



Reg No: _____

File No: _____

Assay Office

Ministry of Industrial Development, SMEs and Cooperatives

The Jewellery Act 2007

APPLICATION FOR RENEWAL OF REGISTRATION AS DEALER IN JEWELLERY

1. (a) Name of Applicant:-----
Address of Applicant:-----

(b) (where the applicant is a company or société)
Name and position of person applying on behalf of company or société:--

2. (a) Name of trade business:-----

(b) Address of place of business:-----

(c) Nature of trade:-----

(d) Number of other places of business :------
(Specify on an accompanying sheet the address of all places of business)

3. Nature of Activity:-----

4. Type of jewellery:**:-----
**(gold, silver, platinum)

5. Status of applicant*: Individual Company Société

6. Telephone:----- Mobile No:-----
Fax:----- Email:-----

7. Does any manufacturer/dealer perform subcontracting work on your behalf?*

Yes No

8. Do you perform subcontracting work for any dealer?*

Yes No

9. No. of persons employed:

Workers

Administrative Staff

Total

10. Do you require a Sponsor's mark?*

Yes No

11. Declaration of applicant –

I,....., hereby declare that all the particulars and information given in this form are true and complete.

Dated this..... day year.....

Signature of applicant:-.....

Capacity in which acting:-.....

***Tick as appropriate**

FOR OFFICIAL USE		
1.	Date Received	
2.	NIC No.	
3.	Birth Certificate	
4.	Cert. of Incorporation No.	
5.	Approved for payment	
6.	Payment made	
7.	Initials allocated for SM	
8.	Approval of Initials for SM	
9.	Approval of Registration	
10.	Issue of Certificate	

Processing of the Renewal of Registration

SN	Task	Reference No./Date	Signature
1.	Validity of Trade Fee Receipt		
2.	Receipt for Payment of Annual Registration/ Certificate of Current Standing (Company)		
3.	Update Assay System		
4.	Validation of System		
5.	Printing of Certificate		