



《入會申請須知》

Membership Application Guidelines

香港珠寶製造業廠商會

Hong Kong Jewelry Manufacturers' Association

Established in 1988



入會簡章

Application for Membership

一. 會員類別:

1. 普通會員
2. 附屬會員
3. 資訊服務會員

二. 會員資格:

1. **普通會員資格:** 凡本港註冊之珠寶製造廠商, 在本港或內地擁有珠寶製造或加工場(以獨資/搭牌形式); 從事生產或加工珠寶首飾, 即可申請成為普通會員。
2. **附屬會員資格:** 凡本港註冊之公司而在香港或內地沒有珠寶製造或加工廠的公司或並非為珠寶製造商(例如寶石供應商、出入口商等)均可申請成為附屬會員。
3. **資訊服務會員:** 凡本港註冊公司而與珠寶業有關之行業, 如珠寶保險、展覽、刊物出版社, 機械機器等等。
 - 所有申請必須得到本會兩家普通會員公司作推薦人。
 - 如申請公司成立未滿一年者, 必須提交多一位本會現職理事或執委作為額外的推薦人。
 - 所有申請公司必須在港聘用最少三位香港永久性居民為全職僱員。
 - 申請公司之股份 / 擁有權必須有 50%或以上由香港永久性居民所擁有。

三. 權利: (詳情請參閱第六頁)

1. **普通會員及附屬會員**
 - 享用商會一切設施。
 - 享有商會舉辦各種活動或服務之利益。
 - 出席週年全體會員大會, 並於會上有表決權。
2. **資訊服務會員**
 - 享用商會一切設施。
 - 享有商會部份活動或服務之利益, 並不包括本會所代理之海外展覽會或/及本地主辦之展覽會(例如, 美國 JCK 展覽會, 香港國際珠寶廠商展覽會等)及國際臨時免稅進口特許證(ATA Carnet)。
 - 出席週年全體會員大會, 但沒有動議權及表決權。

四. 義務:

1. **繳付入會費:** (詳情請參閱第三頁)
 - 普通會員及附屬會員: 港幣 \$38,000
 - 資訊服務會員: 港幣 \$3,800
2. **繳付年費:** 每年一月一日每家會員需按時繳付年費, 新入會之會員則按成功入會之季節而計算應繳之年費
 - 普通會員及附屬會員: 港幣 \$6,800
 - 資訊服務會員: 港幣 \$1,800
3. 若會員公司股東架構有所變動時, 會員須於 **3 個月** 內以書面形式通知本會。
4. 遵守本會規章。

A. Membership Types:

1. Ordinary Member
2. Associate Member
3. Information Service Member

B. Requirements:

1. **Ordinary Members:** Applicants must be Hong Kong registered companies those are directly engaged in jewelry manufacturing and OWN a factory in either Hong Kong or Mainland China. (Sole Proprietorship / Joint-venture)
2. **Associate Members:** Applicants must be Hong Kong companies those DO NOT own a factory in Hong Kong or Mainland China or are non-fine jewelry manufacturers (e.g. Gemstone or display suppliers, trading company or retailers)
3. **Information Service Members:** Applicants must be Hong Kong registered companies those are engaged in jewelry-related business such as jewelry insurance brokers, publishers, machinery and tool suppliers etc.
 - All applicants must seek 2 Ordinary Members of HKJMA to propose their admission.
 - Applicants established less than 1 year must also seek 1 General Committee Member or Executive Committee Member of HKJMA as an extra referee to propose their admission.
 - All applicants must employ at least 3 full-time Hong Kong permanent resident.
 - 50% of share / ownership of the company must be owned by Hong Kong permanent resident.

C. Rights: (Ref to p.6 for details)

1. **Ordinary Members & Associate Members**
 - Use all facilities of the Association;
 - Enjoy all benefits and welfare provided by the Association;
 - Attend and vote at Annual General Meeting.
2. **Information Service Members**
 - Use all facilities of the Association;
 - Can enjoy many benefits and welfare provided by the Association, however, they CANNOT enjoy the Ordinary/ Associate members privileges when they are participating the overseas delegation(s) or local exhibition(s) solely organized by HKJMA. e.g. JCK show, Hong Kong International Jewelry Manufacturers' Exhibition as well as the ATA Carnet service.
 - Attend the Annual General Meeting WITHOUT the right to propose and vote.

D. Duties:

1. All members must pay an Entrance Fee: (Ref to p.3 for details)
 - **Ordinary Members & Associate Members:** HK\$ 38,000
 - **Information Service Members:** HK\$ 3,800
2. All members must pay Annual Subscriptions: shall be payable on or before 1st January. Members who join later than 1st January shall pay a quarter of annual subscription for each season.
 - **Ordinary & Associate Members:** HK\$ 6,800
 - **Information Service Members:** HK\$ 1,800
3. Members must inform the Association in written within 3 months in case of any change in company's ownership structure.
4. All members shall abide by the regulations of the Association.

請於填寫《入會申請表》前細心閱讀以下資料

Please read the following information carefully before filling the Application Form

入會簡章

Application for Membership

五. 其他:

1. 申請人及商號資料，本會完全保密。
2. 本會保留調整各項收費之權利。

E. Others:

1. The Association will keep information about applicants confidential.
2. The Association has the right to adjust the Entrance Fee and Annual Subscription when it is deemed necessary.

六. 入會費及年費 Entrance Fee and Annual Subscription Fee:

| 會員類別 Type of Membership | 入會費 Entrance Fee | 年費 Annual Subscription* |
|-----------------------------------------------------|------------------|-------------------------|
| 普通會員 及 附屬會員 Ordinary Member and Associate Member | HK\$ 38,000 | HK\$6,800 |
| 資訊服務會員 Information Service Member | HK\$ 3,800 | HK\$1,800 |

*首年年費按成功申請入會月份而定，請參考下表 (The first year subscription fee is subject to the month of successful application)

首年入會應繳之年費 The first year subscription to be submitted

| 會員類別 Type of Membership | 申請入會日期 Application Period | | | |
|-----------------------------------------------------|---------------------------|----------------|----------------|----------------|
| | Jan 1 – Mar 31 | Apr 1 – Jun 30 | Jul 1 – Sep 31 | Oct 1 – Dec 31 |
| 普通會員 及 附屬會員 Ordinary Member and Associate Member | HK\$6,800 | HK\$5,100 | HK\$3,400 | HK\$1,700 |
| 資訊服務會員 Information Service Member | HK\$1,800 | HK\$1,350 | HK\$900 | HK\$450 |

支票抬頭請寫「香港珠寶製造業廠商會有限公司」

The crossed Cheque should be made payable to "HONG KONG JEWELRY MANUFACTURERS' ASSOCIATION LTD."

入會程序 APPLICATION PROCEDURE

1. 申請者先須填妥入會申請表及預備以下證明文件

1. The Applicant shall fill in the membership application form and submits the following documents.

| 有限公司適用 | |
|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| I. | 入會申請表正本 |
| II. | *經確認之商業登記証副本 |
| III. | *經確認之周年申報表副本或董事及秘書通知書副本(Form D)或公司註冊處發出之公司資料報告正本 |
| IV. | *經確認之公司章程與細則正本 |
| V. | 強積金服務機構發出之僱員人數證明文件正本及經由政府機構所發出的身份證明文件副本 |
| VI. | 公司股份擁有人(持 50%或以上) 之身份證明文件副本 |
| VII. | 廠牌證明 (如欲申請成爲普通會員) [#] ： 香港工場：工場有效之商業登記証副本 [#] 中國內地廠房： ✧ 獨資廠房：經由本地執業會計師或律師確認有效之營業執照副本 [#] ✧ 與內地工場掛鈎：經由本地執業會計師或律師確認有效之來料加工合同副本 [#] [#] 以上文件須蓋上公司印及負責人簽署 |

| FOR LIMITED COMPANY | |
|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| I. | Membership Application Form |
| II. | *Certified True Copy of Business Registration Certificate |
| III. | *Certified True Copy of latest Annual Return or Notification of Secretary & Director (Form D) or Original of Company Particulars Report |
| IV. | *Certified True Copy of Memorandum and Articles (M&A) |
| V. | Certification of head count issued by MPF Service provider & I.D. copies issued by government authority |
| VI. | ID copy of share holder(s) (with above 50% shares) |
| VII. | Factory Certification (If apply for Ordinary Membership): Hong Kong Factory: Certified True Copy of Business Registration [#] China Factory: ✧ Certified True Copy of Valid Business Registration [#] (For Sole Proprietor) ✧ Certified True Copy of contract of Processing Of Materials Provided by Foreign Clients [#] (For Joint-Venture Business) [#] Document listed above should be certified by company chop & authorized signature. |

| 無限公司適用 | |
|--------|-----------------------------------------|
| I. | 入會申請表正本 |
| II. | *經確認之有效之商業登記証副本 |
| III. | 稅務局發出之個人在香港經營業務的商業登記申請表格 1(a) 或 (c) 之正本 |
| IV. | 強積金服務機構發出之僱員人數證明文件正本及經由政府機構所發出的身份證明文件副本 |
| V. | 公司股份擁有人(持 50%或以上) 之身份證明文件副本 |
| VI. | 廠牌證明 (如欲申請成爲普通會員)：內容同上 |

| FOR UNLIMITED COMPANY | |
|-----------------------|---------------------------------------------------------------------------------------------------------|
| I. | Membership Application Form |
| II. | *Certified True Copy of valid Business Registration Certificate(BR) |
| III. | Form 1(a) or (C) issued by Inland Revenue Department |
| IV. | Certification of head count issued by MPF Service provider & I.D. copies issued by government authority |
| V. | ID copy of share holder(s) (with above 50% shares) |
| VI. | Factory Certification (If apply for Ordinary Membership): Details as above |

*須經由本地執業會計師或律師確認 Must be certified by local Certified Public Accountant (practising) or solicitor

2. 把申請表、證明文件及應付之入會費及年費（預計正式入會時所需的年費比例）之劃線支票郵寄或遞送至本會辦事處。支票抬頭請寫「香港珠寶製造業廠商會有限公司」

2. Submit the completed application form, required documents and a crossed cheque for the appropriate total amount of entrance fee and annual subscription fee (subject to the month of successful application) made payable to "HONG KONG JEWELRY MANUFACTURERS' ASSOCIATION LTD." to the HKJMA office.

3. 本會將初步審批文件，並會把申請者之公司基本資料(如地址，負責人等等)傳真給所有會員，公開諮詢各會員之意見；另外，亦會把公司股東資料傳真予『會籍事務小組』各成員作初步審閱。

3. HKJMA verify all documents first, then, will fax the general information of the applicant such as company name, address and the person in-charge to all members for consultation purpose. Apart from the general information, directors' information of the applicant will be fax to committee members of "Membership Affairs Committee" for their approve.

4. 若在 14 天諮詢期內本會收不到任何會員及小組成員之書面反對，本會職員將拜訪申請者之公司辦事處或香港廠房，並介紹本會之活動及服務。(備註：拜訪期間，受訪公司必須與本會到訪職員充分合作，提交有關文件、資料，証件正本/副本。)

4. After the consultation period (14 days), if HKJMA have not received any written objection from members and committee members, HKJMA staffs will visit the applicants' office or Hong Kong Factory to introduce the HKJMA activities and services. (Note: Applicants should fully cooperate with HKJMA staff that provides documents as requested.)

5. 拜訪完畢後，本會職員隨即呈交經已完成審核及符合條件之申請書、文件予『會籍事務小組』主席作初步審批。會籍小組主席可向其推薦人詢問有關申請人公司資料之權利。

5. After the visit, HKJMA staffs submit the applicant's documents to the chairman of the "Membership Affairs Committee" for first approval. Chairman of the "Membership Affairs Committee" shall consult the referees regarding applicants' information.

6. 待申請獲得小組主席批核後，隨即呈交予最近一次之執行委員會會議作最後審批。

6. Once the Chairman approves the application, it will be submitted to the most recent Executive Committee Meeting for final approval.

7. 最後本會將以書面形式通知申請者其申請結果。
〔一般整個過程約需時 60 天〕

7. HKJMA issues and sends a confirmation letter to the applicant and states the application result. (The whole procedure usually takes about 60 days.)

| 備註： | |
|-----|---------------------------------------------------------------------|
| 1. | 若呈交之文件未足以證明申請者乃從事與珠寶業有關之行業，本會有權要求申請者呈交其它證明文件，如公司業務及/或產品介紹刊物及/或宣傳資料。 |
| 2. | 會員在此申請表內填寫的所有資料只會用於會員服務，編制會員名錄及其他相關服務上，並不會用於任何非指明用途。 |
| 3. | 會方有權拒絕任何申請而不須作出理由，並退回有關支票。 |

| Remarks： | |
|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | If the documents submitted are not enough to prove that the applicant are in the jewelry-related business, the applicant has to submit extra evidential documents such as company profile and/or product catalogues and/or promotion materials. |
| 2. | Information collected in this form will be used for provision of member services, publication of directory and other related services. The data will not be used for any purposes other than specified. |
| 3. | HKJMA reserves the right to reject any applications without giving any reasons and return the cheque received therefor. |

| <p style="text-align: center;">會員權利 Member's Benefits</p> | <p style="text-align: center;">普通會員 Ordinary Member</p> | <p style="text-align: center;">附屬會員 Associate Member</p> | <p style="text-align: center;">資訊服務會員 Information Service Member</p> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|------------------------------------------------------------------|------------------------------------------------------------------------------|
| 1. 以會員優惠價參加 20 多個海外及本地主要珠寶展覽會 Enjoy member rates for over 20 overseas delegations and local jewelry exhibitions | ✓ | ✓ | ✗ |
| 2. 申請<ATA Carnet 擔保書> 服務享有高達港幣 1,000 萬元之免抵押擔保額 Apply <ATA Carnet Guarantee Service> with maximum HK\$10 millions of guarantee amount | ✓ | ✓ | ✗ |
| 3. 以會員優惠價於本會各種刊物內刊登廣告，如<香港珠寶快訊>及<香港珠寶工商業指南> Enjoy member's rate for advertising in HKJMA's publications e.g. <Hong Kong Jewelry Express> and <Hong Kong Jewelry Business Directory> | ✓ | ✓ | ✓ |
| 4. 每月免費得到收集了全球珠寶業資訊之<珠寶資訊+新聞> Free delivery of monthly bulletin "The Industry News" | ✓ | ✓ | ✓ |
| 5. 享用『香港珠寶科技中心』所提供的綜合珠寶科技及生產技術支援服務 Integrated technical supports offered by "The Hong Kong Jewelry Technology Centre" | ✓ | ✓ | ✓ |
| 6. 享用專為同業而設之『信用管理服務』 Enjoy "Credit Management Services" tailor-made for members ✧ 海外珠寶商信用資訊查詢服務 "Overseas Buyers' Credit Checking Service" ✧ 美國買家最新信用資訊 "USA Buyers' Claims Report & Bankruptcy Report" ✧ 催收欠款服務 "Debt Tracking Service" | ✓ | ✓ | ✓ |
| 7. 免費或以會員優惠價參加本會的各式題材之講座、研討會及培訓課程 Attending HKJMA's trade talks or seminars or training at member's rate or on free basis | ✓ | ✓ | ✓ |
| 8. 以合理價錢參加海外交流團，籍此親身認識國內外的政府及團體，並了解當地之實際投資情況 Participate in local or overseas delegations or study missions at reasonable costs. | ✓ | ✓ | ✓ |
| 9. 免費於全亞洲最大之珠寶商會網頁 www.jewelry.org.hk 上刊登您的公司及產品資料 Free promotion on Asian largest and interactive jewelry website www.jewelry.org.hk | ✓ | ✓ | ✓ |
| 10. 以會員優惠價透過本會"珠寶業人才招聘網站" www.jobs.jewelry.org.hk 刊登招聘廣告 Online job recruitment advertisement at www.jobs.jewelry.org.hk and enjoy member's rate. | ✓ | ✓ | ✓ |
| 11. 免費使用本會之圖書館及借閱館內專業書籍及期刊 Enjoy free Library Services. | ✓ | ✓ | ✓ |