To: Director-General of Trade and Industry
(Attn: Rough Diamonds and Ozone Depleting Substances 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*]

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: 未經加工鑽石及消耗臭氧層物質簽證分組)
[傳真號碼: 2380 8504 / 電郵地址: *kp_sub@tid.gov.hk*]

Rough Diamond Registration No.: 未經加工鑽石商登記編號:	RDR

Application for Amendment of Registration Particulars for Rough Diamond Trader Registration
未經加工鑽石商登記 ------- 更改登記資料申請書

Name of Incorporated Company / Registered Business / Person 具法團地位的公司／註冊業務／人士名稱	
I would like to amend the following registration particular(s): 本人欲更改以下登記資料：	
(Please tick the relevant box(es) 請選擇適當空格)	Details of change 改動詳情 ☐ Addition 增加 ☐ Deletion 刪除 ☐ Amendment 改動
☐ Name of Incorporated Company / Registered Business 具法團地位的公司／註冊業務名稱	
☐ Address 地址	
☐ Directorship 董事	
☐ Telephone No. 電話號碼／ ☐ Fax No. 傳真號碼／ ☐ E-mail Address 電郵地址	
☐ Others 其他	

Signature / e-Cert (see Notes)
簽署／電子證書(見附註) _____

Company / Business Chop
(if applicable)
公司／業務印章（如適用） _____

Name of Signatory (in Block Letters)
簽署人姓名（請以正楷填寫） _____

Position of Signatory (see Notes)
簽署人職位（見附註） _____

Date
日期 _____

Notes 附註

1. 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 corporation. 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 corporation) separately.
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)具法團地位的公司：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、合夥經營或具法團地位的公司）。
2. For change of Name of Company / Registered Business, please provide copies of Certificate of Change of Name (CR) and ensure the registered information has been entered onto the business register of Inland Revenue Department.
有關公司／註冊業務名稱的更改，請提供公司更改名稱證明書（CR）並確保申請人的登記資料已被登錄在稅務局的商業登記冊上。
3. For change of address, please ensure the registered information has been entered onto the business register of Inland Revenue Department or provide valid proof of address in Hong Kong (applicable only to individual applicant).
有關地址的更改，請確保申請人的登記資料已被登錄在稅務局的商業登記冊上或提供有效的香港地址證明（只適用於個人申請者）。
4. For change of directorship, please provide a copy of the latest Annual Return / extract of the latest Annual Return, or the relevant Form ND2A which contains the details of the directors as appropriate.
有關董事的更改，請提供載有董事資料的最新周年報表，或表格 ND2A 副本。

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、國藉、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 and Ozone Depleting Substances 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 室未經加工鑽石及消耗臭氧層物質簽證分組主管人員（電話：2398 5557）。