

How to Complete Kimberley Process Certificate (Import) Application Form and Kimberley Process Certificate (Export) Application Form

Please follow the guidelines below when completing the *Kimberley Process Certificate (Import) Application Form* [Form TID 503A] and *Kimberley Process Certificate (Export) Application Form* [Form TID 504A].

(1) Name and Address of Importer/Exporter

Please give the name, full address, telephone number and fax number of the declared importer/exporter. Application on behalf of another person/company is not accepted.

(2) Rough Diamond Trader Registration Number

The declared importer/exporter must register with the Director-General of Trade and Industry as a rough diamond trader and the Rough Diamond Trader Registration Number should be provided on the *Kimberley Process Certificate (Import) Application Form* and *Kimberley Process Certificate (Export) Application Form*.

(3) Name and Address of Consignor/Consignee

Please give the name and full address of the consignor/consignee. The telephone number and fax number are optional. For imports into Hong Kong, the exporting country or place must be clearly stated under the box of “Consignor” on the *Kimberley Process Certificate (Import) Application Form*. For exports, the destination country or place must be clearly stated under the box of “Consignee” on the *Kimberley Process Certificate (Export) Application Form*. The exporting country or place and destination country or place must be a specified country or place set out in Schedule 7 to the Import and Export (General) Regulations (Cap. 60A).

(4) Arrival/Departure Date

Please give the arrival/departure date of the consignment. If the exact date is not yet known, an expected date is acceptable. *Kimberley Process Certificate (Import) Application Form* and *Kimberley Process Certificate (Export) Application Form* 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 Numbers

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

(7) Number of Parcels

Please indicate the total number of parcels. If there are more than one item, the number of parcels for each item should be indicated.

(8) Full Description of Goods and Harmonised Commodity System (HS) Code(s)

Please give a full product description for each item of the goods and the corresponding HS Code(s) as set out in the *Hong Kong Imports and Exports Classification List (Harmonised System)* issued by the Commissioner of Customs and Excise (as amended from time to time). Please list the goods under different HS Codes as separate item.

(9) 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 of “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.

(10) 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 of "Total" in the same column. Put a "\$" sign immediately in front of the value, and provide the figure to two decimal places.

(11) Country of Mining Origin

Please state the country of mining origin for each item of goods. The stated country of mining origin should be supported by the Kimberley Process Certificate(s) issued by the last country or place of provenance (for *Kimberley Process Certificate (Import) Application Form*) or the Kimberley Process Certificate(s) (Import) issued by the Trade and Industry Department (for *Kimberley Process Certificate (Export) Application Form*).

(12) 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 the Trade and Industry Department, please state the following :

Carrying : XXX Company Limited

(13A) Importer's Declaration [for *Kimberley Process Certificate (Import) Application Form* only]

Please indicate the Certificate number(s) of the Kimberley Process Certificate(s) issued by the last country or place of provenance, the country or place of issue and the 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 or 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 or place of provenance, the declared importer should use the form TID 137 (can be downloaded in the Trade and Industry Department's website), quoting the relevant number(s) of the *Kimberley Process Certificate (Import)* issued by the Trade and Industry Department for reference.

(13B) Exporter's Declaration [for *Kimberley Process Certificate (Export) Application Form* only]

Please indicate the Certificate number(s) and date(s) of issue of the Kimberley Process Certificate(s) (Import) issued by the Trade and Industry Department when the rough diamonds under the present *Kimberley Process Certificate (Export) Application Form* was previously imported into Hong Kong.

For import of rough diamonds for re-export, the *Kimberley Process Certificate (Import) Application Form* and *Kimberley Process Certificate (Export) Application Form* can be lodged together. For such cases, traders can leave blank the fields of the Certificate number(s) and date(s) of issue of the relevant Kimberley Process Certificate (Import). Such information should be completed upon collection of the Certificate after processing by the Trade and Industry Department.

(14) Name of Signatory

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

(15) Signature

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

(16) Date and Company/Business Chop

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

2. No erasure or correction fluid should be used on the *Kimberley Process Certificate (Import) Application Form* and *Kimberley Process Certificate (Export) Application Form*. Errors should be clearly and tidily crossed out by putting 'XXX' over them. Please apply the amendment chop of your company/registered business against all amendments, defacements, additions or deletions made.
3. Any amendments of the Certificate after issue could only be made by the Trade and Industry Department upon receipt of written application for amendment by the importer/exporter concerned. The Trade and Industry 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.
4. The declared importer/exporter must comply with the Conditions of Issue specified at the back of the Application Form, 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.

Rough Diamonds and Ozone Depleting Substances Licensing Unit
Trade and Industry Department
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