



CUSTOMS AND EXCISE DEPARTMENT

**Anti-Money Laundering and Counter-Terrorist
Financing Ordinance
Chapter 615, Laws of Hong Kong**

Guidance Notes

Form 1

Application for a Money Service Operator Licence

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CUSTOMS AND EXCISE DEPARTMENT

Anti-Money Laundering and Counter-Terrorist Financing Ordinance Chapter 615, Laws of Hong Kong

Guidance Notes on Form 1 Application for a Money Service Operator Licence

Part A - General Information

1. Introduction

1.1 Statutory Requirements

Under the Anti-Money Laundering and Counter-Terrorist Financing Ordinance, Chapter 615 (AMLO), any person who wishes to operate a money service, namely a money changing and / or a remittance service as a business, is required to obtain an MSO licence from the Commissioner of Customs and Excise (CCE). The licensing requirement will not apply to business entities operating money changing or remittance service incidental to transactions related to their main business (e.g. retail businesses accepting foreign currencies in transactions) and money changing service operating in hotel by a person who manages the hotel for the convenience of guests consisting solely of transactions for the purchase of non-Hong Kong currencies in exchange for Hong Kong currency. Under section 29 of the AMLO, any person who operates a money service without a valid licence commits an offence and is liable on conviction to a fine of \$1,000,000 and to imprisonment for 2 years.

2. Eligibility Criteria

- 2.1 Under section 30 of the AMLO, an application for grant of an MSO licence must be made to the CCE in the specified form and manner and accompanied by an application fee specified in Schedule 3 of the AMLO. For details of the application fee, please refer to [Appendix A](#). The CCE may grant a licence to an applicant only if the CCE is satisfied that the sole proprietor / each partner / each director and the ultimate owner (if any) of the applicant is a “fit and proper person” and the particular premises for the operation of the MSO business are considered by CCE to be suitable. For details of the Fit and Proper Person Criteria, please refer to [Appendix B](#).
- 2.2 Particular premises intended to be used for the operation of a money service should be suitable for such use. In case where the premises provided in application form are mixed commercial and residential premises, the applicant should obtain a written consent from every occupant, (a person who usually resides at the premises) for any authorized person as defined by section 8 of the AMLO to enter the premises for the purpose of exercising the powers under section 9 of the AMLO.

3. **Validity of an MSO Licence**

An MSO licence is normally valid for 2 years beginning on the date on which the licence is granted. However, subject to the discretion of the CCE, the validity of a licence may vary, depending on the circumstances of each and every case.

4. **Application**

4.1 **Application Forms and Appendices**

- (i) Application forms can be obtained from the Money Service Supervision Bureau (MSSB) of the Customs and Excise Department (C&ED) at Units 402-403, 4/F, Centre Parc, 11 Sheung Yuet Road, Kowloon Bay, Kowloon or downloaded from the C&ED website at https://eservices.customs.gov.hk/MSOS/index?request_locale=en.
- (ii) Type of Application Forms and Appendices:
 - Form 1 - Application Form for a Money Service Operator Licence and Annex
 - Form 3A - Fit and Proper Person Declaration Form for sole proprietor / partner / director / ultimate owner
 - Form 3B - Fit and Proper Person Declaration Form for corporate Partner / Director
 - Appendix I - Authorization (for retrieving personal information from the Hong Kong Police Force)
 - Appendix II - Authorization (for retrieving personal information from the Official Receiver)
 - Supplementary Information Sheet for Licensed Money Service Operators
- (iii) An applicant is required to submit **Form 1** with relevant **Annex**, **Supplementary Information Sheet** and **Form 3A** together with Appendices I & II for the sole proprietor, partner, director and ultimate owner, if any, who is an individual. Where there is any partner or director which is a corporation, an applicant is also required to submit **Form 3B** for such partner /director.
- (iv) For details of how to complete Forms 3A and 3B, please refer to the relevant Guidance Notes.

4.2 **Online Application**

An applicant may submit an electronic application form through the C&ED website at https://eservices.customs.gov.hk/MSOS/index?request_locale=en.

4.3 **In person or by post**

- (i) Please note that there is no need to sign on the duly completed **Form 1**, **Supplementary Information Sheet** and **Annex** when submitting it to the CCE. The applicant will be asked to sign on it during an interview with an officer of the C&ED at a later stage.
- (ii) After receiving the application submitted in person or by post, the CCE will issue an Acknowledgement of Receipt of the application within 7 working days from the submission or the postal date.
- (iii) Information provided by the applicant in the Application form, Supplementary Information Sheet and Annex must be supported by copies of relevant documents. Applicant is therefore reminded to ensure that application is submitted together with all required supporting documents and a business plan and AML Policy (please refer to paragraph 5.2 of the Licensing Guide for their content). If the applicant fails to produce the documents within a specified period, the application is considered invalid and will not be processed by the C&ED. For details of the required documents, please refer to the “Checklist for submission of supporting documents” in the application form or Appendix D.

- (iv) If there is any change to the information contained in the application after its submission, the applicant should submit a written request to the CCE promptly. Likewise, if an applicant wishes to withdraw the application, the applicant shall submit a written request to the CCE. Applicants are reminded that any amendments shall form an integral part of their applications. The supplementary information must be submitted together with copies of relevant supporting documents to the CCE.

5. Processing of Application

- 5.1 Upon receipt of an application and the relevant documents, the CCE may also request the applicant to provide additional information to process the application by issuing a reminder letter where necessary. If the applicant fails to produce the documents within a specified period, the application is considered invalid and will not be processed by the C&ED.
- 5.2 The applicant will receive a notice for an interview together with a demand note for the payment of fees regarding the application for the grant of a licence. An application without full payment will be rejected. The fees are non refundable irrespective of whether the licence application is successful or not.
- 5.3 The applicant is required to bring along with him/her the notice, receipt of payment and the relevant original documents for verification during an interview with the authorized officers of the C&ED with the date, time and venue as specified by the CCE. During the interview, the applicant is required, among others, to sign on Form 1 in the presence of an authorized officer of the C&ED. Besides, the applicant will be required to clarify and elaborate any information of the submitted documents in relation to the licence application e.g. its Business Plan and AML Policy provided for the application.
- 5.4 The accuracy of the information provided will be checked through various means which include but not limited to the information held by the C&ED, other government departments and law enforcing agencies.
- 5.5 Authorized officers of the C&ED will conduct on-site inspection at the premises provided in the application form. Applicant should have instructed all responsible persons of the premises and have obtained consent of every occupant of the premises (if the premises are mixed commercial and residential premises) to allow authorized officers of the C&ED to enter the said premises to assess whether the premises are suitable to be used for the operation of a money service.
- 5.6 The processing time may vary depending on various factors including the time taken in collecting the requisite documents from the applicant, on-site inspection at the premises, and the time required in obtaining records from other authorities to perform a fit and proper person test.
- 5.7 After the grant of an MSO licence, the name and the registered address(es) of the licensee will be published in the Register of Licensees maintained by the CCE. The register will be kept and made available for inspection by members of the public at the MSSB's office and the C&ED's website.

Part B - Notes on How to Complete the Application Form

Please fill in the form and annex in **capital letters** and **black ink** according to the instructions stated in the application form, Annex and the Guidance Notes. An illegible handwritten form may be rejected.

6. Part 1 – Particulars of the Applicant’s Business

- 6.1 Please provide the particulars of the Applicant and the related information including:-
- (i) the number of the ultimate owner¹ (if any), for sole proprietorship;
 - (ii) the number of partner and ultimate owner (if any), for partnership;
 - (iii) the number of director and ultimate owner (if any), for corporation;
 - (iv) the nature of the money service business, i.e. remittance service or money changing service or both;
 - (v) the status of registration with the Hong Kong Police Force under the pre-amended Organized and Serious Crime Ordinance, Chapter 455 as a remittance agent and / or a money changer;
 - (vi) whether the applicant operates any money service at particular premises (Please refer to paragraph 8.1 below).
If yes, please indicate the number of particular premises and provide the address of all the particular premises in Part 3.

7. Part 2 – Principal Address of the Business / Corporation

- 7.1 Please provide the CCE with a principal address of the business / corporation. This address can be the particular premises used for operating a money service or serve as a local management office i.e. correspondence address.

8. Part 3 – Details of all the Particular Premises used for the operation of a Money Service

- 8.1 Applicants are NOT required to complete this part unless the applicant is operating a money service in particular premises as stated in this Part. The following examples of modes of operation are not considered as operating a money service at particular premises:
- (i) operating a money service without any fixed premises, e.g., door-to-door service;
 - (ii) meeting customers at a customer office; or
 - (iii) conducting transactions only with the use of mobile electronic devices.
- 8.2 If there are no particular premises for operating applicant’s money service, the applicant must provide a local management office (LMO) (please refer to paragraph 4.7 of the Licensing Guide for details) in the Annex and a correspondence address at Part 2.
- 8.3 Please provide the details of all the particular premises in which the applicant operates a money changing service and / or a remittance service. Here are some examples of Particular Premises for operating a money service business:
- (i) the premises are holding out for operating a money service there;
 - (ii) the premises are advertised (including a name plate on display) for meeting customers there; and
 - (iii) the premises are regularly controlled by the licensee, e.g. being a landlord or a tenant;

However, premises are not treated as particular premises for operating a money service if the applicant is only a visitor or a customer at premises such as dining establishments or banks, or at accountant or solicitor firms merely for processing accounting or legal documents for the applicant.

- 8.4 Particular premises should be accessible by C&ED officers for the enforcement of the AMLO.

¹ see paragraph 11.1 on the definition of an ultimate owner

- 8.5 All applicants must declare to the C&ED a local place for storage of books and records (LPS) (please refer to paragraph 4.11 of the Licensing Guide for details) in the Annex.
- 8.6 Please provide information on whether any other business is being run on the premises. Where other business is being run on the same premises of an applicant, the money service business must be clearly partitioned and distinguished from the other business. Sharing the same premises with other MSO to operate money service business will not be accepted by the CCE.
- 8.7 Where the premises used to operate a money service are mixed commercial and residential premises, the applicant must list out the names of all the occupants. Separate sheet may be used if space in the application is insufficient. The applicant should secure the written consent of every occupant of the premises for any authorized person to enter the premises for conducting a routine inspection. The applicant should also ensure that each of the occupants has read the Personal Information Collection Statement in Part C of the Guidance Notes. The formats of the Letters of Consent are at Appendices E for reference.
- 8.8 The applicant must list out all the particular premises in which the applicant operates the money service in the application for registration and the applicant will need to pay a fee for each additional one. If the applicant has more than one premises for registration, please make a photocopy of the respective page of the application form for filling in the particulars for the other premises.

9. Part 4 - Particulars of Applicant who is a Sole Proprietor or Particulars of Individual Partner / Director of Applicant which is a partnership / corporation

- 9.1 For the applicant who is a sole proprietor and individual partner / director of the applicant which is a partnership / corporation, please complete Form 3A as well as Appendices I and II.
- 9.2 The applicant must list out the sole proprietor and all the partners and directors of the applicant, and have to pay a fee for fit and proper person test for each of them. If the applicant has more than one partner or director, please make a photocopy of the page and fill in the information as an additional sheet for the partner or director.

10. Part 5 - Particulars of the corporate Partner / Director of the Applicant (if applicable)

- 10.1 For corporate partner(s) / director(s) of the applicant, please complete Form 3B.
- 10.2 The applicant must list out all the corporate partners and directors of the applicant and have to pay a fee for fit and proper person test for each of them. If the applicant has more than one corporate partner or director, please make a photocopy of the page and fill in the information as an additional sheet for the corporate partner or director.

11. Part 6 - Particulars of Ultimate Owner(s) of the Applicant (if any)

11.1 Ultimate owner:

- (i) In relation to a sole proprietorship:
- (a) means another individual who ultimately owns or controls the money service business of the sole proprietor;

or

(b) means the other person if the sole proprietor is acting on behalf of another person,

(ii) In relation to a partnership means an individual who:

(a) is entitled to or controls, directly or indirectly, more than a 25% share of the capital or profits of the partnership;

(b) is, directly or indirectly, entitled to exercise or control the exercise of more than 25% of the voting rights of the partnership; or

(c) exercises ultimate control over the management of the partnership.

(iii) In relation to a corporation means an individual who:

(a) owns or controls, directly or indirectly, including through a trust or bearer share holding, more than 25% of the issued share capital of the body corporate;

(b) is, directly or indirectly, entitled to exercise or control the exercise of more than 25% of the voting rights at general meetings of the body corporate; or

(c) exercises ultimate control over the management of the corporation.

11.2 For ultimate owner(s) of the applicant, please complete Form 3A as well as Appendices I and II.

11.3 The applicant must list out the ultimate owner(s) of the applicant and have to pay a fee for each for a fit and proper person test. If the applicant has more than one ultimate owner, please make a photocopy of the page and fill in the information as an additional sheet.

12. Part 7 – Details of the Bank Account(s) used for operating the Applicant’s Money Service

Please provide the particulars of the bank accounts used for operating the applicant’s money service, including the name of the account holder, name of bank and account number. The holder of bank account(s) used for operating the money service must be in the name of the applicant, its partner, director or ultimate owner.

Separate sheet may be used if space in the application form is insufficient.

13. Part 8 – Additional Information of the business

Please provide the information of the business in relation to the number of staff and use of computer system.

14. Part 9 – Declaration by the person who submits the application form and Annex (see Remarks in Part 9 of the form)

The person who submits the application form should read the declaration in Part 9 and fill in his/her particulars **without signing on it**. The application form is to be signed and stamped with the applicant’s company chop in the presence of an authorized officer of the C&ED during an interview.

15. Specimen of a Completed Application Form 1 and Annex

For further information on the requisite particulars and documents, the applicant should make reference to the “Specimen of Completed Form 1 and Annex - Application Form for a Money Service Operator Licence and Annex” at Appendix C, “Checklist for submission of supporting documents for application for a Money Service Operator Licence” at Appendix D.

Part C - Personal Information Collection Statement

16. Purpose of Collection

- 16.1 The personal data provided in the application form and annex as well as any updates will be used for facilitating processing of applications / record purpose / record update and investigations for the enforcement of the AMLO, Chapter 615.
- 16.2 It is obligatory for you to supply the personal data as required by the application form and annex. If you do not provide sufficient information, we may not be able to process your application.

17. Classes of Transferees

The personal data you provide in the application form and annex as well as any updates of them may be disclosed to other Government departments / bureaux or organizations for the purposes mentioned in paragraph 16.1 above; or any third parties under section 49 of the AMLO; or where such disclosure is authorized or required by law.

18. Access to Personal Data

You have the right of access to and correction of your personal data as provided for in the Personal Data (Privacy) Ordinance (PDPO). Your right of access includes the right to obtain a copy of your personal data provided in this form and annex. In accordance with the provisions of the PDPO, we have the right to charge a reasonable fee for the processing of any data access request.

19. Enquiries to Personal Data

Enquiries concerning the personal data collected by the application form and annex, including the request for access to and correction of personal data, should be addressed to:

**Departmental Secretary
Office of Departmental Administration
Customs and Excise Department
31/F, Customs Headquarters Building
222 Java Road, North Point, Hong Kong**

Part D - General Enquiry

Applicants may visit the C&ED website at https://eservices.customs.gov.hk/MSOS/index?request_locale=en for details of information on application. For enquiries on individual application, the applicant may write to msoenquiry@customs.gov.hk or call the following enquiry hotline:

Enquiry Hotline: 3742 7742 (during normal office hours)

Please attach the copies of the supporting documents (stamped with the applicant company's chop) to the completed application form and Annex. Authorized officers of the C&ED will examine the original documents during the interview with the applicant.

The duly completed application form and Annex together with the supporting documents should be submitted to the Money Service Supervision Bureau of the Customs and Excise Department.

Address ✕

Money Service Supervision Bureau
Customs & Excise Department
Units 402-403, 4/F, Centre Parc, 11 Sheung Yuet Road,
Kowloon Bay,
Kowloon

WARNING

- (1) Please read the Guidance Notes carefully before completing the Application Form and Annex. The data provided in the application form and Annex must be true and correct. Under section 52 of the Anti-Money Laundering and Counter-Terrorist Financing Ordinance, Chapter 615 ("AMLO"), any person who provides false or misleading information in connection with an application for grant or renewal of a Money Service Operator Licence commits an offence and is liable on conviction to a fine of \$50,000 and to imprisonment for 6 months.
- (2) According to sections 35(1), 36(1) and 37(1) of the AMLO, the licensee of a money service operator licence must obtain the approval of the Commissioner of Customs and Excise ("CCE") before a person may become the licensee's director, partner or ultimate owner.
- (3) According to sections 38(1) and 39(1) of the AMLO, the licensee of a money service operator licence must obtain prior approval from the CCE for adding a new premises used for operating a money service or operating a money service at any particular premises. Any breach of the requirements under sections 35(1), 36(1), 37(1), 38(1) and 39(1) of the AMLO is subject to the imposition of disciplinary actions by the CCE. The maximum penalty is a fine of \$1,000,000. The licensee may also be prosecuted and liable on conviction to a fine of \$50,000 and to imprisonment for 6 months.
- (4) According to sections 39A(1) of the AMLO, the licensee of a money service operator licence must display the original of the licence in a conspicuous space at the specified premises. Any breach of the requirement under sections 39A(1) of the AMLO is subject to the imposition of disciplinary actions by the CCE. The maximum penalty is a fine of \$1,000,000. The licensee may also be prosecuted and liable on conviction to a fine of \$50,000.
- (5) According to section 40 of the AMLO, a licensee must report any changes in registration particulars to the CCE in writing within one month from the date on which the change takes place. Any breach of the requirement under section 40 is subject to the imposition of disciplinary actions by the CCE. The maximum penalty is a fine of \$1,000,000. The licensee may also be prosecuted and liable on conviction to a fine of \$50,000.

*This Guidance Note is not a legal document. It only serves as a guide in completing the **Form 1** Application for a Money Service Operator Licence and relevant Annex. In case of doubt about legal issues, you should refer to the Anti- Money Laundering and Counter-Terrorist Financing Ordinance or if necessary, seek assistance from your legal advisor.*

Reference Table on Application Fee

Item	Particulars	Fee (HK\$)
1.	Application for the grant of a licence plus for each additional business premises plus for each person who is subject to the fit and proper person test	3,310 2,220 860
2.	Application for the renewal of a licence plus for each additional business premises plus for each person who is subject to the fit and proper person test	790 355 860
3.	Application for an approval to become a licensee's director	860 for each person in relation to whom the application is made
4.	Application for an approval to become a licensee's ultimate owner	860 for each person in relation to whom the application is made
5.	Application for an approval to become a licensee's partner	860 for each person in relation to whom the application is made
6.	Application to add new business premises	2,220 for each new business premises
7.	Application to operate a money service at particular premises	2,220 for each business premises

Criteria of a “Fit and Proper Person”

[Section 30(4) of the Anti-Money Laundering and Counter-Terrorist Financing Ordinance, Chapter 615 (AMLO)]

In determining whether a person is a fit and proper person, the Commissioner of Customs and Excise (CCE) must, in addition to any other matter that he considers relevant, have regard to the following:

- (a) whether the person has been convicted of —
 - (i) an offence under section 5(5), (6), (7) or (8), 10(1), (3), (5), (6), (7) or (8), 13(1), (3), (5), (6), (7) or (8), 17(9), 20(1), 61(2) or 66(3) of the AMLO;
 - (ii) an offence under section 14 of the United Nations (Anti-Terrorism Measures) Ordinance, Chapter 575;
 - (iii) an offence under section 25(1), 25A(5) or (7) of, or any offence specified in Schedule 1 to the Drug Trafficking (Recovery of Proceeds) Ordinance, Chapter 405; or
 - (iv) an offence under section 25(1), 25A(5) or (7) of, or any offence specified in Schedule 1 or 2 to the Organized and Serious Crimes Ordinance, Chapter 455;
- (b) whether the person has a conviction in a place outside Hong Kong —
 - (i) for an offence in respect of an act that would have constituted an offence specified in AMLO section 30(4)(a)(i), (ii), (iii) or (iv) had it been done in Hong Kong;
 - (ii) for an offence relating to money laundering or terrorist financing; or
 - (iii) for an offence for which it was necessary to find that the person had acted fraudulently, corruptly or dishonestly;
- (c) whether the person has persistently failed to comply with any requirement imposed under the AMLO or any regulation made by the CCE under section 51 of the AMLO;
- (d) whether the person, being an individual, is an undischarged bankrupt or is the subject of any bankruptcy proceedings under the Bankruptcy Ordinance, Chapter 6;
- (e) whether the person, being a corporation, is in liquidation or is the subject of a winding up order, or there is a receiver appointed in relation to it.



香港海關
CUSTOMS AND EXCISE DEPARTMENT

表格 1
申請金錢服務經營者牌照
Form 1
Application for a
Money Service Operator (MSO) Licence

香港海關
For Official
Receipt Date

附錄 C
Appendix C

Application No.: _____
Licence No.: _____
Approval Date: _____

香港法例第 615 章《打擊洗錢及恐怖分子資金籌集條例》
Anti-Money Laundering and Counter-Terrorist Financing Ordinance, Chapter 615

此申請表格必須連同已填妥的附件同時遞交。請用正楷及黑色筆填寫表格及附件。填寫
閱讀填表須知及牌照指引。
This application form must be submitted together with a duly completed annex. Please
annex in capital letter and black ink and read the Guidance Notes and Licensing Guide bef
annex.

在此樣本表格內填報的資料全屬虛
構，如有雷同，實屬巧合
All particulars filled in this specimen
form are fictitious. Any resemblance
to individuals or companies is
entirely coincidental.

第 1 部 - 申請人的業務詳情
Part 1 - Particulars of the Applicant's Business

業務/法團名稱(英文)(商業登記證上所載名稱) Name of Business / Corporation (in English) (as shown in the Business Registration Certificate)	K A M C H I N S H E N G C O M P A N Y																			
業務/法團名稱(中文)(商業登記證上所載名稱) Name of Business / Corporation (in Chinese) (as shown in the Business Registration Certificate)	金錢商公司																			
業務名稱(英文)(如有)(商業登記證上所載名稱) Business Name (in English)(if any) (as shown in the Business Registration Certificate) (只適用於法團) (for corporation only)	M O N E Y E X C H A N G E S H O P																			
業務名稱(中文)(如有)(商業登記證上所載名稱) Business Name (in Chinese)(if any) (as shown in the Business Registration Certificate) (只適用於法團) (for corporation only)	金錢找換店																			
商業登記號碼 Business Registration No.	1	2	3	4	5	6	7	8	0	0	0	屆滿日期 Expiry Date	0	1	1	2	2	0	1	2
												日	月	年						
												DD	MM	YYYY						
請填寫業務狀況：— Please indicate the status of your business:- <input type="checkbox"/> 獨資經營 (最終擁有人(獨資經營者除外)數目：_____(如有) Sole Proprietorship (number of *Ultimate Owner (other than the Sole Proprietor) : _____, if any) <input type="checkbox"/> 合夥 (合夥人數目：__2__ 及 *最終擁有人數目：__1__ (如有) Partnership (number of Partner: _____ and number of *Ultimate Owner: _____, if any) <input type="checkbox"/> 法團 (董事數目：____ 及 *最終擁有人數目：____ (如有) Corporation (number of Director: _____ and number of *Ultimate Owner: _____, if any) (<input type="checkbox"/> 本地公司 local company <input type="checkbox"/> 非香港公司 non-Hong Kong company) *(最終擁有人 - 請參閱填表須知第 11.1 段) (Ultimate Owner - Please refer to Para. 11.1 of the Guidance Notes)																				
公司編號 (只適用於法團) Company No. (for corporation only)	成立地點 (只適用於法團) Place of Incorporation (for corporation only)																			
成立日期 (只適用於法團) Date of Incorporation (for corporation only)	日	月	年	註冊日期(只適用於非香港公司) Date of Registration (for non-Hong Kong company only)								日	月	年						
	DD	MM	YYYY									DD	MM	YYYY						
請述明金錢服務的性質：— Please indicate the nature of your money service:- <input type="checkbox"/> 匯款服務 Remittance service <input type="checkbox"/> 貨幣兌換服務 Money changing service <input checked="" type="checkbox"/> 匯款及貨幣兌換服務 Remittance and money changing services																				



香港海關
CUSTOMS AND EXCISE DEPARTMENT

表格 1
申請金錢服務經營者牌照
Form 1

Application for a Money Service Operator (MSO) Licence

第 1 部 - 申請人的業務詳情(續)

Part 1 - Particulars of the Applicant's Business (Continued)

申請人可否在香港警務處登記為匯款代理人及 / 或貨幣兌換商?
Has the Applicant ever been registered with the Hong Kong Police Force as a remittance agent and / or a money changer (RAMC)? 有 Yes 否 No

如「有」，請述明申請人在 2012 年 3 月 31 日是否香港警務處的登記匯款代理人及 / 或貨幣兌換商?
If 'Yes', please indicate whether the Applicant was a registered RAMC with the Hong Kong Police Force on 31 March 2012? 是 Yes 否 No

請述明申請人是否在特定處所(請參閱填表須知第 8.1 段)經營金錢服務：—
Please indicate whether the Applicant operates any money service at particular premises (Please refer to Para. 8.1 of the Guidance Notes):-

是 Yes

否 No (如「否」，請跳到第 2 部)
(If 'No', please go to Part 2)

用作經營金錢服務的特定處所的數目：—
Number of particular premises used for operating money service:-

(請在第 3 部提供所有特定處所的資料)
(Please provide the details of all the particular premises in Part 3)

		1
--	--	---

第 2 部 - 業務 / 法團的主要地址

Part 2 - Principal Address of the Business / Corporation

(此地址可以是經營金錢服務的特定處所或通訊地址，並會顯示於有關牌照上。)
(This address can be the particular premises used for operating money service or the correspondence address and will be shown on the licence.)

(1) 地址 (請用英文填寫)

Address (Please complete in English)

*室 / 店鋪號碼 *Flat / Room / Shop No.	1 8	樓 Floor	1 8	座 Block No.	1 8
大廈名稱 Building Name	L U C K Y B U I L D I N G				
*屋邨 / 屋苑名稱 *Estate / Court Name					
門牌號碼 Street No.	8	街道名稱 Street Name	L U C K Y S T R E E T		
地區(例如灣仔) District (e.g. Wanchai)	Y A U	M A	T E I	<input type="checkbox"/> 香港 HK	<input checked="" type="checkbox"/> 九龍 KLN
				<input type="checkbox"/> 新界 NT	

(2) 聯絡資料

Contact Information

業務網址 Business Website Address	h t t p : / / w w w . k a m c h i n s h e n g . c o m																								
電郵地址 E-mail Address	k c s @ k a m c h i n s h e n g . c o m																								
電話號碼 Telephone No.	8	5	2	-	4	3	2	1	4	3	2	1	傳真號碼 Fax No.	8	5	2	-	4	3	2	1	4	3	2	2

第 3 部 - 用以經營金錢服務的所有特定處所的資料

Part 3 – Details of all the Particular Premises used for the operation of a Money Service

按編號排列的處所 1 之 1 (例如 2 之 1, 如有兩處處所)

Premises Serial No. 1 of 1 (e.g. 1 of 2, if there are 2 premises)

(1) 處所的資料

Premises information

商業登記號碼 Business Registration Number	1	2	3	4	5	6	7	8	—	0	0	0	處所的面積 Area of the premises			1	0	0	(平方米) (m ²)
請說明經營金錢服務的處所類別：— Please state the type of premises at which the money service is operated:-																			
<input type="checkbox"/> 商業處所 Commercial premises <input checked="" type="checkbox"/> 混合式商住處所 Mixed commercial and residential premises																			
分行名稱(英文)(如有) (商業登記證上所載名稱) Branch Name (in English) (if any) (shown in the respective Business Registration Certificate)																			
分行名稱(中文)(如有) (商業登記證上所載名稱) Branch Name (in Chinese) (if any) (shown in the respective Business Registration Certificate)																			

(2) 地址 (請用英文填寫)

Address (Please complete in English)

*室 / 店鋪號碼 *Flat / Room / Shop No.	1	8								樓 Floor	1	8					座 Block No.	1	8		
大廈名稱 Building Name	L	U	C	K	Y	B	U	I	L	D	I	N	G								
*屋邨 / 屋苑名稱 *Estate / Court Name																					
門牌號碼 Street No.	8									街道名稱 Street Name	L	U	C	K	Y	S	T	R	E	E	T
地區(例如灣仔) District (e.g. Wanchai)																	<input type="checkbox"/> 香港 HK	<input checked="" type="checkbox"/> 九龍 KLN	<input type="checkbox"/> 新界 NT		

(3) 聯絡資料

Contact information

辦事處電話號碼 Office Telephone No.	4	3	2	1	4	3	2	1	辦事處傳真號碼 Office Fax No.	5	6	7	8	5	6	7	8
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(4) 有否其他業務在此處所內經營?

Is there any other business being run in this premises?

有 Yes 否 No (如「有」, 請提供下述資料) (If 'Yes', please provide the following details)

請提供共用處所的業務的以下資料：—

Please provide the following information of the business sharing the premises:-

由申請人經營, 業務性質為：—

Run by the Applicant, the nature of business is:- TRADING OF INDONESIAN PRODUCTS

第 3 部 - 用以經營金錢服務的所有特定處所的資料(續)

Part 3 – Details of all the Particular Premises used for the operation of a Money Service (Continued)

<input type="checkbox"/> 由其他經營者經營，請提供以下資料：— Run by other business entity, please provide the following information:-																						
共用處所的業務的資料：— Particulars of the business sharing the premises:-																						
業務 / 法團名稱 Name of Business / Corporation	<table border="1" style="width: 100%; height: 30px;"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>																					
業務性質 Nature of Business	請述明：— Please specify:-																					
商業登記號碼 Business Registration Number	<table border="1" style="width: 100%; height: 30px;"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>																					

(如有超過一間公司共用處所，請用另紙提供資料)
(If more than one company shared the premises, please provide the information in a separate sheet.)

(5) 佔用人的同意 (只適用於用以經營金錢服務的混合式商住處所)
Occupant’s Consent (only applicable for mixed commercial and residential premises used for the operation of a money service)

遞交申請時，你必須提供佔用人的姓名，並取得所有佔用人的同意書。請確保每位佔用人都已閱讀於填表須知第 C 部所載的收集個人資料聲明。
You must provide the names of occupants and obtain the letters of consent from all of them when you submit the application. Please ensure that each of the occupants has read the Personal Information Collection Statement in Part C of the Guidance Notes.

佔用人姓名 Name of Occupants	
(1) KAM CHIN SHENG	(2) KAM WING YU
(3) HO FUNG YING	(4) LEE KAI SHUN
(5)	(6)
(7)	(8)

(如佔用人超過 8 名，請用另紙提供資料)
(If more than eight occupants are involved, please provide the information in a separate sheet.)

備註： 如有其他處所需作出登記，請影印本申請表格的第 3 部，用以提供其他處所的詳情。
Remarks: If you have other premises for registration, please make a photocopy of Part 3 of this application form for filling in the particulars of the other premises.

第 4 部 - 獨資經營者的申請人 / 申請人的 合夥人 / 董事 (屬個人) 的詳情

Part 4 - Particulars of Applicant who is a Sole Proprietor or Particulars of Individual Partner / Director of Applicant which is a partnership / corporation

<input type="checkbox"/> 獨資經營者 Sole Proprietor <input checked="" type="checkbox"/> 合夥人 Partner <input type="checkbox"/> 董事 Director	
英文姓名(*先生/太太/小姐/女士) Name in English (*Mr/Mrs/Miss/Ms)	K A M C H I N S H E N G <small>先填寫姓氏再填寫名字 Surname first then other names</small>
中文姓名(如適用) Name in Chinese (if applicable)	金錢商 別名(如有) Alias (if any)
中文電碼(如適用) Chinese Commercial Codes (if applicable)	6 8 5 5 6 9 2 9 0 7 9 4
出生日期 Date of Birth	0 1 0 7 1 9 7 0 <small>日 月 年 D D M M Y Y Y Y</small>
出生地點 Place of Birth	H O N G K O N G
國籍 Nationality	C H I N E S E
教育程度 Education Level	<input type="checkbox"/> 中學程度 Secondary level <input type="checkbox"/> 專上程度 Post-secondary level <input type="checkbox"/> 其他，請註明： Others, please specify:-
香港居民適用 For Hong Kong Resident	
香港身份證號碼 Hong Kong Identity Card No.	Z 1 2 3 4 5 6 (1)
非香港居民適用 For non-Hong Kong Resident	
旅遊證件類別(例如護照) Travel Document Type (e.g. passport)	
旅遊證件號碼 Travel Document No.	
簽發日期 Date of Issue	屆滿日期 Date of Expiry
<small>日 月 年 D D M M Y Y Y Y</small>	<small>日 月 年 D D M M Y Y Y Y</small>
簽發國家 / 地點 Country / Place of Issue	

備註：如有超過 1 名合夥人 / 董事 (屬個人)，請影印本申請表格的第 4 部，用以填寫其他合夥人 / 董事的詳情。

Remarks: If you have more than one partner / director who is an individual, please make a photocopy of Part 4 of this application form for filling in the particulars of the other partner / director.

第 5 部 - 申請人的法團合夥人 / 董事的詳情(如適用)

Part 5 - Particulars of the corporate Partner / Director of Applicant (if applicable)

(1) 法團的資料

Particulars of the Corporation

<input type="checkbox"/> 合夥人 Partner	<input type="checkbox"/> 董事 Director																				
法團名稱 (英文) Name of Corporation (in English)	H A P P Y B U S I N E S S L I M I T E D																				
法團名稱 (中文) Name of Corporation (in Chinese)	快樂商業有限公司																				
商業登記號碼 Business Registration No.	8	7	6	5	4	3	2	1	-	0	0	0									
屆滿日期 Expiry Date	3	1	1	2	2	0	1	2													
	日			月			年														
	DD			MM			YYYY														
公司編號 Company No.	1	8	8	8	8	8	8	8													
成立日期 Date of Incorporation	0	1	0	1	2	0	1	0													
	日			月			年														
	DD			MM			YYYY														
成立地點 Place of Incorporation	H O N G K O N G																				
業務性質 Nature of Business	T R A D I N G																				
電郵地址 E-mail Address	h a p p y @ a b c . c o m																				
辦事處電話號碼 Office Telephone No.	2	3	4	5	1	1	1	辦事處傳真號碼 Office Fax No.						2	3	4	5	2	2	2	2

(2) 法團的註冊地址

Registered Address of the Corporation

*室 / 店舖號碼 *Flat / Room / Shop No.	1	8																樓 Floor	1	8			座 Block No.	1	8
大廈名稱 Building Name	H A P P Y M A N S I O N																								
*屋邨 / 屋苑名稱 *Estate / Court Name																									
門牌號碼 Street No.	1	8	街道名稱 Street Name			H A P P Y S T R E E T																			
地區(例如灣仔) District (e.g. Wanchai)	S H E U N G W A N															<input checked="" type="checkbox"/> 香港 HK <input type="checkbox"/> 九龍 KLN <input type="checkbox"/> 新界 NT		<input type="checkbox"/> 香港特區以外 OTHER THAN HKSAR							
備註: Remarks:	如有超過 1 名屬法團合夥人/董事, 請影印本申請表格的第 5 部, 用以填寫其他合夥人/董事的詳情。 If you have more than one corporate partner / director, please make a photocopy of Part 5 of this application form for filling in the particulars of the other corporate partner / director.																								

第 6 部 – 申請人的最終擁有人(請參閱填表須知第 11.1 段)的詳情(如有)

Part 6 - Particulars of Ultimate Owner(s) (Please refer to Para. 11.1 of the Guidance Notes) of the Applicant (if any)

英文姓名(*先生/太太/小姐/女士) Name in English (*Mr/Mrs/Miss/Ms)	K A M W I N G K W A I											
	先填寫姓氏再填寫名字 Surname first then other names											
中文姓名(如適用) Name in Chinese (if applicable)	金永惲									別名(如有) Alias (if any)		
中文電碼(如適用) Chinese Commercial Codes (if applicable)	6 8 5 5 3 0 5 7 1 9 0 0											
出生日期 Date of Birth	0 8 0 6 1 9 6 5											
	日 月 年 D D M M Y Y Y Y											
出生地點 Place of Birth	C H I N A											
國籍 Nationality	C H I N E S E											
教育程度 Education Level	<input type="checkbox"/> 中學程度 Secondary level <input type="checkbox"/> 專上程度 Post-secondary level <input type="checkbox"/> 其他，請註明：— Others, please specify:-											
香港居民適用 For Hong Kong Resident												
香港身份證號碼 Hong Kong Identity Card No.	A 1 2 3 4 5 6 (3)											
非香港居民適用 For non-Hong Kong Resident												
旅遊證件類別(例如護照) Travel Document Type (e.g. passport)												
旅遊證件號碼 Travel Document No.												
簽發日期 Date of Issue				屆滿日期 Date of Expiry								
	月 年 D D M M Y Y Y Y			日 月 年 D D M M Y Y Y Y								
簽發國家 / 地點 Country / Place of Issue												

備註：如有超過 1 名最終擁有人，請影印本申請表格的第 6 部，用以填寫其他最終擁有人的詳情。
Remarks: If you have more than one ultimate owner, please make a photocopy of Part 6 of this application form for filling in the particulars of the other ultimate owner.

第 7 部 - 用以經營申請人的金錢服務的銀行帳戶的資料

Part 7 - Details of the Bank Account(s) used for operating the Applicant's Money Service

帳戶名稱 Name of Account Holder	銀行名稱 Name of Bank	帳戶號碼 Account No.
(1) KAM WING KWAI	BANK OF HONG KONG LTD	012-345-6789
(2) KAM CHIN SHENG	BANK OF KLN LTD	011-133-5879-01
(3)		
(4)		

(如有超過 4 個銀行帳戶，請用另紙提供資料) (If you have more than four bank accounts, please provide the information in a separate sheet.)

重要事項:

用以經營金錢服務的銀行帳戶必須以申請人、其合夥人、董事或最終擁有人名義持有。

Important Notes:

The holder of bank account(s) used for operating the money service must be in the name of the applicant, its partner, director or ultimate owner.

第 8 部 - 關於業務的額外資料

Part 8 - Additional Information of the business

(1) 請提供申請人目前為經營金錢服務所聘用的僱員人數：—

Please provide the no. of staff currently employed by the Applicant for operating money service:-

- 0
 1 – 2
 3 – 5
 6 – 10
 11 或以上 or above

(2) 請提供申請人在未來兩年為經營金錢服務而計劃增聘的僱員人數：—

Please provide the no. of staff to be employed in the coming 2 years by the Applicant for operating money service:-

- 0
 1 – 2
 3 – 5
 6 – 10
 11 或以上 or above

(3) 請述明申請人是否使用電腦系統經營金錢服務：—

Please indicate whether the Applicant operates the money service with the use of a computer system:-

- 有 Yes
 否 No

重要事項: 此申請表格必須連同已填妥的附件及有關證明文件一併遞交予香港海關金錢服務監理科。

Important Notes: This application form must be submitted together with a duly completed Annex and relevant supporting documents to the Money Service Supervision Bureau of C&ED.

第 9 部 – 提交此申請表格及附件人士的聲明 (見於第 9 部內的備註) (請於會見時簽署及蓋章)

Part 9 – Declaration by the person who submits this application form and Annex (see Remarks in Part 9) (Please sign and stamp at the time of interview)

本人謹此聲明:-

I declare that:-

(a) 在本申請表格及附件提供的所有詳情及資料(包括附加頁)共 10 頁, 全屬真確無誤;
the particulars and information given in this application form and Annex (including supplementary sheets) consisting of _____ page(s) are true and correct;

(b) 本人已閱讀香港法例第 615 章《打擊洗錢及恐怖分子資金籌集條例》(打擊洗錢條例)。本人明白打擊洗錢條例第 52 條訂明任何人在與要求批給牌照或將牌照續期的申請有關連的情況下, (1) 作出在要項上屬虛假或具誤導性的陳述; 並知道該項陳述在要項上屬虛假或具誤導性, 或罔顧該項陳述是否在要項上屬虛假或具誤導性的; 或 (2) 在某項陳述中遺漏任何要項, 以致該項陳述成為虛假或具誤導性的陳述; 及知道該項陳述遺漏該要項, 或罔顧該項陳述是否遺漏該要項, 即屬犯罪, 一經定罪, 可被判罰款 50,000 元及監禁 6 個月;

I have read the Anti-Money Laundering and Counter-Terrorist Financing Ordinance, Chapter 615 (AMLO). I understand that section 52 of the AMLO provides that any person who, in connection with an application for the grant or renewal of a licence, (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 to imprisonment for 6 months;

(c) 本人已閱讀香港海關就協助有關人士填寫本表格及附件而作出的填表須知及牌照指引。本人明白根據打擊洗錢條例, 經營金錢服務牌照的持牌人須獲海關關長批准, 否則任何人不得成為持牌人的董事、合夥人及最終擁有人, 亦不得在牌照內加入新的營業處所;

I have read the Guidance Notes and Licensing Guide issued by the Commissioner of Customs and Excise to facilitate the filling of this application form and Annex by the person concerned. I understand that according to the AMLO, the licensee of a money service operator licence must obtain the approval of the Commissioner before a person may become the licensee's director, partner or ultimate owner; or before any new premises may be added to the licence.

(d) 本人承諾採取措施, 以確保如本申請表格及附件內所提供的詳情(除在第 8 部提供的資料及上述(c)段提及的有關批准外)有任何改變, 持牌人須在自改變發生之日起計的一個月內, 藉書面向海關關長具報有關改變事項。本人明白根據打擊洗錢條例第 40 條, 持牌人如無合理辯解而違反此項規定, 即屬犯罪, 一經定罪, 可被判罰款 50,000 元;

I undertake that actions shall be taken to ensure that the licensee must notify the Commissioner of Customs and Excise in writing of any change in the particulars that are provided in this application form and Annex, except for those given in Part 8 and the approval as mentioned in para. (c) above, within one month beginning on the date on which the change takes place. I understand that section 40 of the AMLO provides that a licensee who without reasonable excuse contravenes this requirement commits an offence and is liable on conviction to a fine of \$50,000;

(e) 本人承諾採取措施, 以確保如獲發牌在有關牌照指明的處所經營金錢服務, 須在該指明的處所內的一處顯眼地方, 展示該牌照的正本。本人明白根據打擊洗錢條例第 39A 條, 持牌人如無合理辯解而違反此項規定, 即屬犯罪, 一經定罪, 可被判罰款 50,000 元;

I undertake that actions shall be taken to ensure that the licensee who is licensed to operate a money service at a premises specified in the licence must display the original of the licence in a conspicuous place at the specified premises. I understand that section 39A of the AMLO provides that a licensee who without reasonable excuse contravenes this requirement commits an offence and is liable on conviction to a fine of \$50,000;

(f) 本人已指示本申請表格第 3 部提述的所有處所的負責人, 亦已獲得有關處所(如該處所屬混合式商住處所)的所有佔用人的同意, 讓香港海關的獲授權人員進入有關的處所, 以審核該處所是否適合用作經營金錢服務;

I have instructed all responsible persons of the premises as mentioned in Part 3 of this application form and have obtained consent of every occupant of the premises (if the premises are mixed commercial and residential premises) to allow the authorized officers of the Customs and Excise Department to enter the said premises to assess whether the premises are suitable to be used for the operation of a money service;

(g) 本人已閱讀金錢服務經營者牌照申請表格 1 的填表須知第 C 部所載的收集個人資料聲明, 以及明白當中內容。

I have read the Personal Information Collection Statement stated in Part C of the Guidance Notes on Form 1 Application for a Money Service Operator Licence and understand the contents stated therein.

第 9 部 – 提交此申請表格及附件人士的聲明 (見於第 9 部內的備註) (請於會見時簽署及蓋章) (續)
Part 9 – Declaration by the person who submits this application form and Annex (see Remarks in Part 9) (Please sign and stamp at the time of interview) (Continued)

(*申請人/獲授權的合夥人/獲授權的董事或人士 簽署及公司印章) (*Signature of the Applicant/authorized person of the partnership/authorized director or person of the corporation and company chop) (會見時簽署及蓋章) (to be signed and stamped at the time of interview)	KAM CHING SHENG (姓名(正楷)) (Name in block letters)	Z123456(1) (*香港身份證 / 旅遊證件號碼) (*HKID / Travel Doc. No.)
PARTNER (在申請人業務 / 法團擔任的職位) (Position in the Applicant's Business/ Corporation)	9875 9875 (聯絡電話號碼) (Contact Telephone No.)	(日期) (Date)
見證人: Witnessed by :	(簽署) (Signature)	(海關人員的姓名及職位) (Name and Post of C&ED Officer)
		(日期) (Date)

備註: 提交此申請表格及附件的人士必須是: —

Remarks: The person who submits this application form and Annex must be:-

- (a) 如申請人屬獨資經營, 該獨資經營者
the sole proprietor, if the applicant is a sole proprietorship;
- (b) 如申請人屬合夥, 則獲每名合夥人書面授權的合夥人, 並應隨附授權書;
the partner authorized in writing by every partner, if the applicant is a partnership. The
authorization letter should be attached;
- (c) 如申請人屬法團, 則獲董事局書面授權的董事或人士, 並應隨附授權書。
the director or the person, authorized in writing by the Board of Directors, if the applicant is a
corporation. The authorization letter should be attached.

提示: 如申請人未能遞交所有證明文件, 海關將藉書面提醒申請人須在指明期限內提交所需文件。如申請人未能在指明期限內提交所需文件, 有關申請會被視為無效, 並不獲海關處理。

Reminder: If the applicant fails to submit all the supporting documents, C&ED will remind the applicant in writing to submit the required documents in a specified period. If the applicant fails to submit the required documents in the specified period, the application will be deemed to be invalid and will not be processed by C&ED.

第 2 部 - 提交此附件人士的聲明 (見於第 2 部內的備註)

Part 2 – Declaration by the person who submits this annex (see Remarks in Part 2)

本人謹此聲明:-

I declare that:-

(h) 在本附件提供的所有詳情及資料(包括附加頁)共 2 頁, 全屬真確無誤;
the particulars and information given in this annex (including supplementary sheets) consisting of _____
page(s) are true and correct;

(i) 本人承諾採取措施, 以確保如本附件內所提供的詳情有任何改變, 持牌人須在自改變發生之日起計的一個月內, 藉書面向海關關長具報有關改變事項。本人明白根據《打擊洗錢及恐怖分子資金籌集條例》第 40 條, 持牌人如無合理辯解而違反此項規定, 即屬犯罪, 一經定罪, 可被判罰款 50,000 元。

I undertake that actions shall be taken to ensure that the licensee must notify the Commissioner of Customs and Excise in writing of any change in the particulars that are provided in this application form and Annex, except for those given in Part 8 and the approval as mentioned in para. (c) above, within one month beginning on the date on which the change takes place. I understand that section 40 of the Anti-Money Laundering and Counter-Terrorist Financing Ordinance, Chapter 615 provides that a licensee who without reasonable excuse contravenes this requirement commits an offence and is liable on conviction to a fine of \$50,000.

	KAM CHIN SHENG	Z123456(1)
(*申請人/獲授權的合夥人/獲授權的董事或人士 簽署及公司印章) (*Signature of the Applicant/authorized person of the partnership/authorized director or person of the corporation and company chop)	(姓名(正楷)) (Name in block letters)	(*香港身份證 / 旅遊證件號碼) (*HKID / Travel Doc. No.)
PARTNER	9875 9875	
(在申請人業務 / 法團擔任的職位) (Position in the Applicant's Business / Corporation)	(聯絡電話號碼) (Contact Telephone No.)	(日期) (Date)

備註: 提交此申請表格及附件的人士必須是:
Remarks: The person who submits this application form and Annex must be:-

- (d) 如申請人屬獨資經營, 該獨資經營者
the sole proprietor, if the applicant is a sole proprietorship;
- (e) 如申請人屬合夥, 則獲每名合夥人書面授權的合夥人, 並應隨附授權書;
the partner authorized in writing by every partner, if the applicant is a partnership. The
authorization letter should be attached;
- (f) 如申請人屬法團, 則獲董事局書面授權的董事或人士, 並應隨附授權書。
the director or the person, authorized in writing by the Board of Directors, if the applicant is a
corporation. The authorization letter should be attached.

提示: 如申請人未能遞交所有證明文件, 海關將藉書面提醒申請人須在指明期限內提交所需文件。如申請人未能在指明期限內提交所需文件, 有關申請會被視為無效, 並不獲海關處理。

Reminder: If the applicant fails to submit all the supporting documents, C&ED will remind the applicant in writing to submit the required documents in a specified period. If the applicant fails to submit the required documents in the specified period, the application will be deemed to be invalid and will not be processed by C&ED.

申請金錢服務經營者牌照須遞交的證明文件的核對清單

Checklist for submission of supporting documents for application for a Money Service Operator Licence

1. 申請人詳情的證明文件 Supporting Documents of the Applicant's Particulars	
獨資經營 Sole proprietorship	<input type="checkbox"/> 有效商業登記證的複本 A copy of valid Business Registration Certificate <input type="checkbox"/> 商業登記冊內資料的摘錄複本 A copy of Extract of information on the Business Register
合夥 Partnership	<input type="checkbox"/> 有效商業登記證的複本 A copy of valid Business Registration Certificate <input type="checkbox"/> 商業登記冊內資料的摘錄複本 A copy of Extract of information on the Business Register
本地公司 Local company	<input type="checkbox"/> 有效商業登記證的複本 A copy of valid Business Registration Certificate <input type="checkbox"/> 公司註冊證明書的複本 A copy of Certificate of Incorporation <input type="checkbox"/> 最近的周年申報表(表格NAR1)及在遞交最近的周年申報表後存檔於公司註冊處的所有文件的複本 A copy of the latest Annual Return (Form NAR1) and all documents filed with the Companies Registry after filing of the latest Annual Return <input type="checkbox"/> 新成立公司: 法團成立表格 表格 NNC1(股份有限公司) 或表格 NNC1G(股份有限公司以外的公司)的複本 A copy of Incorporation Form - Form NNC1 (for company limited by shares) or Form NNC1G (for company not limited by shares) for new established company <input type="checkbox"/> 集團架構*及集團每一成員*的持股量百分率的資料 Information of group structure* and percentage of shareholdings of each group member* <input type="checkbox"/> 組織章程大綱及章程細則的複本 A copy of Memorandum and Articles of Association
非香港公司 Non-Hong Kong company	<input type="checkbox"/> 有效商業登記證的複本 A copy of valid Business Registration Certificate <input type="checkbox"/> 非香港公司註冊證明書的複本 A copy of Certificate of Registration of non-Hong Kong Company <input type="checkbox"/> 最近的周年申報表(表格 NN3)及在遞交最近的周年申報表後存檔於公司註冊處的所有文件的複本 A copy of the latest Annual Return (Form NN3) and all documents filed with the Companies Registry after filing of the latest Annual Return <input type="checkbox"/> 新成立公司: 在香港註冊的非香港公司詳情 表格 NN1 的複本 A copy of Particulars of a non-Hong Kong Company Registered in Hong Kong (Form NN1) for new established company <input type="checkbox"/> 集團架構*及集團每一成員*的持股量百分率的資料 Information of group structure* and percentage of shareholdings of each group member* <input type="checkbox"/> 組織章程大綱及章程細則的複本 A copy of Memorandum and Articles of Association
2. 每一處所詳情的證明文件 Supporting Documents of Particulars of <i>each</i> Premises	
用作經營金錢服務的處所 Premises Used for the Operation of a Money Service	<input type="checkbox"/> 該處所的已加蓋釐印租約或業權紀錄的複本 A copy of stamped tenancy agreement or record of ownership of the premises <input type="checkbox"/> 該處所的平面圖 Floor plan of the premises <input type="checkbox"/> 兩張顯示該處所外部及內部的 4R 照片 Two 4R-sized photographs showing the exterior and interior of the premises <input type="checkbox"/> 由業主發出容許將該處所用作經營金錢服務的同同意書複本 A copy of letter issued by the landlord to the applicant permitting the premises to be used for money service business <input type="checkbox"/> 該處所內每一名佔用人的同意書的複本(只限混合商業及住宅處所) Copies of consent letters from every occupant of the premises (<i>for mixed commercial and residential premises only</i>)

申請金錢服務經營者牌照須遞交的證明文件的核對清單(續)

Checklist for submission of supporting documents for application for a Money Service Operator Licence (Continued)

本地儲存帳目及紀錄地點 Local place for storage of books and records	<input type="checkbox"/> 該處所的已加蓋釐印租約或業權紀錄的複本 A copy of stamped tenancy agreement or record of ownership of the premises <input type="checkbox"/> 該處所的平面圖 Floor plan of the premises <input type="checkbox"/> 兩張顯示該處所外部及內部的 4R 照片 Two 4R-sized photographs showing the exterior and interior of the premises <input type="checkbox"/> 由業主發出容許將該處所用作本地儲存帳目及紀錄地點的同意書複本 A copy of letter issued by the landlord to the applicant permitting the premises to be used for local place for storage of books and records
本地管理辦事處 Local management office	<input type="checkbox"/> 該處所的已加蓋釐印租約或業權紀錄的複本 A copy of stamped tenancy agreement or record of ownership of the premises <input type="checkbox"/> 該處所的平面圖 Floor plan of the premises <input type="checkbox"/> 兩張顯示該處所外部及內部的 4R 照片 Two 4R-sized photographs showing the exterior and interior of the premises <input type="checkbox"/> 有效商業登記證的複本 A copy of valid Business Registration Certificate <input type="checkbox"/> 由業主發出容許將該處所用作本地管理辦事處的同意書複本 A copy of letter issued by the landlord to the applicant permitting the premises to be used for local management office
<p>3. 獨資經營者及申請人的每一名(屬個人)合夥人 / 董事 / 最終擁有人詳情的證明文件 Supporting Documents of Particulars of the Sole Proprietor and <i>each</i> Individual Partner / Director / Ultimate Owner of the Applicant</p>	
香港居民 Hong Kong resident	<input type="checkbox"/> 已填妥的適當人選聲明表格 3A 連同附錄 I 及 II Completed Fit and Proper Person Declaration Form 3A together with Appendices I & II <input type="checkbox"/> 香港身份證複本 A copy of Hong Kong Identity Card
非香港居民 Non-Hong Kong resident	<input type="checkbox"/> 已填妥的適當人選聲明表格 3A 連同附錄 I 及 II Completed Fit and Proper Person Declaration Form 3A together with Appendices I & II <input type="checkbox"/> 旅遊證件的個人資料頁的複本 A copy of the Bio-data page of the Travel Document
<p>4. 每一名申請人的法團合夥人 / 董事的詳情的證明文件 Supporting Documents of Particulars of <i>each</i> Corporate Partner / Director of the Applicant</p>	
本地公司 Local company	<input type="checkbox"/> 已填妥的適當人選聲明表格 3B Completed Fit and Proper Person Declaration Form 3B <input type="checkbox"/> 有效商業登記證的複本 A copy of valid Business Registration Certificate <input type="checkbox"/> 公司註冊證明書的複本 A copy of Certificate of Incorporation <input type="checkbox"/> 組織章程大綱及章程細則的複本 A copy of Memorandum and Articles of Association
非香港公司 Non-Hong Kong company	<input type="checkbox"/> 已填妥的適當人選聲明表格 3B Completed Fit and Proper Person Declaration Form 3B <input type="checkbox"/> 有效商業登記證的複本 A copy of valid Business Registration Certificate <input type="checkbox"/> 非香港公司註冊證明書的複本 A copy of Certificate of Registration of non-Hong Kong Company <input type="checkbox"/> 組織章程大綱及章程細則的複本 A copy of Memorandum and Articles of Association
非在香港註冊的法團 Corporation not registered in Hong Kong	<input type="checkbox"/> 已填妥的適當人選聲明表格 3B Completed Fit and Proper Person Declaration Form 3B <input type="checkbox"/> 公司註冊證明書的複本或根據香港法例第 32B 章《公司(表格)規例》第 3 條等同於公司註冊證明書的經核證的文件的複本 A copy of the Certificate of Incorporation or its equivalent certified in accordance with reg. 3 of the Companies (Forms) Regulations, Chapter 32B

申請金錢服務經營者牌照須遞交的證明文件的核對清單(續)

Checklist for submission of supporting documents for application for a Money Service Operator Licence (Continued)

5. 授權書 Authorization letter	
合夥人 Partner	<input type="checkbox"/> 經所有合夥人簽署的授權書複本 A copy of the authorization letter signed by all partners
法團 Corporation	<input type="checkbox"/> 經董事局簽署的授權書複本 A copy of the authorization letter signed by the Board of Directors
6. 《牌照指引》訂明的其他所需文件 Other requisite documents as specified in Licensing Guide	
	<input type="checkbox"/> 經獨資經營者 / 每一名(屬個人)合夥人 / 董事 / 最終擁有人確認的業務計劃 Business Plan endorsed by sole proprietor / each individual partner / director / ultimate owner
	<input type="checkbox"/> 經獨資經營者 / 每一名(屬個人)合夥人 / 董事 / 最終擁有人確認的打擊洗錢及恐怖分子資金籌集政策 Anti-money laundering and counter-terrorist financing policy endorsed by sole proprietor / each individual partner / director / ultimate owner
	<input type="checkbox"/> 與參與經營金錢服務的本地及/或外地第三方簽訂的協議/合約複本 A copy of agreement / contract with each local and/or foreign third party involved in the process of money service
	<input type="checkbox"/> 合規主任及洗錢報告主任的香港身份證複本 A copy of Hong Kong Identity Card of Compliance Officer (CO) and Money Laundering Reporting Officer (MLRO)
	<input type="checkbox"/> 合規主任及洗錢報告主任的有效僱傭合約複本 A copy of valid employment contracts for CO and MLRO
	<input type="checkbox"/> 合規主任及洗錢報告主任的住址證明複本, 例如在申請日期前三個月內發出的水、電、煤氣費用帳單、銀行結單 A copy of residential address proof of CO and MLRO, e.g. utility bills, bank statement, issued within the last three months from the application date
	<input type="checkbox"/> 由銀行發出證明持有銀行帳戶的文件, 例如由申請人持有用作經營金錢服務的銀行帳戶結單複本 Proof of bank account ownership issued by bank concerned, e.g. a copy of statement of the bank account held by the applicant for money service business
	<input type="checkbox"/> 確認由申請人持有的銀行帳戶是用作經營金錢服務業務的銀行確認書 An acknowledgement from bank that the bank account held by the applicant is used for operating money service business

申請人須將填妥的申請表格、附件及補充資料表格連同已蓋上申請人公司印章的證明文件, 遞交予香港海關金錢服務監理科辦理。海關的獲授權人員與申請人會面時將會查驗文件的正本。

Applicant is required to submit the completed application form, annex and supplementary information sheet together with the supporting documents (stamped with the applicant's company chop) to the Money Service Supervision Bureau of C&ED. Authorized officers of C&ED will examine the originals during the interview with the applicant.

地址

九龍九龍灣常悅道 11 號 新明大廈 4 樓 402-403 室
香港海關
金錢服務監理科

Address

Money Service Supervision Bureau,
Customs and Excise Department
Units 402-403, 4/F, Centre Parc,
11 Sheung Yuet Road, Kowloon Bay, Kowloon

辦公時間

星期一至星期五 上午 8 時 45 分至中午 12 時 30 分
(公眾假期除外) 下午 1 時 30 分至下午 5 時 30 分

Office hours

Monday to Friday 8:45 a.m. to 12:30 p.m.
(Except Public Holidays) 1:30 p.m. to 5:30 p.m.

To : Commissioner of Customs and Excise

Letter of Consent

Regarding the Operation of a Money Service Business

by

(Company Name)

.....

at

(address)

.....

*I / My child, _____ (Name of the occupant) _____, being an occupant of the premises at the above address, hereby give my consent to any authorized person as defined by section 8 of the Anti-Money Laundering and Counter-Terrorist Financing Ordinance (Chapter 615) to enter the above premises for the purpose of exercising the powers under section 9 of the said Ordinance in connection with the operation of the money service business by the above company at the above address.

I have read the Personal Information Collection Statement stated in Part C of the Guidance Notes on Form 1 Application for a Money Service Operator Licence and understand the contents stated therein.

*Signed by the occupant/
the parent/guardian _____
of the occupant : ()

*HKID Card No./ Travel
Document Type and No.
Occupant : _____
The parent/guardian
of the occupant : _____

Date : _____

* Please delete as appropriate