



香港海關  
CUSTOMS AND EXCISE DEPARTMENT

表格 5  
預先通知以獲取新增分行或臨時攤位之分行證明書  
Form 5

Advance Notification for obtaining Branch Certificate(s) for  
New Branch(es) or Temporary Booth(s)

香港法例第615章《打擊洗錢及恐怖分子資金籌集條例》

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

請以正楷及黑色筆填寫本表格。填寫本表格前，請先閱讀填表須知及註冊指引。

Please complete this form in BLOCK LETTERS and black ink. Please read the Guidance Notes and Registration Guide before completing this form.

第一部 Part I 註冊人的一般資料 General information of the registrant

註冊類別 Type of Registration	<input type="checkbox"/> A類註冊 Category A registration <input type="checkbox"/> B類註冊 Category B registration
貴金屬及寶石交易商的註冊號碼 Dealer in Precious Metals and Stones Registration No.	
*業務/法團名稱/小販牌照持牌人 (英文) *Name of Business/Corporation/Licensee of Hawker Licence (in English)	
*業務/法團名稱/小販牌照持牌人 (中文) *Name of Business/Corporation/Licensee of Hawker Licence (in Chinese)	

第二部 Part II 新增分行或臨時攤位的資料  
Particulars of the new Branch or the Temporary Booth

此地址是與客戶進行面對面交易的業務處所，並會根據香港法例第615章《打擊洗錢及恐怖分子資金籌集條例》(下稱「打擊洗錢條例」)第53ZUC條訂明的方式顯示於註冊紀錄冊上供公眾人士查閱。

This business premises is used for carrying out face-to-face transactions with customers and will be shown on the register in the way specified in section 53ZUC of the Anti-Money Laundering and Counter-Terrorist Financing Ordinance, Chapter 615, Laws of Hong Kong (hereinafter referred to as "the AMLO") for inspection by members of the public.

(1) 地址 Address																	
請述明新增分行開業日： Please state the opening date of the new branch: (若業務處所為短期性質，如珠寶展攤位，請列明計劃結業日) (For short-term business premises such as a booth in jewellery exhibition, please specify the closing date)																	
開業日 (日/月/年) Opening Date	D	D	M	M	Y	Y	Y	Y	結業日 (日/月/年) Closing Date (如適用 if applicable)	D	D	M	M	Y	Y	Y	Y
分行登記證號碼 (如適用) Branch Registration No. (if applicable)																	
分行名稱 (英文) (如有) Branch Name (in English) (if any)																	
分行名稱 (中文) (如有) Branch Name (in Chinese) (if any)																	
*攤位及會場號碼 或 舖/店/室 *Booth & Hall No. or Shop/Flat/Room						樓 Floor		座 Block									
*展覽活動名稱 或 大廈名稱 *Name of Fair or Building Name																	
*商場名稱 或 展覽活動地點 或 屋邨/屋苑名稱 *Shopping Arcade or Fair Location or Estate/Court Name																	
門牌號碼 Street No.				街道名稱 Street Name													
地區 (例如：灣仔) District (e.g. Wan Chai)						<input type="checkbox"/> 香港 HK		<input type="checkbox"/> 九龍 KLN		<input type="checkbox"/> 新界 NT							
請述明經營貴金屬及寶石交易的處所類別： Please state the type of premises at which precious metals and stones business is carried out: <input type="checkbox"/> 商業/工業處所 Commercial/Industrial premises <input type="checkbox"/> 混合式商住處所 Mixed commercial and residential premises <input type="checkbox"/> 住宅處所 Residential premises																	

\*請刪去不適用者\*Please delete as appropriate

請在適當方格內加上“✓”號 Please insert a “✓” in the appropriate box  
CED421

(2) 聯絡資料 Contact information	
聯絡人姓名 Name of contact person	
電話號碼 Telephone No.	

(3) 佔用人的同意 (若業務處所為住宅處所或混合式商住處所) Occupant's Consent (if the business premises is a residential premises or mixed commercial and residential premises)	
<p>遞交本表格時，你必須提供佔用人的姓名，並取得所有佔用人的同意書。請確保每位佔用人都已閱讀於填表須知第C部所載的收集個人資料聲明。</p> <p>You <b>must</b> provide the names of occupants and obtain the letters of consent from all of them when you submit this form. Please ensure that each of the occupants has read the Personal Information Collection Statement in Part C of the Guidance Notes.</p>	
佔用人姓名 (如佔用人超過6名，請用另紙提供資料。) Name of Occupants (If more than 6 occupants are involved, please provide the information in a separate sheet.)	
(1)	(2)
(3)	(4)
(5)	(6)

如有更多新增分行或臨時攤位，請影印本表格，用以提供有關資料。

If you have other new branch(es) or temporary booth(s), please make a photocopy this form for filling in the particulars of the related business premises.

<b>備註:</b>	提交此表格的人士必須是：
<b>Remarks:</b>	The person who submits this form must be:
(a)	如註冊人屬獨資經營，該獨資經營者； The sole proprietor, if the registrant is a sole proprietorship;
(b)	如註冊人屬合夥，則獲每名合夥人書面授權的合夥人，並應隨附授權書；或 The partner authorized in writing by every partner, if the registrant is a partnership. The authorization letter should be attached; or
(c)	如註冊人屬法團，則獲董事局書面授權的董事或人士，並應隨附授權書。 The director or the person, authorized in writing by the Board of Directors, if the registrant is a corporation. The authorization letter should be attached.

本人謹此聲明：  
I declare that:

- (a) 在本表格提供的所有詳情及資料(包括附加頁)·共\_\_\_\_\_頁·全屬真確無誤；  
The particulars and information given in this form including additional sheet(s) consisting of \_\_\_\_\_ page(s) are true and correct;
- (b) 本人已閱讀香港法例第615章《打擊洗錢及恐怖分子資金籌集條例》；  
I have read the Anti-Money Laundering and Counter-Terrorist Financing Ordinance, Chapter 615, Laws of Hong Kong;
- (c) 本人承諾採取措施·以確保於與客戶進行面對面交易的業務處所·註冊人須在一處顯眼地方展示其註冊證明書。本人明白根據打擊洗錢條例第53ZV條·註冊人如無合理辯解而違反此項規定·即屬犯罪·一經定罪·可被判罰款港幣50,000元；  
I undertake that actions shall be taken to ensure that the certificate of registration must be displayed in a conspicuous place at business premises carrying out face-to-face transactions with customers. I understand that section 53ZV of the AMLO provides that a registrant who without reasonable excuse contravenes this requirement commits an offence and is liable on conviction to a fine of \$50,000;
- (d) 本人已指示本表格第2部提述的所有處所的負責人·亦已獲得有關處所(如該處所屬住宅處所或混合式商住處所)的所有佔用人的同意·讓香港海關的獲授權人員進入有關處所作例行視察；及  
I have instructed all responsible persons of premises as mentioned in Part 2 of this form and have obtained consent of every occupant of the premises (if the premises are residential premises or mixed commercial and residential premises) to allow the authorized officers of the Customs and Excise Department to enter the said premises for routine inspection; and
- (e) 本人已閱讀預先通知以獲取新增分行或臨時攤位之分行證明書表格5的填表須知第C部所載的收集個人資料聲明·以及明白當中內容。  
I have read the Personal Information Collection Statement stated in Part C of the Guidance Notes on Form 5 Advance Notification for obtaining Branch Certificates for New Branch(es) or Temporary Booth(s) and understand the contents stated therein.

(\*註冊人/獲註冊人授權的合夥人/董事或  
人士簽署及公司印章)  
(\*Signature of the registrant/authorized  
partner of the registered partnership/  
authorized director or person of the  
registered corporation and company chop)

(姓名(正楷))  
(Name in block letters)

(\*香港身份證/旅遊證件號碼)  
(\*HKID/Travel Doc. No.)

(在註冊人業務/法團擔任的職位)  
(Position in the Registrant's Business/  
Corporation)

(聯絡電話號碼)  
(Contact Telephone No.)

(日期)  
(Date)

**須遞交的證明文件的核對清單**  
**Checklist for submission of supporting documents**

**(a) Supporting documents for obtaining branch certificate for new branch**  
**以獲取新增分行之分行證明書的證明文件**

- 有效分行登記證的複本  
A copy of the valid Branch Registration Certificate
- (a) 該處所的已加蓋釐印租約或業權紀錄的複本；或 (b) 地址證明的複本，而該地址證明需發出距今不超過三個月 (包括水電煤或電訊公司收費單、銀行、保險公司、政府部門發出的文件)  
(a) A copy of stamped tenancy agreement or record of ownership of the premises; or (b) a copy of address proof which is issued not more than 3 months from now (includes utility or telecommunication bills, documents issued by banks, insurance companies, government departments in Hong Kong)
- 該處所內每一名佔用人的同意書的複本 (適用於住宅處所或混合式商住處所)  
Copies of consent letters from every occupant of the premises (*for residential premises or mixed commercial and residential premises only*)
- 經所有合夥人/董事局簽署的授權書複本  
A copy of the authorization letter signed by all partners or the Board of Directors

**(b) Supporting documents for obtaining branch certificate for temporary booth**  
**以獲取臨時攤位之分行證明書的證明文件**

- 應邀於貿易展覽會場地經營貴金屬及寶石交易的邀請文件及/或合約複本  
A copy of the invitation document and/or agreement for carrying out precious metals and stones transactions in trade fair/exhibition venue
- 經所有合夥人/董事局簽署的授權書複本  
A copy of the authorization letter signed by all partners or the Board of Directors

**遞交途徑 Means of submission**

註冊人須將填妥的表格連同證明文件，遞交予香港海關貴金屬及寶石交易商監理科辦理。

The registrant is required to submit the completed form together with the supporting documents to the Dealers in Precious Metals and Stones Supervision Bureau of Customs and Excise Department.

**親身/郵寄遞交**  
**In person/by mail**

**地址**  
香港灣仔告士打道5號稅務大樓26樓  
香港海關貴金屬及寶石交易商監理科

**辦公時間**  
星期一至星期五 上午 8:45 至 下午12:30  
(公眾假期除外) 下午 1:30 至 下午 5:30

**Address**  
Dealers in Precious Metals and Stones Supervision Bureau,  
Customs and Excise Department  
26/F, Revenue Tower, 5 Gloucester Road,  
Wan Chai, Hong Kong

**Office hours**  
Monday to Friday 8:45 a.m. to 12:30 p.m.  
(Except Public Holidays) 1:30 p.m. to 5:30 p.m.

**一般查詢 General Enquiry**  
熱線 Hotline : (852) 3580 1483 (中文) / (852) 3580 1484 (English)  
電郵 Email : [dpms\\_enquiry@customs.gov.hk](mailto:dpms_enquiry@customs.gov.hk)

**網上遞交**  
**By online submission**

<https://www.drs.customs.gov.hk>