

To: Director-General of Trade and Industry  
(Attn: Rough Diamonds Licensing Unit)  
Room 1604, 16/F, Trade and Industry Tower,  
3 Concorde Road, Kowloon City, Hong Kong.  
[Fax no. 2380 8504/ Email address: [kp\\_sub@tid.gov.hk](mailto:kp_sub@tid.gov.hk)]

致: 香港九龍城協調道3號  
工業貿易大樓16樓1604室  
工業貿易署署長(經辦人: 未經加工鑽石簽證分組)  
[傳真號碼: 2380 8504 / 電郵地址: [kp\\_sub@tid.gov.hk](mailto:kp_sub@tid.gov.hk)]

Rough Diamond Registration No.: 未經加工鑽石商 登記編號:	RDR
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## **Application for Renewal of Registration for Rough Diamond Trader Registration**

### **未經加工鑽石商登記 ----- 續辦登記申請書**

#### **PART I : PARTICULARS OF TRADER**

##### **第 I 部 : 商人的資料**

I would like to renew the rough diamond trader registration with number as declared at the top right hand corner of this form and name of the registration as below. I also confirm that the registration particulars previously passed to the Trade and Industry Department on which the Registration as a Rough Diamond Trader stated above was issued remain **unchanged and are TRUE and CORRECT**. 本人欲續辦未經加工鑽石商登記。有關的登記編號及登記名稱載列於表格右上角及下方之方格內。本人亦證實於較早前遞交工業貿易署並作為簽發上述提及之未經加工鑽石商登記所根據的登記資料並無修訂及正確無誤。

<b>Name of Company / Registered Business / Person (in English)</b> 公司／註冊業務／個人名稱 (英文)	
<b>Undertaking 聲明</b> I, the undersigned, signing for and on behalf of the applicant as detailed on this application form, hereby declare to the best of my knowledge and belief, that the information given on this application form is true and correct. I undertake to inform the Trade and Industry Department immediately in writing of any change of the registration particulars or any change in the status of business. I understand that registration based on false information and material is null and void, and heavy penalties will be imposed on any person making a false or misleading statement or providing false or misleading information on an application for registration as a rough diamond trader. I also fully understand that the Trade and Industry Department at all times reserves the right to disclose all or any of the information provided herein to third parties either in Hong Kong or elsewhere for the purposes of or in connection with the exercise or performance of any of the powers or duties under the legislation; the implementation of the international scheme for rough diamonds; or the institution of criminal proceedings under the legislation. 本人，即下開簽署人，代表上文所列申請人簽署，謹此作出聲明，據本人所知及相信，本申請書上所填報的各項資料，均屬確實無訛。本人並保證，如所填報的登記資料或業務狀況有任何變更，會立即以書面通知工業貿易署。本人明白憑虛假資料進行的登記即屬無效；而任何人士在未經加工鑽石商登記申請書作虛假或誤導性聲明，或提供虛假或誤導性資料，均會被重罰。 本人亦完全明白，工業貿易署署長時刻保留權利，可為行使或執行法例下的任何權力或職責，或實施未經加工鑽石國際發證計劃，或於法例下提起刑事訴訟、或與這些事宜有關連的事情，向香港或其他地方的第三者披露本申請書上提供的全部或任何資料。	
<b>Signature / e-Cert (see Note)</b> 簽署／電子證書 (見附註)	<b>Company / Business</b> <b>Chop (if applicable)</b> 公司／業務印章(如適用)
<b>Name of Signatory</b> (in Block Letters) 簽署人姓名(請以正楷填寫)	
<b>Position of Signatory (see Note)</b> 簽署人職位(見附註)	<b>Date</b> 日期

Note: This application form should be signed (for **paper submission**) or certified with e-Cert (for **electronic submission**): (a) by the proprietor, if the applicant is a sole proprietor; (b) by a partner, if the applicant is a partnership; (c) by a director, or other person authorised to act on its behalf, if the applicant is a limited company. The authorisation letter should be signed by a director of the applicant; or (d) by the applicant, if the applicant is an individual. For **electronic submission**, please provide a sample of authorised signature (for all applicants) and a sample of the company / business chop (for sole proprietor, partnership, or limited company) separately.

附註：本申請書應由下列人士簽署(適用於**紙張方式申請**)／以電子證書作認證(適用於**電子方式申請**)：(a) 獨資經營：東主；(b) 合夥經營：合夥人之一；(c) 有限公司：一名董事或獲授權代表申請人簽署的其他人士。有關授權書須由申請商號的一名董事簽署；或(d) 個人：申請人本人。如以**電子方式申請**，須另外提供獲授權簽署樣本(適用於所有申請者)及公司／業務印章樣本(適用於獨資經營、合夥經營或有限公司)。

## PART II : PAYMENT OF FEE FOR RENEWAL OF REGISTRATION

### 第 II 部：繳付續辦登記費用

\* For paper submission, please complete this page and follow the payment procedure below; for electronic submission, completion of this page is **not** necessary.

如以紙張方式提交申請，請填妥本頁並參照以下手續繳付費用；如以電子方式提交申請，則不需填寫本頁。

Name of Company / Registered Business / Person (in English) 公司／註冊業務／個人名稱（英文）	Registration No. 登記號碼
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To apply for renewal of registration as a Rough Diamond Trader, you are requested to make payment of HK\$430 for the renewal fee of two years. Procedures are as follows:

申請未經加工鑽石商續辦登記須繳付港幣 430 元的兩年登記費用，手續如下：

#### Payment of Renewal Fee for Application Lodged by Hand 親身遞交申請書的繳款方法

1. Please present this page to the Shroff and Form Sales Counter of the Trade and Industry Department (Room 1309, 13/F, Trade and Industry Tower, 3 Concorde Road, Kowloon City, Hong Kong) for making payment. The fee could be paid by cheque, in cash, through the Easy Pay System (EPS) or Faster Payment System (FPS). 請攜同本頁到工業貿易署收款及表格出售處（香港九龍城協調道3號工業貿易大樓13樓1309室）繳付登記費。登記費可以支票、現金、透過易辦事或轉數快繳付。
2. After payment, the Shroff and Form Sales Counter will imprint a payment franking on the upper portion of this page and the upper portion will be returned to you for lodgement of your application. A payment receipt will also be issued for your retention. 繳款後，收款及表格出售處會在本頁上部印上收款機印，將其交還申請人以作遞交申請之用，並會發出繳款收據。
3. Please lodge the completed application form with payment franking and the required supporting document(s) to the Rough Diamonds Licensing Unit of the Department (Room 1604, 16/F, Trade and Industry Tower). 請攜同已填妥並印有收款機印的申請書，連同所需證明文件到未經加工鑽石簽證分組（工業貿易大樓16樓1604室）遞交申請。

#### Payment of Renewal Fee for Application Lodged by Mail 郵寄遞交申請書的繳款方法

1. Please mail the duly completed application form, the required supporting document(s), and a crossed cheque of HK\$430 payable to 'The Government of the Hong Kong Special Administrative Region' to the Rough Diamonds Licensing Unit of the Department (Room 1604, 16/F, Trade and Industry Tower, 3 Concorde Road, Kowloon City, Hong Kong). 請把填妥的申請書及所需證明文件，以及抬頭為「香港特別行政區政府」的港幣430元劃線支票，郵寄往本署未經加工鑽石簽證分組（香港九龍城協調道3號工業貿易大樓16樓1604室）。
2. The Department will process your application upon receiving the above documents. A payment receipt will be mailed to the address provided in your application form after processing. 本署會在處理申請後，把繳款收據寄往申請書上所填報的地址。

#### Enquiry 查詢

For enquiries, please contact the Rough Diamonds Licensing Unit at 2398 5557. 如有查詢，請致電 2398 5557 與未經加工鑽石簽證分組聯絡。

Date 日期：\_\_\_\_\_

<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 (in English) 公司／註冊業務／個人名稱（英文）							Registration No. 登記號碼	
Telephone 電話				Fax 傳真				

## IMPORTANT NOTE

### 重要說明

#### Personal Data in Applications for Registration or Amendment of Registration Particulars as a Rough Diamond Trader under the Kimberley Process Certification Scheme (KPCS)

#### 有關在金伯利證書發證計劃下未經加工鑽石商登記 申請登記／更改登記資料時所遞交的個人資料

The Trade and Industry Department is committed to ensuring that all personal data provided under applications for registration or amendment of registration particulars under the KPCS are handled in accordance with the relevant provisions of the Personal Data (Privacy) Ordinance.

工業貿易署會確保在金伯利證書發證計劃下申請登記／更改登記資料時所遞交的所有個人資料，均按照《個人資料(私隱)條例》的有關條文處理。

#### Purpose of Collection of Personal Data

##### 收集個人資料的用途

The personal data required on the application forms may include the name, address, telephone number, fax number and e-mail address of person/ company/ registered business, signature of the authorised signatory or responsible person, the name and HKID card number or passport number of the applicant and the director list of the company which may show the names, home addresses, nationalities, and HKID card and passport numbers of the directors, etc. The personal data provided will be used for consideration and other actions relating to the registration/ renewal of registration under the KPCS. Incomplete or inaccurate information provided in the application may affect the consideration of the application, and may result in its being deferred or rejected, and/ or other administrative/legal action being taken against the parties concerned.

申請書上所提供的資料，可包括：人士／公司／已註冊業務的名稱、地址、電話號碼、傳真號碼及電郵地址、獲授權簽署人及負責人員的簽署、申請人的姓名及香港身份證號碼或護照號碼及可能載有有關公司董事姓名、住址、國籍、香港身份證及護照號碼的董事名單等。此等個人資料將用於考慮未經加工鑽石商登記／續辦登記的申請及作其他有關用途。在有關的申請書內提供不完備或不正確的資料，會影響本署考慮有關申請，並可能引致申請遭延遲處理或拒絕受理，以及／或導致本署對有關人士採取其他行政制裁／法律行動。

#### Transfer of Personal Data

##### 轉移個人資料

The data collected in the applications will be kept in confidence. They may however be disclosed to other government departments, or to third parties in Hong Kong or elsewhere, for the purpose of or in connection with the exercise or performance of any of the powers or duties under the legislation; the implementation of the international scheme for rough diamonds; or the institution of criminal proceedings under the legislation; or if such disclosure is necessary to facilitate consideration of the application; is in the interests of the trade in Hong Kong; is authorised or required by the law; or if explicit consent to such disclosure is given by the applicant/ data subject.

本署會對有關申請書內的個人資料嚴格保密。然而，本署或會將該等資料向政府其他部門，或向在香港或其他地方的第三者披露，此等情況包括：本署為了行使或執行法例下的任何權力或職責；或實施未經加工鑽石國際發證計劃；或於法例下提起刑事訴訟；或與這些事宜有關連的事情；或本署認為需要披露該等資料，以便考慮有關申請；或為了維護本港的貿易利益；或有關披露是根據法律授權或規定的；或已獲有關申請人／資料當事人明確同意披露該等資料。

#### Rights of Access to and Correction of Personal Data

##### 查閱及更正個人資料的權利

Applicants/data subjects whose personal data are collected by the Department may request access to them under the Personal Data (Privacy) Ordinance. A charge will be made to cover the cost of photocopying the data supplied. In addition, if the data subject considers that the data supplied to the Trade and Industry Department is inaccurate, a request for correction of the personal data may be made after a data access request has been complied with. The data subject should also note that, in connection with applications for registration/amendment of registration particulars under the KPCS, the applicant/data subject making false declaration or furnishing false or misleading information shall be guilty of an offence.

本署存有其個人資料的申請人／資料當事人，可根據《個人資料(私隱)條例》向本署要求查閱其個人資料。本署在提供個人資料時，須收取影印費用。此外，倘資料當事人認為提供予工業貿易署的資料不準確時，則可在查閱資料後，再以書面提出更正個人資料的要求。資料當事人亦須注意，倘申請人／資料當事人在本方案下申請登記／更改登記資料時作出虛假聲明或提供虛假或誤導性資料，即屬違法。

#### Contact Person

##### 聯絡人員

Requests for access to personal data provided under applications for registration/amendment of registration particulars under the KPCS should be made in writing on the Data Access Request Form (No. OPS003 issued by the Privacy Commissioner), which is available at the Information Counter of the Trade and Industry Department and at the Trade and Industry Department Homepage, to the officer-in-charge of the Rough Diamonds Licensing Unit, Room 1604, 16/F, Trade and Industry Tower, 3 Concorde Road, Kowloon City, Hong Kong. (Tel no. 2398 5557).

任何人士如欲查閱在本方案下申請登記／更改登記資料時遞交的個人資料，可前往本署詢問處，索取由私隱專員發出的查閱資料要求表格(表格 OPS003)，或從本署網頁下載該表格，填寫後交回香港九龍城協調道3號工業貿易大樓16樓1604室未經加工鑽石簽證分組主管人員(電話：2398 5557)。