HKJMA

香港珠寶製造業廠商會

《入會申請須知》

Membership Application Guidelines

香港珠寶 炫動全球
Hong Kong Jewelry Global Brilliancy

想掌握業界最新資訊？

Wish for the most up-to-date industry news?

想尋求更多開拓海外市場或發展品牌的商機？

Wish for the support in opening up new markets and brand building?

請加入成為 HKJMA 會員！
Let's Join HKJMA membership!

「香港珠寶製造業廠商會(HKJMA)」自 1988 年成立以來，一直致力為會員開拓市場和不同商機、提升行業的國際形象。多年來本會以團結同業，熱心社會事務，不斷提升和服務珠寶行業為工作目標。

Hong Kong Jewelry Manufacturers' Association (HKJMA) serving the jewelry industry and promoting Hong Kong jewelry internationally since 1988. Over the year, we united, care of our society and dedicated to add values for our members.

加入成為本會會員將能享有各種優惠及獲得珠寶業界的最新資訊，有助提高　貴司在業界的競爭力，當中包括以下會員優惠：
You may apply our membership to enjoy the member's benefits or obtain the latest jewelry industry news to improve your company's competitiveness. Our provided services & benefits are including:

- ✓ 以會員優惠參加多個海外及本地主要珠寶展覽會（只適用於普通 / 附屬會員）
  Enjoy member's rates for more overseas and local jewelry exhibitions. (For Ordinary & Associate members only)

- ✓ 申請「ATA Carnet擔保書」服務享有高達港幣1000萬元之免抵押擔保額（只適用於普通 / 附屬會員）
  Apply "ATA Carnet Guarantee Services" with maximum HKD 10 million of guarantee amount. (For Ordinary & Associate members only)

- ✓ 以會員優惠或免費參加商會舉辦之活動
  Enjoy member's rates or free to join our activities

- ✓ 免費得到收集了全球新珠寶資訊之<珠寶資訊+新聞網上版>
  Free access to <The Industry News-Online Version>

- ✓ 免費於全亞洲最大之珠寶商會網頁 www.jewelry.org.hk 上刊登　貴司及產品資料
  Free promotion on Asia largest and interactive jewelry website www.jewelry.org.hk

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

A. 會員類別 Membership Types

1. 普通會員 Ordinary Member
2. 附屬會員 Associate Member
3. 資訊服務會員 Information Service Member

B. 會員資格 Requirements

1. **普通會員資格 Ordinary Members：**

   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/掛靠形式)；從事生產或加工珠寶首飾，即可申請成為普通會員。
   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. **附屬會員資格 Associate Members：**

   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。
   Applicants must be Hong Kong registered 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. **資訊服務會員 Information Service Members：**

   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，機械儀器等等。
   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.

備註 Remarks：

- 所有申請必須得到本會**兩家**普通或附屬會員公司簽署推薦。
  All application requires **2** either Ordinary or Associate members support signatures.
- 如申請公司成立未滿一年者，必須提交多一位選舉委員會或執行理事會成員簽署推薦。
  For establishment less than 1 year, ONE additional Election Committee Member or Executive Director Committee Member signature is required.
- 申請公司必須在港聘用最少**三位**香港居民為全職僱員。**(註：申請資訊服務會員類別除外)**
  Applicants must employ at least 3 full-time Hong Kong resident.. **(Exception to the applicant of Information Service Member)**

C. 權利 Rights *(詳情請參閱第六頁 Ref to p.6 for details)*

D. 義務 Duties

1. 繳付入會費 Entrance Fee：(*詳情請參閱第三頁* Ref to p.3 for details)
   普通會員及附屬會員 **Ordinary Members & Associate Members**：HK $38,000
   資訊服務會員 **Information Service Members**：HK $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
   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.
   普通會員及附屬會員 **Ordinary & Associate Members**：港幣 $6,800
   資訊服務會員 **Information Service Members**：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。
   Members must inform the Association in written within 3 months in case of any change in company's ownership structure.

4. 遵守本會規章。
   All members shall abide by the regulations of the Association

入會簡章 APPLICATION FOR MEMBERSHIP

E. 其他 Others

1. 申請人及商號資料，本會完全保密。
   The Association will keep information about applicants confidential.

2. 本會保留調整各項收費之權利。
   The Association has the right to adjust the Entrance Fee and Annual Subscription when it is deemed necessary.

F. 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 30	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."

註：若有關會籍申請已獲批核，所有已繳付費用，在任何情況下均不獲退回。

Note: Once the membership application has been approved, all paid fees will not be refunded under any circumstances.

入會申請所需証明文件 MEMBERSHIP APPLICATION CHECK LIST

只適用於有限公司 For Limited Company

- ❑ 入會申請表正本 Original Membership Application Form
- ❑ 公司註冊証書副本 Copy of Company Certificate of Incorporation (CI)
- ❑ 經確認之商業登記証副本 Certified True Copy of Business Registration Certificate (BR)
- ❑ 經確認之周年申報表副本/ 法團成立表格(Form NC1)及董事及秘書通知書副本(Form D) / 公司註冊處發出之公司資料報告正本 Certified True Copy of latest Annual Return (AR)/ Incorporation Form (Form NC1) Notification of Secretary & Director (Form D) / Original of Company Particulars Report
- ❑ 經確認之公司章程及大綱正本 Certified True Copy of Memorandum and Articles (M&A)
- ❑ 入會費之劃線支票，支票抬頭請寫「香港珠寶製造業廠商會有限公司」
  Crossed cheque of entrance fee made payable to "HONG KONG JEWELRY MANUFACTURERS' ASSOCIATION LTD."

只適用於申請普通及附屬會員類別
Applicable to the applicants of Ordinary and Associate Member

- ❑ 積金服務機構發出之僱員人數証明文件副本
  Copy of Participation Certification issued by MPF
- ❑ 3 位公司全職僱員之香港身份証明文件
  HK I.D. Copy of 3 full-time employees
- ❑ 至少一位公司東主及/或公司代表人之身份証明文件副本
  At least one director and/ or owners' identity documents copy(s)

只適用於無限公司 For Unlimited Company

- ❑ 入會申請表正本 Original Membership Application Form
- ❑ 經確認之商業登記証副本 Certified True Copy of Business Registration Certificate (BR)
- ❑ 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
  Form 1(a) or (C) issued by Inland Revenue Department
- ❑ 入會費之劃線支票，支票抬頭請寫「香港珠寶製造業廠商會有限公司」
  Crossed cheque of entrance fee made payable to "HONG KONG JEWELRY MANUFACTURERS' ASSOCIATION LTD."

只適用於申請普通及附屬會員類別
Applicable to the applicants of Ordinary and Associate Member

- ❑ 積金服務機構發出之僱員人數証明文件副本
  Copy of Participation Certification issued by MPF
- ❑ 3 位公司全職僱員之香港身份証明文件
  HK I.D. Copy of 3 full-time employees
- ❑公司擁有人及/或合伙人之身份証明文件副本
  Company owner and/ or partners' identity documents copy(s)

備註： 所有要求之身份証明文件副本，用作核實該公司股份擁有人或僱員為香港居民之身份。
Remarks: I.D. copies are used for verification of Hong Kong Resident Identity purpose only.

如欲申請成為普通會員須一併提交下列廠牌証明 Factory Certification (Applying for ORDINARY Member shall submit)

(A) 香港工場 Hong Kong Factory

- ❑ 工場有效之廠牌副本 Certified copy of Factory License

(B) 中國內地廠房 China Factory

- ❑ 國內營業執照副本 Certified True Copy of Mainland Business Registration
- ❑ 來料加工合同副本 Certified True Copy of Sub-contract of Processing

備註： 由本地認可專業人士簽署副本或提交正本予商會職員校對副本
Remarks: Certified copies either by recognized professionals or validated by HKJMA staffs with reference to original copies.

入會程序 APPLICATION PROCEDURE

1. 把申請表、証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」
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.

2. 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執行理事會名譽秘書進行 14 日諮詢期。名譽秘書可向其推薦人詢問有關申請人公司資料之權利。
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 the Honorary Secretary of "THE EXECUTIVE DIRECTOR COMMITTEE" for 14 days consultation. Honorary Secretary shall consult the referees regarding applicants' information.

3. 若在 14 天諮詢期內本會收不到任何會員及名譽秘書之書面反對， 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。)
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 corporate with HKJMA staff that provides documents as requested.)

4. 拜訪完畢後，本會職員隨即呈交經已完成審核及合符條件之申請書、文件呈交予最接近的執行理事會會議作最後審批。
After the visit, HKJMA staffs submit the applicant's documents to the most recent Executive Director Committee Meeting for final approval.

5. 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）
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 Remarks：

1. 若呈交之文件未足以証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証明文件，如公司業務及/或產品介紹刊物及/或宣傳資料。
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. 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。
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. 會方有權拒絕任何申請而不須作出理由，並退回有關支票。
HKJMA reserves the right to reject any applications without giving any reasons and return the cheque received therefor.

4. 如入會申請不被接納，申請人所提交之所有文件(申請表除外)將一概退回。
All the submitted documents (except application form) will be returned if the membership application has been rejected..

5. 如會員申請退會或終止會籍，會員於申請入會時所提交之文件 (申請表除外)將於每年度終結時一概銷毀。
All the submitted documents (except application form) will be destroyed at the end of year if the members apply for withdrawal or termination of membership.

申請人在提交表格後，如更改或查詢個人資料，請與會員部職員聯絡，電話：2766 3002。
For correction of access to data after submission of application form, please contact our Membership Department at 2766 3002.

會員權利 Member's Benefits	普通會員 Ordinary Member	附屬會員 Associate Member	資訊服務會員 Information Service Member
1. 以會員優惠價參加 10 多個海外及本地主要珠寶展覽會 Enjoy member's rates for over 10 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 million of guarantee amount	✓	✓	✗
3. 於全體會員周年大會上享有表決權 Vote at Annual General Meeting	✓	✓	✗
4. 出席全體會員周年大會 Attend at Annual General Meeting	✓	✓	✓
5. 以會員優惠價於本會各種刊物內刊登廣告，如<香港珠寶工商業指南> Enjoy member's rate for advertising in HKJMA's publications e.g. <Hong Kong Jewelry Business Directory>	✓	✓	✓
6. 免費得到收集了全球新珠寶資訊之<珠寶資訊+新聞網上版> Free access to <The Industry News-Online Version>	✓	✓	✓
7. 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"	✓	✓	✓
8. 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	✓	✓	✓
9. 以合理價錢參加海外交流團， 藉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	✓	✓	✓
10. 以優惠價錢或免費參加本會舉辦之活動(會員專題聚會、高爾夫球隊等)、講座、聯歡會及晚宴 Enjoy Member's rate or free to join our activities (e.g. members gathering, JMA golf team etc.), seminars, parties and Anniversary Dinner	✓	✓	✓
11. 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	✓	✓	✓
12. 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	✓	✓	✓

HKJMA

香港珠寶製造業廠商會

香港珠寶製造業廠商會

Hong Kong Jewelry Manufacturers' Association

查詢 Enquiry：

香港九龍紅磡民裕街 51 號凱旋工商中心第 2 期 2 字樓 G 室

Unit G, 2/F., Kaiser Estate Phase 2, 51 Man Yue Street, Hunghom, Kowloon, Hong Kong

電話 Tel: 2766 3002　傳真 Fax: 2362 3647　電郵 Email: mservice@jewelry.org.hk