



CUSTOMS AND EXCISE DEPARTMENT

Anti-Money Laundering and Counter-Terrorist Financing

Ordinance Chapter 615, Laws of Hong Kong

Guidance Notes

of

Notification of Changes in Particulars of Registration

(Category B Registrant)

Form 6B(BR)

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Part A - General Information

1. Introduction

- 1.1 Under Section 53ZVA of the Anti-Money Laundering and Counter-Terrorist Financing Ordinance, Chapter 615, Laws of Hong Kong (AMLO), a Category B registrant must notify the Commissioner of Customs and Excise (CCE) of any changes of particulars in writing within one month beginning on the date on which the change takes place. The breach of this requirement is subject to prosecution and is liable on conviction to a fine of \$50,000. The Category B registrant is also subject to the imposition of disciplinary sanctions by the CCE.

2. Change of Particulars Provided in Connection to the Registration

A Category B registrant holding a Business Registration Certificate needs to notify the CCE of the following changes of particulars by completing a Notification of Changes in Particulars of Registration (Form 6B(BR)):

2.1 Particulars of Registrant

- (a) Name of Business / Corporation
- (b) Business / Branch Name

2.2 Particulars of Business Premises

- (a) Address of Principal Place of Business
- (b) Address of Other Business Premises
- (c) Occupants of Principal Place of Business/Other Business Premises (Residential or mixed Commercial and Residential Premises)

2.3 Particulars of Registrant/Registrant's Partner/Director/ Ultimate Owner

- (a) Registrant/Registrant's Partner/Director/ Ultimate Owner (Individual)
- (b) Registrant's Corporate Partner/Director

2.4 Change of Registrant's Partner/Director/ Ultimate Owner

- (a) Incoming and Outgoing of Partner/Director/ Ultimate Owner (Individual)
- (b) Incoming and Outgoing of Corporate Partner/Director

2.5 Status of Registrant/Registrant's Partner/Director/ Ultimate Owner

- (a) The Status of Registrant/Registrant's Partner/Director/Ultimate Owner (Individual) declared in Form 3A
- (b) The Status of Registrant's Corporate Partner/Director declared in Form 3B

3. **Notification of Changes**

3.1 Notification forms

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

3.2 Notification means

A Category B registrant can submit an electronic notification accompanied with all required supporting documents through the DRS (<https://www.drs.customs.gov.hk>), or submit the completed notification form with supporting documents in person or by post.

3.3 Important notes

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

4. **Processing of Notification**

- ### 4.1
- Upon receipt of the notification form and the relevant documents, C&ED may also request the registrant to provide additional information to process the notification where necessary. Failure to do so within a period as specified by C&ED may cause delay in processing the notification, or even result in deferment or termination of processing of the notification. After termination of processing of the notification, record of the registrant in the C&ED will not be updated with the changes in particulars notified.

- 4.2 DPSB will undertake a number of checks to confirm the accuracy of the information provided. This will include vetting details against information held by C&ED, other government departments and law enforcement agencies.
- 4.3 The processing time may vary depending on various factors including the time taken in collecting the requisite documents from the registrant.

Part B - Notes on How to Complete the Notification Form 6B(BR)

Please fill in the form in block letters and black ink according to the instructions stated in the notification form and this Guidance Notes. An illegible handwritten form may be rejected.

1. Completing the Notification Form

- 1.1 Please provide the particulars of the registrant in the covering page and 'tick' as appropriate in the box related to the particular change.
- 1.2 The registrant should only complete the Annex relevant to the changes. Please fill in, sign and submit the notification form with relevant Annex and supporting documents as stated in the Annex.

2. Declaration by the Person who Submits this Notification Form (see Remarks)

The person who submits this notification form should read the declaration in this part and fill in his / her particulars and sign on it.

3. Fill in Annex

- 3.1 For the following changes in particulars of the registrant, please fill in Annex 1 and provide relevant supporting documents:
 - (a) Name of Business / Corporation
 - (b) Business / Branch Name
- 3.2 For the following changes in particulars of business premises, please fill in and return Annex 2 and relevant supporting documents:
 - (a) Address of Principal Place of Business
 - (b) Address of Other Business Premises (if any)
 - (c) Occupants of Principal Place of Business/ Other Business Premises (Residential or mixed Commercial and Residential Premises)
- 3.3 For the following changes in particulars of registrant/registant's partner/director/ultimate owner, please fill in and return Annex 3 and relevant supporting documents:
 - (a) Registrant/Registrant's Partner/Director/ Ultimate Owner (Individual)
 - (b) Registrant's Corporate Partner/Director

3.4 For the following changes of registrant/registant's partner/director/ ultimate owner, please fill in and return Annex 4 and relevant supporting documents:

- (a) Incoming and Outgoing of Partner/Director/ Ultimate Owner (Individual)
- (b) Incoming and Outgoing of Corporate Partner/Director

3.5 For the following changes in the status of registrant/registant's partner/director/ ultimate owner, please fill in and return Annex 5 and relevant supporting documents:

- (a) The Status of Registrant/Registrant's Partner/Director/ Ultimate Owner (Individual) declared in Form 3A
- (b) The Status of Registrant's Corporate Partner/Director declared in Form 3B

Note:

The address(es) of the principal place of business and any other business premises used for carrying out face-to-face transactions with customers (i.e. branch) will be shown on the Register in the way specified in s.53ZUC of AMLO for inspection by members of the public.

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 administer the AMLO;
 - ii. to enforce relevant provisions of the AMLO (including relevant conditions of DPMS registrant);
 - iii. 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;
 - iv. 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
 - v. 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 notifications if the required personal data are not provided.

2. Classes of Transferees

The personal data you provide in the notification 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 notification 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 & Reminder

1. Registrants may visit the website at <https://www.drs.customs.gov.hk> for more information relating to the notification. For enquiries, the registrant 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 6B(BR) Notification of Changes in Particulars of Registration (Category B Registrant)*. In case of doubt on any legal issues, please refer to the AMLO or seek assistance from your legal advisor as necessary.

Appendix I - 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 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

Appendix II - Sample Letter of Authorization (Corporation)

Attention: The authorized person shall be a director of the company. Only in exceptional circumstances, a high-ranking executive who holds a senior management position of the company responsible for decision making and overseeing the overall operations of the company may be authorized for this role.

(Company Name / Logo / Letterhead)

To : Commissioner of Customs and Excise

Letter of Authorization

The Board of Directors of [the name of the registrant] authorizes [name of the person], [post of the person] of [the name of corporation], holder of * Hong Kong Identity Card/ [Passport issuing place] Passport No.: [Hong Kong Identity Card /Passport no. of the person], *in the capacity as one of our directors / in the capacity as a senior management staff of our company, to act for and on behalf of the Company, in signing and submitting documents to or attending interview(s) with the Customs & Excise Department in relation to its Dealer in Precious Metals and Stones Category B Registration.

Name : _____
(*Name of the authorized signatory*)

Position : _____

Signature : _____

Company Chop : _____

Date : _____

* Please delete as appropriate

Appendix III – Sample Letter of Authorization (Partnership)

(name of business on the Business Registration Certificate)

To : Commissioner of Customs and Excise

Letter of Authorization

The Partners of [name of business on the Business Registration Certificate] authorize [name of the authorized partner], holder of * Hong Kong Identity Card/ [Passport issuing place] Passport No.: [Hong Kong Identity Card /Passport no. of the person], in the capacity as one of our Partners, to act for and on behalf of [name of business on the Business Registration Certificate], in signing and submitting documents to or attending interview(s) with the Customs & Excise Department in relation to the Dealer in Precious Metals and Stones Category A Registration of [name of business on the Business Registration Certificate].

Name: _____
(Name of the partner)

Name: _____
(Name of the partner)

Position : _____

Position : _____

Signature : _____

Signature : _____

Company Chop : _____

Company Chop : _____

Date : _____

Date : _____

* Please delete as appropriate

*Remarks: The Letter of Authorization shall be signed by **all partners** of the partnership with the company chop.*