



DPSB/RM/2025/02
19 August 2025

Circular

Obligations of Notification of Changes of Particulars (Category A Registrant)

This circular is intended to remind Category A registrants (“CARs”) the obligations of notification of changes of particulars. According to section 53ZVA of the Anti-Money Laundering and Counter-Terrorist Financing Ordinance (“AMLO”), Chapter 615, Laws of Hong Kong, if there is any change in the particulars that are provided to the Commissioner of Customs and Excise (“CCE”) in connection with an application, the registrant must notify the CCE in writing of the change **within one month** of beginning on the day on which such change occurs. Common changes of particulars include but not limited to:

- a) Addition, deletion or relocation of business premises, for example:
 - (i) *change of the address of principal place of business¹*;
 - (ii) *change of the address of other business premises²*; and
 - (iii) *closing of a branch³*.
- b) Change of the name of the registrant or particulars of the licensed hawkler, for example:
 - (i) *change of the company name*; and
 - (ii) *change in licence number upon renewal of the hawkler licence*.
- c) Change in occupants of the domestic premises, as business premises of the registrant, for example:
 - (i) *addition of a new occupant to the domestic premises*; and
 - (ii) *moving out of an existing occupant from the domestic premises*.
- d) New conviction record of the registrant or the registrant’s partners (*for partnership*) after granting of registration.

¹ **Principal Place of Business** means the main premises where a registrant carries on the precious metals and stones business.

² **Business Premises** means any premises at which the registrant carries on a precious metals and stones business, including any premises used by the registrant for the purpose of—

- (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 **Branch** means any premises, other than the principal place of business, that is used by the registrant for carrying out face-to-face transactions with customers.



A CAR is required to submit **all the required supporting documents** (Annex I for CAR holding a business registration certificate and Annex II for CAR holding a hawker licence) with the notification form (i.e. **Form 6A(BR)** or **Form 6A(H)**) and letter of authorization (*if the registrant is a partnership or corporation*). The CAR can submit the notification form online through the DRS (www.drs.customs.gov.hk), or submit the completed form by post or in person to the Dealers in Precious Metals and Stones Supervision Bureau, Customs and Excise Department, Unit 3501, 35/F, Skyline Tower, 39 Wang Kwong Road, Kowloon Bay.

Pursuant to section 53ZVA of the AMLO, any registrant who, without reasonable excuse, fails to notify the CCE of the change of specified particulars within one month of beginning on the day on which such change occurs commits an offence and is liable on conviction to a maximum fine of HK\$50,000. Apart from criminal sanction, a registrant may also be subject to disciplinary actions.

Notification of Other Changes

A CAR shall also notify this Department of any changes to the following information via email (dpms_enquiry@customs.gov.hk):

- (1) Contact email or telephone number;
- (2) Types of precious metals and stones involved;
- (3) Types of precious metals and stones activities involved;
- (4) Means of carrying out precious metals and stones business; and
- (5) Website or other electronic means (*For example: Facebook, Instagram and YouTube*) for carrying out precious metals and stones business.

The above (1) – (5) notifications should be sent using the contact email registered with this Department and made by the authorized representative of the registrant with the registrant's name and registration number specified.

Should you have any queries regarding notification of changes of particulars and registration information, please contact us by phone at 3580 1484 or email to dpms_enquiry@customs.gov.hk.

The above circular is intended to provide CARs with information of a general nature and does not cover all the relevant requirements stipulated in the AMLO. CARs shall refer to the AMLO, “Registration Guide”, circulars and other references at www.drs.customs.gov.hk for details.

**Dealers in Precious Metals and Stones Supervision Bureau
Customs and Excise Department**



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Annex I

**Checklist of the required supporting documents for
notification of changes of particulars**

Category A Registrant – Holder of Business Registration Certificate

Changes of Particulars	The required supporting documents
Address of Principal Place of Business	<input type="checkbox"/> A copy of Business Registration Certificate; and <input type="checkbox"/> A copy of stamped tenancy agreement or record of ownership of the premises; or a copy of address proof which is issued not more than 3 months from the date of application (includes utility or telecommunication bills, documents issued by banks, insurance companies, government departments in Hong Kong).
Address of Other Business Premises	<input type="checkbox"/> A copy of Business Registration Certificate; and <input type="checkbox"/> A copy of stamped tenancy agreement or record of ownership of the premises; or a copy of address proof which is issued not more than 3 months from the date of application (includes utility or telecommunication bills, documents issued by banks, insurance companies, government departments in Hong Kong).
Name of Sole Proprietor/ Business/ Corporation	<input type="checkbox"/> A copy of Business Registration Certificate; <input type="checkbox"/> A copy of the Certificate of Change of Name; and <input type="checkbox"/> A copy of Hong Kong Identity Card/ Bio-data page of the Travel Document.
Business/ Branch Name	<input type="checkbox"/> A copy of Business Registration Certificate.
Occupants of Principal Place of Business (Residential Premises or mixed Commercial and Residential Premises)	<input type="checkbox"/> Copies of consent letters from occupant(s) of the premises.
Occupants of Other Business Premises (Residential Premises or mixed Commercial and Residential Premises)	<input type="checkbox"/> Copies of consent letters from occupant(s) of the premises.
New Conviction Record of Registrant/ Registrant's Partner	N.A.

Notes: The registrant shall attach the letter of authorization along with the Form 6A(BR) and the required supporting documents if the registrant is a partnership or corporation.



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Annex II

**Checklist of the required supporting documents
for notification of changes of particulars**

Category A Registrant – Holder of Hawker Licence

Changes of Particulars	The required supporting documents
Address of Principal Place of Business	<input type="checkbox"/> A copy of hawker licence issued under the Hawker Regulation, Cap.132AI.
Address of Other Business Premises	<input type="checkbox"/> A copy of hawker licence issued under the Hawker Regulation, Cap.132AI; and <input type="checkbox"/> A copy of stamped tenancy agreement or record of ownership of the premises; or a copy of address proof which is issued not more than 3 months from the date of application (includes utility or telecommunication bills, documents issued by banks, insurance companies, government departments in Hong Kong).
Particulars of the Licensed Hawker	<input type="checkbox"/> A copy of hawker licence issued under the Hawker Regulation, Cap.132AI ; and <input type="checkbox"/> A copy of Hong Kong Identity Card.
Occupants of Principal Place of Business (Residential Premises or mixed Commercial and Residential Premises)	<input type="checkbox"/> Copies of consent letters from occupant(s) of the premises.
Occupants of Other Business Premises (Residential Premises or mixed Commercial and Residential Premises)	<input type="checkbox"/> Copies of consent letters from occupant(s) of the premises.
New Conviction Record of Registrant	N.A.