

Submission of **Cash Transaction Report** by using the Dealers in Precious Metals and Stones Registration System (DRS)*

* www.drs.customs.gov.hk

Step One Creation of DRS User Account

(Demonstration)



- Click [Create Account] from DRS website



- Click [Create Non-Hong Kong User Account]
- Read the “Terms and Conditions”
- Click the box to accept the “Terms and Conditions”

Notes about Personal Data

5. The dealer in precious metals and stones acknowledges that the personal data contained in the registration and application of any function in the DRS and any change to such data from time to time will be used by CAED for the following purposes:

- to administer the AMLD;
- to enforce relevant provisions of the AMLD (including relevant conditions of DPMS registrants);
- to facilitate communication between CAED and the dealer in precious metals and stones; and
- for administrative purposes such as compiling statistics and conducting research.

6. The dealer in precious metals and stones has a right of access and correction with respect to personal data in accordance with the respective provisions of the Personal Data (Privacy) Ordinance.

☐ I have read and understood the statement.

NO, I DECLINE YES, I ACCEPT

- Input account details (**All * shall be provided, including the email address**)
- Input User Information (i.e. User ID and Password)

Contact Telephone No. *: (85 2) 23456790

User Information

User ID *: • 6 to 10 characters

Password *: • 8 to 16 characters with mixed-case alphabetic characters, numerals and special characters

Confirm Password *: • Cannot be the same as User ID

BACK NEXT

- Click [ADD] to upload supporting documents

“Supporting Document for Non Domestic Account Creation”

A copy of the Identity document (HKID, Passport, Other Travel Document) *

A copy of the Authorisation Letter

Acceptable file format:
Image type: PDF, JPEG, GIF or TIFF (RAW, LZW, JPEG, CCITT-G4)
Image resolution: 200dpi or above
File size: 2Mbytes or below for each file

BACK NEXT

- Input the verification code and click [CONFIRM]

“Supporting Document for Non Domestic Account Creation”

Please input the verification code:

BACK CONFIRM

- A confirmation email will be sent to your email address. Please click the account activation link in the email to activate your account

Step Two Submission of Cash Transaction Report

(Demonstration)



- Click [Login] from DRS Website



- Input User ID and Password to login
- Click [Submit Cash Transaction Report]
- Read the “Terms and Conditions”
- Click the box to accept the “Terms and Conditions”
- Select type of the dealer (Individual or legal person) and input **Part I** (Basic information of the dealer) (**All * shall be provided**)

Part I - Basic information of the dealer

A dealer can be an individual or a company/corporation/legal person other than an individual, who makes or receives any payment in the transaction.

Please select type of the dealer:

☒ Dealer (Individual)

☐ Dealer (company/corporation/legal person other than an individual)

- Input **Part II** (Travel information of the dealer)
- Input **Part III** (Information on the transaction) (**Important Note: Please pay attention to the statutory time limits for report submission^**)
- Select type of the customer and input **Part IV** (Basic information of the customer)

Part IV - Basic information of the customer

A customer means any person being the counterparty of the dealer who makes or receives any payment in the transaction. Customer can be an individual or a company/corporation/legal person other than an individual.

☒ Customer (Individual)

☐ Customer (company/corporation/legal person other than an individual)

- Click [SAVE] after completion
- Review submission details
- Click the box to read the personal information collection declaration and accept in **Part V**

Part V - Declaration by the dealer (Individual) or the person acting on behalf of the dealer (Company/corporate/legal person other than an individual)

☐ I have read the statement below and the Personal Information Collection Statement thereto, and I agree with my knowledge and belief.

2. I hereby declare that the dealer is a Non-Hong Kong Precious Metals and Stones Dealer defined as the Notes for Attention of this form.

3. I have read the Anti-Money Laundering and Counter-Terrorist Financing Ordinance Chapter 615 (hereinafter referred to as “the AMLD”) and the Anti-Money Laundering and Counter-Terrorist Financing (Amendment) Ordinance 2022, Ordinance No. 15 of 2022, Laws of Hong Kong. I understand that section 32ZV of the AMLD provides that any person who (1) makes a statement that is false or misleading in a material particular; and knows that, or is reckless as to whether, the statement is false or misleading in a material particular; or (2) omits a material particular from a statement with the result that the statement is rendered false or misleading; and knows that, or is reckless as to whether, the material particular is omitted from the statement, commits an offence and is liable on conviction to a fine of \$50,000 and imprisonment for 6 months.

4. I have read the Notes for Attention stated of this form and the Personal Information Collection Statement and understand the content stated therein.

PRINT NO, I DECLINE YES, I ACCEPT

- Submission of the Cash Transaction Report is completed

[^] Dealers are required to submit to Hong Kong Customs a cash transaction report within one day after the transaction, or before the dealer or the person acting on behalf of the dealer leaves Hong Kong, whichever is earlier.