



CUSTOMS AND EXCISE DEPARTMENT

*Anti-Money Laundering and Counter-Terrorist Financing
Ordinance, Chapter 615, Laws of Hong Kong*

Guidance Notes
of
Application for a Dealer in Precious Metals and Stones
Category A Registration
Form 1A(H)

Table of Content

Part A - General Information	3
1. Introduction	3
2. Eligibility Criteria	3
3. Validity of a Category A Registration	3
4. Application	3
5. Processing of Application	4
Part B - Notes on How to Complete the Application Form	5
Part I Particulars of the applicant	5
Part II Principal place of business	5
Part III Details of all other business premises used for dealing in precious metals and stones (if any)	6
Part IV Declaration by the person who submits this application form	7
Part C - Personal Information Collection Statement	8
Part D - General Enquiry	10
Appendix – Sample Letter of Consent	11

Part A - General Information

1. Introduction

- 1.1 Under the Anti-Money Laundering and Counter-Terrorist Financing Ordinance, Chapter 615, Laws of Hong Kong (AMLO), any person carries out a specified transaction or a specified cash transaction in Hong Kong must obtain respective registration from the Commissioner of Customs and Excise (CCE).
- 1.2 Under section 53ZUE of the AMLO, any person, other than a registrant, who carries out specified transactions or specified cash transactions in Hong Kong commits an offence and is liable on conviction to a fine of \$100,000 and to imprisonment for 6 months.

2. Eligibility Criteria

- 2.1 Under section 53ZUF of the AMLO, an application for grant of a Category A registration must be made to the CCE in the specified form and manner and accompanied by an application fee specified in Schedule 3K of the AMLO. The CCE may grant a registration to an applicant only if the applicant fulfills the following requirements:
- i. The applicant holds a valid hawker licence as per section 53ZVP of the AMLO;
 - ii. The applicant declares the precious metals and stones business which the applicant proposes to carry on will be carried on for a lawful purpose; and
 - iii. The applicant provides the address of each premises to be used as business premises and the applicant's correspondence address.
- 2.2 Should the premises provided in application form be residential or mixed commercial and residential premises, the applicant should obtain a written consent from every occupant (a person who usually resides at the premises) for any authorized person as defined by section 8 of the AMLO to enter the premises for the purpose of exercising the powers under section 9 of the AMLO.

3. Validity of a Category A Registration

A Category A registrant must pay an annual fee specified in Schedule 3K to the CCE on or before each anniversary of the date on which the registrant's registration takes effect. A Category A registration may be cancelled if the registrant fails to pay the annual fee.

4. Application

4.1 Application Form

Application form 1A(H) can be obtained from the Dealers in Precious Metals and Stones Supervision Bureau (DPSB) of the Customs and Excise Department (C&ED) or downloaded at <https://www.drs.customs.gov.hk>.

4.2 Application means

An applicant may submit an electronic application with all required supporting documents through a registration system at <https://www.drs.customs.gov.hk>. An applicant can also submit the application in person or by post.

4.3 Important notes

- i. Applicants are reminded to ensure that any application is submitted together with all required supporting documents. If the applicant fails to produce the documents within a specified period, the application is considered invalid and will not be processed by the C&ED.
- ii. If there is any change on the information contained in the application after its submission, the applicant should submit a written request to the CCE promptly. Likewise, if an applicant wishes to withdraw the application, the applicant shall submit a written request to the CCE. Applicants are reminded that any amendments shall form an integral part of their applications. The supplementary information must be submitted together with copies of relevant supporting documents to the CCE.

5. Processing of Application

- 5.1 Upon receipt of an application and the relevant documents, the CCE may also request the applicant to provide additional information by issuing a reminder where necessary. If the applicant fails to produce the documents within a specified period, the application is considered invalid and will not be processed by the C&ED.
- 5.2 The application fee is non-refundable irrespective of whether the registration application is successful or not.
- 5.3 The accuracy of the information provided will be verified through various means including, but not limited to, by counter-checking with the information held by the C&ED, other Government departments and law enforcement agencies.
- 5.4 The processing time may vary depending on various factors including the time taken in collecting the requisite documents from the applicant and the time required in verifying the documents.
- 5.5 After the grant of a Category A registration, the name, Category of registration, address(es) of principal place of business and each branch(s) of the registrant will be published in the Register maintained by the CCE as specified in section 53ZUC of the AMLO. The register will be kept and made available for inspection by members of the public at the DPSB's office and respective website at <https://www.drs.customs.gov.hk>.

Part B - Notes on How to Complete the Application Form

Please fill in the form in capital letters and black ink according to the instructions stated in the application form and this Guidance Notes. An illegible handwritten form will not be processed.

Part I Particulars of the applicant

- 1.1 Please provide the particulars of the applicant and the related information including:
- (i) status of your business;
 - (ii) types of precious metals and stones business;
 - (iii) precious metals and stones activity involved;
 - (iv) means of precious metals and stones business being carried out,
 - (v) whether the applicant carries on precious metals and stones business at other business premises (Please refer to Part III below). If yes, please indicate the number of all business premises and provide the address of all other business premises in Part III.

Part II Principal place of business

- 2.1 Applicant **MUST** provide the CCE with an address of the applicant's principal place of business.
- 2.2 The address of the principal place of business will be shown on the register in the way specified in section 53ZUC of the AMLO for inspection by members of the public.
- 2.3 The principal place of business should be accessible by C&ED officers for the enforcement of the AMLO.
- 2.4 Should the principal place of business be residential premises or mixed commercial and residential premises, the applicant must list out the names of all occupants. A separate sheet may be used if space in the application form is insufficient. The applicant should secure the written consent of every occupant of the premises for any authorized person to enter the premises for conducting a routine inspection. The applicant should also ensure that each of the occupants has read the Personal Information Collection Statement in Part C of this Guidance Notes. Applicants may make reference to the sample format of the Letter of Consent at *Appendix*.

Part III Details of all other business premises used for dealing in precious metals and stones (if any)

- 3.1 Applicants are NOT required to complete this part unless the applicant is dealing in precious metals and stones in other business premises as stated in this Part. Business premises are any premises at which the registrant carries on a precious metals and stones business, including any of premises used for the following purposes:
- (a) the carrying out of face-to-face transactions with customers;
 - (b) the administration of the affairs or business of the registrant;
 - (c) the processing of transactions; or
 - (d) the storage of documents, data or records.
- 3.2 Business premises should be accessible by C&ED officers for the enforcement of the AMLO.
- 3.3 Should the business premises be residential premises or mixed commercial and residential premises, the applicant must list out the names of all the occupants. A separate sheet may be used if space in the application form is insufficient. The applicant should secure the written consent of every occupant of the premises for any authorized person to enter the premises for conducting a routine inspection. The applicant should also ensure that each of the occupants has read the Personal Information Collection Statement in Part C of the Guidance Notes. Applicants may make reference to the sample format of the Letters of Consent at Appendix.
- 3.4 The address of business premises for carrying out face-to-face transactions with customers will be shown on the register in the way specified in section 53ZUC of the AMLO for inspection by members of the public.
- 3.5 If the applicant has more than one business premises, please make a photocopy of the respective page of the application form for filling in the particulars of the other business premises.

Part IV Declaration by the person who submits this application form

- 4.1 The person who submits the application form should read the declaration in Part IV and the application form should be signed by the applicant.

Part C - Personal Information Collection Statement

1. Purpose of Collection

- 1.1 Personal data provided to CCE pursuant to the requirements of the AMLO will be used by CCE for one or more of the following purposes:
- i. to process new / renewal applications for registration as a Dealer in Precious Metals and Stones (DPMS) under the AMLO;
 - ii. to administer the AMLO;
 - iii. to enforce relevant provisions of the AMLO (including relevant conditions of DPMS registrant);
 - iv. to maintain a register of registrants (the Register) containing the name of every registrant, their category of registration and the address(es) of the principal place of business and branch(es) for public inspection;
 - v. to provide a certified copy of an entry in an extract from the Register or a certificate issued by CCE under the AMLO to any person subject to payment of a fee; and
 - vi. to disclose to the public the material facts of cases in which CCE exercised disciplinary powers under the AMLO.
- 1.2 Provision of the required personal data to CCE is obligatory for compliance with the AMLO. The Dealers in Precious Metals and Stones Supervision Bureau will not be able to process the relevant applications / notifications if the required personal data are not provided.

2. Classes of Transferees

The personal data you provide in the application form as well as any updates of them may be disclosed to other Government departments / bureaux or organizations for the purposes mentioned above; or any third parties under section 76D of the AMLO; or where such disclosure is authorized or required by law.

3. Access to Personal Data

You have the right of access to and correction of your personal data as provided for in the Personal Data (Privacy) Ordinance (PDPO). Your right of access includes the right to obtain a copy of your personal data provided in this form. In accordance with the provisions of the PDPO, we have the right to charge a reasonable fee for the processing of any data access request.

4. Enquiries to Personal Data

Enquiries concerning the personal data collected by the application form and annex, including the request for access to and correction of personal data, should be addressed to Departmental Secretary, Office of Departmental Administration, Customs and Excise Department, 31/F, Customs Headquarters Building, 222 Java Road, North Point, Hong Kong.

Part D - General Enquiry

1. Applicants may visit the website at <https://www.drs.customs.gov.hk> for details of application information. For enquiries on individual application, the applicant may write to dpms_enquiry@customs.gov.hk or call the following enquiry hotlines during normal office hours:

Enquiry Hotlines: 3580 1483 (Chinese) / 3580 1484 (English)

2. This set of Guidance Notes is not a legal document. It only serves as a guide in completing the Form 1A(H) Application Form for a Dealer in Precious Metals and Stones Category A Registration. In case of doubt on any legal issues, please refer to the AMLO or seek assistance from your legal advisor as necessary.

Appendix – Sample Letter of Consent

To : Commissioner of Customs and Excise

**Letter of Consent
Regarding the Dealing in Precious Metals and Stones Business**

by

(Company Name)

.....

at

(address)

.....

*I / My child, _____ *(Name of the occupant)* _____, being an occupant of the premises at the above address, hereby give my consent to any authorized person as defined by section 8 of the Anti-Money Laundering and Counter-Terrorist Financing Ordinance (Chapter 615) to enter the above premises for the purpose of exercising the powers under section 9 of the said Ordinance in connection with the dealing in Precious Metals and Stones business by the above company at the above address.

I have read the Personal Information Collection Statement stated in Part C of the Guidance Notes on the Application for a Dealer in Precious Metals and Stones Registration and understand the contents stated therein.

Signed by *the occupant/
the parent/guardian of the occupant : _____
(Name of the signer)

**HKID Card No./ Travel Document Type and No. of :-*

(i) the occupant : _____

(ii) the parent/guardian of the occupant : _____

Date : _____

* Please delete as appropriate