

- Application for License
- Update of License Details

License Number: \_\_\_\_\_

## **Kimberley Process Certification Scheme**

### **Operating License for Rough Diamond Economic Activities**

### **Application Form**

### **Guide to Completion**

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- Please read the notes carefully before filling in this form.
  - For updating details, please fill in the enterprise name and current Operating License number for Rough Diamond Economic Activities, and the parts to be updated.
  - Submission method: Rua Dr. Pedro José Lobo, 1-3, Luso International Bank Building, 2/F, Macao (online pre-application filing at <http://www.dsedt.gov.mo> is compulsory).

<b>Personal Information Collection Statement</b>	
◇	Personal information provided in this application form may be used by the Economic and Technological Development Bureau (DSEDТ) for meeting its obligation under the Law on Implementation of the Kimberley Process Certification Scheme for the International Trade in Rough Diamonds.
◇	For the fulfilment of legal obligations, personal information may also be transferred to the relevant competent authorities.
◇	Applicants have the right to, in accordance with law, request accessing, correcting or updating their personal information kept with DSEDТ.
◇	Applicants' personal information will be kept confidential and in safe custody until such information is destroyed or sealed after use or expiry of retention period as required.

**Part I: Applicant's Basic Information**

**Name of Enterprise or Sole Proprietor**

Chinese	- Legal person (company or organization): please fill in the company name and address (domicile) as stated in the business registration. - Sole proprietor: please fill in the taxpayer name and address (domicile) as stated in business tax Form M/1 - New Registration/Amendment Form ("Form M/1").	Taxpayer No.
Portuguese		
English		
Address	Chinese	Please fill in the taxpayer number as stated in Form M/1.
	Portuguese	
Telephone		
E-mail		

**Name of Business Establishment**

Chinese	- Please fill in the name and address of establishment (Chinese and Portuguese) as stated in Form M/1. - The English name filled in shall have been stated in Form M/1. - If Portuguese and English names are filled in, use a <input checked="" type="checkbox"/> to mark the company name chosen to be shown on the Kimberley Process Certificate and Import/Export License in future. - Address in Portuguese must be filled in, to be used as the address shown on the Kimberley Process Certificate and Import/Export License.	Business Tax Registration No.	
Portuguese			<input type="checkbox"/> For use of
English			<input type="checkbox"/> For use of
Address	Chinese	Please fill in the establishment registration (business tax registration) number as stated in Form M/1.	
	Portuguese		
Telephone			
E-mail			

Apply also for Registration for Controlled Foreign Trade Operations with the information provided in this application form

Already have a Registration for Controlled Foreign Trade Operations

Registration for controlled foreign trade operations is required prior to conducting import/export/transit/transshipment activities. Please use a  to mark whether to also apply for such registration.

**Rough Diamond Economic Activities**

(Please put a "✓" in the appropriate box, you may choose more than one)

Import & Export       Purchase & Sale       Transportation

Transit & Transshipment, Transshipment Activity License Number: \_\_\_\_\_

A Transshipment Activity License issued by the DSED is required for conducting transit/transshipment activities.

**Information of Sole Proprietor /Administrator(s)**

Name of Sole Proprietor/ Administrator <sup>Note2</sup> (Please write in BLOCK LETTERS)	Nationality	Macao ID Card Number/
1.	- Sole proprietor: please provide details of the responsible person of the business. - Legal person (company or organization): please provide details of all the administrator(s) as stated in the business registration. - If there is insufficient space, you may submit the details as an attachment and specify in Part IV of this Application Form.	
2.		
3.		

4.			
5.			

Note<sup>2</sup> If the applicant is a legal person, please provide all the identification details of the administrator(s). If there is insufficient space, please submit the additional information as attachment.

**Part II: Details of Authorized Operator(s) of Controlled Foreign Trade Operations<sup>Note3</sup>**

Name	
Name	
Name	

Note<sup>3</sup> The details shall be consistent with the Telecommunications Bureau.  
 If the abovementioned person(s) is/are not the sole person authorized to conduct controlled foreign trade operations, please provide the name and address of the attorney authorizing this/these third party(ies) to conduct controlled foreign trade operations on behalf of the applicant as an authorized person(s). (Original copy(ies) must be provided.)

– As required by law, documents required for the application for Kimberley Process Certificate, Import License, Export License or Transit License shall be submitted through the EDI system.

– The application for the above licenses shall be signed by person(s) authorized to conduct controlled foreign trade operations (please fill in details of the Qualified Electronic Signature user(s), who can submit applications on behalf of the company).

– If there is insufficient space, you may submit the details as an attachment and specify in Part IV of this Application Form.

**Part III: Contact Person (will be notified of the application status)**

Name	
Telephone	
Fax	

I agree to receive text message notifications from the DSEDT.

Please choose a language:  Chinese  Portuguese  English

– The DSEDT will give notifications regarding the application via e-mail. Use a  to signify acceptance of receiving notifications also via SMS messages.

– Use a  to select the preferred language of the notifications. (E-mail and SMS messages will be issued in the same language).

**Part IV: Supporting documents (Please put a “√” in the appropriate box)**

ID document copy of sole proprietor/administrator(s)/authorized person(s), in total \_\_\_ copy(ies) (ID document(s) shall include signature)

Original copy of the Power of Attorney, in total \_\_\_ copy(ies) (if any)

Macao SAR Certificate of Criminal Record or equivalent documents, in total \_\_\_ copy(ies)

Declaration of non-bankruptcy and non-insolvency

Others, please specify: (e.g. Additional information of identification details of administrators as attachment)

1.	
2.	
3.	

– Certificates of Criminal Record or equivalent documents of all administrators shall be submitted.

– Declaration of non-bankruptcy and non-insolvency shall be submitted. If the applicant is a legal person, the administrator(s) shall declare the non-bankruptcy and non-insolvency of the company’s office holder(s).

– If applicable, please attach the following document(s):

- Original or certified copy of journal (i.e. shareholders’ meeting minutes).

**Part V: Signature and declaration**

I hereby declare that:

1. all information written and provided in this application form is true.
2. I will immediately notify the DSEDТ of any changes to the details provided.
3. I  agree /  do not agree to the DSEDТ to assist in obtaining the information required for processing this application from the Legal Affairs Bureau (DSAJ) and the Financial Services Bureau (DSF).

- Please mark with a  in the appropriate box.
- If you choose “do not agree”, the following attachments are required when submitting the application:
  - (1) Copy of business tax Form M/1 - New Registration/Amendment Form (sole proprietor) or Copies of Form M/1 and business registration (legal person);
  - (2) Certificate Of Non-Tax Delinquency in the Macao SAR.

Applicant’s Signature(s)

Date :

Year

- Sole proprietor: to be signed by the responsible person himself/herself or by the authorized person.
- Legal person (company or other organizations): to be signed by the competent administrator(s) or the authorized person(s).