



## INFORMATION ON APPLICATION FOR REGISTRATION AS DEALER [FOR INDIVIDUAL]

**Application for registration as dealer is a three-step process:**

- **STEP 1: Documents (Original) to be submitted at time of Application for Registration:**
  - (i) Birth Certificate;
  - (ii) Identity Card;
  - (iii) Business Registration Card issued under Section 8(2) of the Business Registration Act 2002. – to deal in jewellery, and where applicable, the receipt of payment for amendment to the Business Registration Card; and
  - (iv) Trade Fee Receipt issued by the Corporate and Business Registration Department (Companies Division) – to deal in jewellery, where applicable.
- **STEP 2: Documents (original) to be submitted for “fit and proper” exercise:**
  - (i) Bank Reference Letter;
  - (ii) Qualifications and experience, including inter alia certificates and reference letters; and
  - (iii) Certificate of character (not more than 3 months).

*Note: (a) Relevant documents, as listed above, shall be submitted together with the completed “fit and proper” person questionnaire in order to conduct the “fit and proper” exercise. Incomplete submission of the documents will not be accepted by the Assay Office and this will delay the processing of the application.*

*(b) Apart from the above documents, additional documents may be requested by the Assay Office for carrying the “fit and proper” person assessment.*

- **STEP 3: Payment of Registration Fee upon notification**

Nature of Activity		Fees (Rs)
<b>Type 1 -</b>	Dealing in jewellery, precious metals, precious or semi-precious stones, except exports of melted precious metal, scrap precious metal and second-hand jewellery, excluding industrial waste generated by manufacturers of jewellery.	3,000/.
<b>Type 2 -</b>	Dealing in jewellery, precious metals, precious or semi-precious stones, including exports of melted precious metal, scrap precious metal and second-hand jewellery, excluding industrial waste generated by manufacturers of jewellery.	150,000/.

**Registration of Outlet**

For each outlet, a fee of Rs 1000/. is applicable.

**Note: Incomplete or Inadequate filling of the form will not be accepted by the Assay Office**

**If you need further information, please contact the Assay Office**

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**Website: [www.assayoffice.org](http://www.assayoffice.org)**