



致各會員及珠寶公司：

**有關現有參展公司申請更改參展名稱程序及條款通知**

由即日起，本會將對現有參展公司申請轉名程序及條款作出更改（不適用於更改會籍名稱），此更改並應用於所有由本會舉辦的展覽會中。詳情如下：

- 申請條件：
- 新公司與舊公司的商業登記證號碼必須相同。
  - 新公司與舊公司的股份持有人必須相同。

行政費用： 港幣 780 元正或美金 100 元正

- 所需文件：
1. 更改參展名稱申請表
  2. 證明文件\*： 經確認之新、舊公司的商業登記證副本及公司資料報告

有限公司	無限公司
<ol style="list-style-type: none"> <li>1. 經由本地執業會計師或律師確認之有關公司轉名會議記錄副本</li> <li>2. 經公司註冊處確認的公司更改名稱證明書/ 法團成立表格 (NNC1)</li> </ol>	<ol style="list-style-type: none"> <li>1. 經由本地執業會計師或律師確認由稅務局發出之商業登記證申請表副本</li> </ol>

- 申請程序：
1. 申請者須提交更改參展名稱申請表、證明文件\*及繳付行政費之劃線支票，郵寄或親身遞交至本會辦事處。（支票抬頭：香港珠寶製造業廠商會有限公司）
  2. 本會負責職員會初步審批文件，並會把有關申請及文件呈交予管理層審批。
  3. 最後，本會將以書面形式通知申請者其申請結果。如獲成功批核，本會的負責職員會更新該公司於展覽中的參展年資記錄。

- 備 註：
1. 申請一經提交，不論審批結果是否成功，行政費用一律不會退還。
  2. 申請一經成功批核，申請公司不得再轉換其他參展名字或撤回申請。
  3. 轉名申請為一次性機制，如申請公司在歷屆展會中曾成功申請轉名，本會將不受理其再次轉名申請。

如閣下對此有任何查詢，歡迎致電+852 2766 3002 與本會展覽部聯絡，謝謝！

香港珠寶製造業廠商會 展覽部 謹啟

二零一九年五月八日



May 8, 2019

Dear Members/ Jewelers,

**Notice of Terms and Conditions of Application for  
Changing Participation Name of Existing Exhibiting Companies**

With immediate effect, there are changes on Terms and Conditions of application for changing participation name of existing exhibiting companies (Not applicable for changing type of HKJMA membership). This change applies on all exhibitions held by HKJMA. The detail is as below:

- Eligibility:
- The Business Registration Number of New Company and Old Company must be the same.
  - The Shareholder(s) of New Company and Old Company must be the same.

Administration Fee: HK\$780.00 or US\$100.00

- Required document:
1. Participation Name Change Request Form
  2. Supporting documents\*: A copy of New and Old company's valid Business Registration Certificate AND Particulars Report

Limited company	Unlimited company
<ol style="list-style-type: none"> <li>1. A copy of meeting minute about change of company name confirmed by a local certificated accountant or lawyer</li> <li>2. A copy of Certificate of Change of Name confirmed by Companies Registry/ Incorporation Form (NNC1)</li> </ol>	<ol style="list-style-type: none"> <li>1. A copy of application form of Business Registration Certificate confirmed by Inland Revenue Department</li> </ol>

- Application Procedure:
1. Applicants should submit the Participation Name Change Request Form, supporting documents\* and a cheque for administration fee by mail or by hand to HKJMA office.  
(Payee: Hong Kong Jewelry Manufacturers' Association Limited)
  2. Our staff-in-charge will check the documents and submit the application and relevant documents to senior management for approval.
  3. Applicants will be informed the result of application in writing. If the application is successfully approved, the company's participation record in the exhibition will be updated.

- Remark:
1. Administration Fee will not be refunded after submission, regardless of the result of application.
  2. Once the application is approved, it could not be withdrawn or cancelled.
  3. Each company could only apply for company name change ONCE. Prior successful applicants are not eligible to apply for Participation Name Change for the same exhibition again.

Should you have further inquiry regarding the above, please feel free to contact Exhibition Department at +852 2766 3002. Thank you!

Best regards,  
Exhibitor Department  
Hong Kong Jewelry Manufacturers' Association