



香港珠寶玉石廠商會
HONG KONG JEWELLERY & JADE MANUFACTURERS ASSOCIATION

九龍紅磡民裕街 41 號凱旋工商中心第一期十二樓 A 座

Flat A, 12/F., Kaiser Estate Phase 1, 41 Man Yue Street, Hunghom, Kowloon

Tel: (852) 2543 0543 / 2334 4311 Fax: (852) 2815 0164 / 2764 1956 Email: ridqm@hkstar.com

Account Opening Procedures

Full Members & Associate Members

Charter-Union Insurance Brokers Ltd (Mr. Edward Leung)

2 insurance companies for choice by Members

Wing Lung Insurance Co. Ltd.

Tugu Insurance Co. Ltd.

Guarantee period 60 days (from date of application and including Saturdays, Sundays and Public Holidays)

Guarantee period 45 days (from date of application and including Saturdays, Sundays and Public Holidays)

Eligibility for Account Opening

Members under 3 years MUST submit copies of Financial Report of the latest 3 years and Business Registration Certificate. Members of 3 years and over can waive submission of Financial Report

All Members MUST submit copies of Financial Report of the latest 3 years and Business Registration Certificate

Copies of Financial Report and Business Registration Certificate will be handed to the insurance company for reference

Await Wing Lung's approval (needs about 1 week)

Await Tugu's approval (needs about 2 to 3 weeks)

Application approved

Application not approved

Application approved

Application not approved

HKJJA will notify Member by letter regarding application approval and the maximum guaranteed amount.

HKJJA will fax Wing Lung's reply to Member

HKJJA will notify Member by letter regarding application approval and the maximum guaranteed amount.

HKJJA will fax Tugu's reply to Member

Member to sign the Deed of Indemnity, of company and individual respectively, and return to HKJJA

Member to sign the Deed of Indemnity, of company and individual respectively, and return to HKJJA

All above submitted documents will be kept by the insurance company

All above submitted documents will be kept by the insurance company

Completion of account opening



Procedures and Notes for ATA Carnet Application

One day before application of ATA Carnet, the Member should fax the Super Carnet Guarantee Service Application Form to HKJJA, who will notify the insurance company to prepare the Carnets Insurance Company Guarantee.

Before 9:30 a.m. (MUST) on the following day, the following completed ORIGINAL documents are to be delivered to HKJJA.

1. Super Carnet Guarantee Service Application Form (**MUST bear authorized signature and company stamp*)
2. HKGCC - Carnet (International Customs) Application Form (**Must bear authorized signature and company stamp*)
3. HKGCC - Colour Form (**Must be completed in both Chinese and English if goods are China-bound**)
 - > Green - 1 set (of 2 copies) (**Must bear authorized signature and company stamp*)
 - > Yellow - 1 set (of 2 copies)
 - > White - 1 set (of 2 copies) (for over one destination countries, 1 set each for every additional country, e.g. 2 sets for 2 countries)
 - > Blue - 1 set (of 2 copies) (For European countries only, 1 set for each destination country,
EXCEPTION for Italy & Czech Republic requesting 2 sets of Blue Forms)

(* Blue Form is essential for entering European countries. It is advised that Blue Forms also to be prepared for transit ports, where Customs & Excise officials may request document examination. Each page should be marked "Carried Forward" and "Brought Forward")

NB: Above colours form be duly prepared with information of company full name & address, name of authorized representative, intended use of goods, trade description of goods & markets & numbers, number of pieces, value and country of origin.

4. Member company's letter of authorization (**Must be completed in both Chinese and English if goods are China-bound**)
(**Must bear authorized signature and company stamp*)
5. Two checks (one payable to HKJJA, one payable to HKGCC) (**Must be Member company's company check; post-dated checks / personal checks not acceptable; must bear authorized signature and company stamp*)

HKJJA will check the documents and then have them delivered to HKGCC for approval by the insurance company

3 working days required from submission of application form (with documents) to issuance of ATA Carnet (excluding Saturdays, Sundays and Public Holidays)

After issuance of ATA Carnet, HKJJA will by phone notify member company, who need to collect and sign receipt of Carnet with round company stamp.
(Members are responsible for verifying accurateness and completeness of contents of ATA Carnet and the forms)

Wing Lung Insurance Co. Ltd.	Guarantee period 60 days (including Saturdays, Sundays and Public Holidays)
Tugu Insurance Co. Ltd.	Guarantee period 45 days (including Saturdays, Sundays and Public Holidays)

Members must deliver the used ATA Carnet to HKJJA 15 working days before expiry of the guarantee period (excluding Saturdays, Sundays and Public Holidays). HKJJA will then forward it to HKGCC, who needs about two weeks for verification before discharging the Carnets Insurance Company Guarantee. If the ATA Carnet is not returned on time, an Extension Fee (Guaranteed amount x 0.04%) will be charged by the insurance company and to be paid on a "weekly" basis disregarding the number of delayed days in the week.

HKGCC, after verifying the documents, will fax notify the member company, who must bring the round company stamp for collection of the Carnet Insurance Company Guarantee at HKGCC.

Member company to return the original Carnets Insurance Company Guarantee to the Association for forwarding to the insurance company for cancellation of the guaranteed amount.

Completion of all procedures