



DPSB/RM/2025/03
19 August 2025

Circular

Obligations of Notification of Changes of Particulars (Category B Registrant¹)

This circular is intended to remind Category B registrants (“CBRs”) 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 business²*;
 - (ii) *change of the address of other business premises³*; and
 - (iii) *closing of a branch⁴*.

- b) Change of the name of the registrant, for example:
 - (i) *change of the company name*.

- c) Change in partners/directors/ultimate owners, for example:
 - (i) *appointment of a new director of registrant (i.e. incoming director⁵)*;
 - (ii) *addition of a new ultimate owner of registrant upon transfer of shares (i.e. incoming ultimate owner⁵)*;
 - (iii) *addition of a new partner of the registrant (i.e. incoming partner⁵)*;
 - (iv) *resignation of an existing director of registrant (i.e. outgoing director)*;
 - (v) *exclusion of an existing ultimate owner upon the sale of shares (i.e. outgoing ultimate owner)*; and
 - (vi) *quitting of an existing partner of the registrant (i.e. outgoing partner⁶)*.

¹ For holders of hawker licence, please refer to “Notification of Changes in Particulars of Registration (Category B Registrant) - Form 6B(H)” and the related guidance notes.

² **Principal Place of Business** means the main premises where a registrant carries on the precious metals and stones business.

³ **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.

⁴ **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.

⁵ A CBR is required to seek **prior approval** from the CCE when there is a person proposing to become the registrant’s partner/director/ultimate owner. For more details, please refer to Chapter 6 of the “Registration Guide - Part III”.

⁶ A fresh registration application is required if there is a change in registrant’s business status, e.g. from partnership to sole proprietorship.



ATTENTION

Before making changes mentioned in (c)(i)-(iii) above, CBRs and the proposed new incoming partner/director/ultimate owner must pay attention that ***prior approval*** must be obtained from CCE for a person to become the registrant's partner/director/ultimate owner by submitting an application form (i.e. Form 4) and pay an application fee, and the proposed partner/director/ultimate owner needs to submit the fit and proper person declaration form (i.e. Form 3A with Appendices I & II for individual or Form 3B for corporation).

Under sections 53ZUW, 53ZUX and 53ZUY of the AMLO, a person must not become a partner/director/ultimate owner of a CBR unless the CCE has given approval in writing. Any person who, without reasonable excuse, contravenes any of the abovementioned provisions commits an offence and is liable on conviction to a maximum fine of HKD50,000 and imprisonment for six months. The CCE may also take disciplinary actions for such contravention.

- d) Change in status of registrant/registrant's partners/directors/ultimate owners declared in Form 3A or Form 3B, for example:
 - (i) *new conviction record of the registrant (for sole proprietorship);*
 - (ii) *new conviction record of the registrant's partners (for partnership);*
 - (iii) *new conviction record of the registrant's directors (for corporation); and*
 - (iv) *new conviction record of the registrant's ultimate owners (if any).*

- e) 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.*

- f) Change in particulars of the sole proprietor/partners/directors/ultimate owners, for example:
 - (i) *amendment of the director's name.*

A CBR is required to submit **all the required supporting documents** (Annex) with the notification form (i.e. **Form 6B(BR)**) and letter of authorization (*if the registrant is a partnership or corporation*). The CBR can submit a notification form online through the DRS (www.drs.customs.gov.hk), or submit a 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 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.



香港海關
Customs and Excise Department

Notification of Other Changes

A CBR 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 change 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 CBRs with information of a general nature and does not cover all the relevant requirements stipulated in the AMLO. CBRs 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**



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

Category B 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.
Particulars of the Incoming Registrant's Partner/Director/Ultimate Owner (Individual)	<p><u>Registrant is a Sole Proprietorship</u></p> <input type="checkbox"/> Approval letter from the Commissioner of Customs & Excise for the addition of ultimate owner; and <input type="checkbox"/> A copy of Hong Kong Identity Card/Bio-data page of the Travel Document. <p><u>Registrant is a Partnership</u></p> <input type="checkbox"/> Approval letter from the Commissioner of Customs & Excise for the addition of partner/ultimate owner; <input type="checkbox"/> A copy of Extract of information on the Business Register; and <input type="checkbox"/> A copy of Hong Kong Identity Card/Bio-data page of the Travel Document. <p>(Cont.)</p>



<p>Particulars of the Incoming Registrant's Partner/Director/Ultimate Owner (Individual)</p>	<p><u>Registrant is a Corporation</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Approval letter from the Commissioner of Customs & Excise for the addition of director/ultimate owner; <input type="checkbox"/> A copy of the Notice of Change of Company Secretary and Director (Appointment/Cessation) (ND2A); <input type="checkbox"/> Significant Controllers Register; and <input type="checkbox"/> A copy of Hong Kong Identity Card/Bio-data page of the Travel Document.
<p>Particulars of the Outgoing Individual Partner/Director/Ultimate Owner (Individual) of Registrant</p>	<p><u>Registrant is a Partnership</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> A copy of Extract of information on the Business Register. <p><u>Registrant is a Corporation</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> A copy of the Notice of Change of Company Secretary and Director (Appointment/Cessation) (ND2A); and <input type="checkbox"/> Significant Controllers Register.
<p>Particulars of the Registrant/Registrant's Partner/Director/Ultimate Owner (Individual) whose Status has been changed</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Completed Fit and Proper Person Declaration Form 3A.
<p>Particulars of the Corporate Partner/Director of which the Status has been Changed</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Completed Fit and Proper Person Declaration Form 3B.
<p>Occupants of Principal Place of Business (Residential Premises or mixed Commercial and Residential Premises)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Copies of consent letters from occupant(s) of the premises.
<p>Occupants of Other Business Premises (Residential Premises or mixed Commercial and Residential Premises)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Copies of consent letters from occupant(s) of the premises.
<p>Particulars of the Registrant/Registrant's Partner/Director/Ultimate Owner (Individual)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> A copy of Hong Kong Identity Card/Bio-data page of the Travel Document.



Particulars of the Incoming Registrant's Corporate Partner/Director	<p><u>Registrant is a Partnership</u></p> <p><input type="checkbox"/> Approval letter from the Commissioner of Customs & Excise for the addition of Registrant's Corporate partner; and</p> <p><input type="checkbox"/> A copy of Extract of information on the Business Register.</p>		
	<p><u>Registrant's Corporate Partner is a local company</u></p>	<p><u>Registrant's Corporate Partner is a non-Hong Kong company</u></p>	<p><u>Registrant's Corporate Partner is a corporation not registered in Hong Kong</u></p>
	<p><input type="checkbox"/> A copy of valid Business Registration Certificate; and</p> <p><input type="checkbox"/> A copy of Certificate of Incorporation or Certificate of Re-domiciliation.</p>	<p><input type="checkbox"/> A copy of valid Business Registration Certificate; and</p> <p><input type="checkbox"/> A copy of Certificate of Registration of non-Hong Kong Company.</p>	<p><input type="checkbox"/> Supporting document showing its Incorporation outside Hong Kong.</p>
	<p><u>Registrant is a Corporation</u></p> <p><input type="checkbox"/> Approval letter from the Commissioner of Customs & Excise for the addition of Registrant's Corporate director;</p> <p><input type="checkbox"/> A copy of the Notice of Change of Company Secretary and Director (Appointment/Cessation) (ND2A); and</p> <p><input type="checkbox"/> Significant Controllers Register.</p>		
Particulars of the Incoming Registrant's Corporate Partner/Director	<p><u>Registrant's Corporate Director is a local company</u></p>	<p><u>Registrant's Corporate Director is a non-Hong Kong company</u></p>	<p><u>Registrant's Corporate Director is a corporation not registered in Hong Kong</u></p>
	<p><input type="checkbox"/> A copy of valid Business Registration Certificate; and</p> <p><input type="checkbox"/> A copy of Certificate of Incorporation or Certificate of Re-domiciliation.</p>	<p><input type="checkbox"/> A copy of valid Business Registration Certificate; and</p> <p><input type="checkbox"/> A copy of Certificate of Registration of non-Hong Kong Company.</p>	<p><input type="checkbox"/> Supporting document showing its Incorporation outside Hong Kong.</p>
Particulars of the Outgoing Corporate Partner/Director of Registrant	<p><u>Registrant is a Partnership</u></p> <p><input type="checkbox"/> A copy of Extract of information on the Business Register.</p>		
	<p><u>Registrant is a Corporation</u></p> <p><input type="checkbox"/> A copy of the Notice of Change of Company Secretary and Director (Appointment/Cessation) (ND2A); and</p> <p><input type="checkbox"/> Significant Controllers Register.</p>		



Particulars of the Registrant's Corporate Partner/Director	<p><u>Registrant's Corporate Partner/Director is a local company</u></p> <ul style="list-style-type: none"><input type="checkbox"/> A copy of valid Business Registration Certificate; and<input type="checkbox"/> A copy of Certificate of Incorporation or Certificate of Re-domiciliation. <p><u>Registrant's Corporate Partner/Director is a non-Hong Kong company</u></p> <ul style="list-style-type: none"><input type="checkbox"/> A copy of valid Business Registration Certificate; and<input type="checkbox"/> A copy of Certificate of Registration of non-Hong Kong Company. <p><u>Registrant's Corporate Partner/Director is a corporation not registered in Hong Kong</u></p> <ul style="list-style-type: none"><input type="checkbox"/> Supporting document showing its Incorporation outside Hong Kong.
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Notes: The registrant shall attach the letter of authorization along with the notification Form 6B(BR) and all the required supporting documents if the registrant is a partnership or corporation.