Rough Diamond Trader Registration Number

The declared importer/exporter carrying on a business of importing or exporting rough diamonds must register with the Director-General of Trade and Industry as a rough diamond trader and the Rough Diamond Trader Registration No. should be provided on the applications for *Kimberley Process Certificate (Import)* and *Kimberley Process Certificate (Export)*.

(3) Name and Address of Consignor/Consignee

Please give the name and full address. The telephone no. and fax no. are optional. For imports into Hong Kong, the country/place of export must be clearly specified under the box of "Consignor" on the application for *Kimberley Process Certificate (Import)*. For exports, the country/place of destination must be clearly stated under the box of "Consignee" on the application for *Kimberley Process Certificate (Export)*. The country/place of export or country/place of destination must be a specified country/place set out in Schedule 7 of the Import and Export (General) Regulations (Cap. 60 subsidiary legislation).

(4) Arrival/Departure Date

Please give the arrival/departure date of the consignment. If the exact date is not known, an expected date is acceptable. Applications for *Kimberley Process Certificate (Import)* and *Kimberley Process Certificate (Export)* should be lodged well before the intended date of arrival/departure to allow sufficient time for the application to be processed and approved.

(5) Vessel/Flight/Vehicle Number

Please state the mode of transport (by air, sea or land, etc.) and give the name of vessel and voyage, flight or vehicle number, if available.

(6) Marks and Nos.

Please give the shipping marks and numbers on the parcel, if available.

(7) Number of Parcels

Please indicate the total number of parcels and specify the type/mode/form of the parcels/packages (e.g. tin box, parcel, etc.). If there are more than one item, the number of parcels/packages for each item should be indicated.

(8) Full Description of Goods

Please give a full product description for each item of the goods with reference to the Hong Kong Harmonisation System set out in the *Hong Kong Imports and Exports Classification List (Harmonised System)* issued by the Commissioner of Census and Statistics (as amended from time to time). Use of abbreviations and in-house terms should be avoided. Please also number each item.

(9) Harmonised Commodity System (HS) Code(s)

Please give the HS Code for each item of the goods in accordance with the *Hong Kong Imports and Exports Classification List (Harmonised System)* issued by the Commissioner of Census and Statistics (as amended from time to time). Please list goods under different HS Codes as separate items.

(10) Carat Weight/Mass

Please give the carat weight/mass for each item of goods and the total carat weight/mass for all items under the box on "Total" in the same column. Put an asterisk "*" immediately before and after the numerals showing the carat weight/mass, and provide the figure to two decimal places.

(11) C.I.F/F.O.B Value

Please give the C.I.F/F.O.B value in US Dollar for each item of the goods and all items of the goods under the box on "Total" in the same column. Put a "\$" sign immediately in front of the value, and provide the figure to two decimal places.

(12) Country/Place of Origin

Please give the country(ies)/place(s) of origin for each item of goods. The country(ies)/place(s) of origin must be specified country(ies)/place(s) set out in Schedule 7 of the Import and Export (General) Regulations (Cap. 60 subsidiary legislation).

(13) Carrying of Rough Diamonds

Please specify the party responsible for carrying the rough diamonds into and out of Hong Kong.

For instance, if the rough diamonds are carried into or out of Hong Kong by the registered rough diamond trader himself, please state the following :

Carrying : Self-arranged

If the carrying of the rough diamonds into or out of Hong Kong is arranged by a courier company registered with our Department, please state the following :

Carrying : XXX Company Limited

(14A) Importer's Declaration [for *Kimberley Process Certificate (Import)* application only]

Please provide the Kimberley Process Certificate No. issued by the last country/place of provenance, the country/place of issue and date of issue.

The declared importer shall return to the Trade and Industry Department by hand or by mail, within 10 working days after importation, the original Kimberley Process Certificate(s) issued by the last country/place of provenance unless otherwise advised by the Director-General of Trade and Industry.

In returning the original Kimberley Process Certificate(s) issued by the last country/place of provenance, the declared importer should use the form at Annex III (TID 137), quoting the relevant number(s) of the *Kimberley Process Certificate (Import)* issued by our Department for reference.

(14B) Exporter's Declaration [for *Kimberley Process Certificate (Export)* application only]

Please provide the no(s). and date(s) of issue of the *Kimberley Process Certificate (Import)* covering the rough diamonds previously imported into Hong Kong and which will be exported after approval of the relevant application for *Kimberley Process Certificate (Export)*.

For import of rough diamonds for re-export, the applications for *Kimberley Process Certificate (Import)* and *Kimberley Process Certificate (Export)* can be lodged in one go. For such cases, traders can leave blank the fields of the no(s). and date(s) of issue of the relevant *Kimberley Process Certificate (Import)* on the application for *Kimberley Process Certificate (Export)*. Such information should be completed upon collection of the Certificate after processing by our Department

(15) Name of Signatory

Please give the name of the signatory in block letters. Initials are not accepted.

(16) Signature

Please sign the application. If the declared importer/exporter is a company/registered business, the declaration must be signed by an authorised official. Declaration made on behalf of another company/registered business is not accepted.

(17) Date and Company/Business Chop

Please insert the date. For company/registered business, please apply the company/business chop on each and every page of the application. The chop should be clear and legible.

(18) Payment of the Fee for the Issue of the Certificate

Please indicate the form of payment by putting a “✓” in the appropriate box.

3. No erasure or correction fluid should be used on the application forms for *Kimberley Process Certificate (Import)* and *Kimberley Process Certificate (Export)*. Errors should be clearly and tidily crossed out by putting ‘XXX’ over them. Please apply your company’s or business amendment chop against all amendments, defacements, additions or deletions made.

4. Any amendments of the Certificate after issue could only be made by the Department upon receipt of written applications for amendments by the declared importers/exporters concerned. The Department will consider request for amending an issued Certificate on a case by case basis. In general, the amendment should be minor and only if the change is not tantamount to substitution of a different consignment. All issued copies of the Certificate must be returned for amendment and relevant supporting documents may be required. For *Kimberley Process Certificate (Export)*, only minor amendments to the departure date and mode of shipment are allowed after effect of shipment under normal circumstances.

5. The declared importer/exporter must comply with the Conditions of Issue specified at the back of the Certificate and any other Conditions of Issue as stipulated in relevant circulars and notices issued by the Trade and Industry Department, which are in force at the time of issue of the Certificate.

Non-Textiles Licensing Unit
Trade and Industry Department
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