



Money Service Operators Licensing System for Customs & Excise Department (C&ED)

User Manual (For Reference Only)

Version 1.3

December 2013

Remarks :
All contents and screens are subject to further amendments.

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Chapter 1 Introduction

This User Manual is to provide users with the relevant information and guidance on the operation of the web-based Money Service Operators Licensing System (MSOS). It provides an online submission of application for Money Service Operators (MSOs) Licence and other on-line functions.

Online function for searching Licensee Register is also available for public access.

Access to the Money Service Operators Licensing System

- (1) Launch Internet Explorer and input the website of the Customs and Excise Department (C&ED) <http://www.customs.gov.hk>.
- (2) Click  or “Electronic Services > Money Service Operators Licensing System” to browse the Homepage of the MSOS.

The Main Page of the MSOS contains the following seven main components from (a) to (g):

- (a) **Online Functions for Money Service Operators (MSOs)** - It allows an MSO to file an online submission of application for MSO Licence and other on-line functions include applications for renewal MSO Licence; approval in respect of Persons Proposing to become Licensee’s Partners/Directors/Ultimate Owners and adding New Premises for Money Service, as well as submission of Periodic Return for Statement of Transactions, re-submission of supporting documents, enquiry about the application status and reset of password.
- (b) **Online Licensee Register** - It allows the public to view the particulars of the MSOs licensed with the C&ED.
- (c) **Guidelines** - It provides useful information and guidelines for MSO such as Licensing Guideline, Guideline on Anti-Money Laundering and Counter-Terrorist Financing, Criteria for determining fitness and propriety and Fining Guideline, etc.
- (d) **Forms** - It provides online function of download of forms related to MSO Licence.
- (e) **Licensing Issues** - It provides User Manual on the operation of the MSOS and other licensing criteria to become a licensed MSO.
- (f) **Online Demonstration** - It provides demonstration of various online functions in the MSOS.
- (g) **Latest News** - It contains the latest news related to anti-money laundering and counter-terrorist financing announced by the C&ED.

The Main Page of the MSOS is as follows:

The screenshot shows the main page of the Money Service Operators Licensing System (MSOS). The page features a header with the Customs and Excise Department logo and the title 'Money Service Operators Licensing System'. A navigation menu on the left includes links for Home, Online Functions for Service Operators, Licensed Money Service Operators, Guidelines, Licensing Issues, Enforcement News, Legislation, Online Demonstration, Forms, Circulars / Publications, Links, FAQs, and Contact us. The main content area is divided into several sections: 'Online Functions for Money Service Operators (MSOs)' with a list of actions like 'Create User Account' and 'User Login'; 'Online Licensee Register' with a list of 'Licensed Money Service Operators'; 'Guidelines' with links to 'Licensing Guide', 'AMLO Guideline', and 'Disciplinary Fining Guideline'; 'Forms' with links to 'Form 1 MSO Licence Application', 'Form 3A Fit and Proper Person Declaration for Individual', and 'Form 3B Fit and Proper Person Declaration for Corporation'; 'Licensing Issues' with links to 'User Manual', 'Criteria of a Fit and Proper Person', 'Application Fees', and various 'Guidance Notes on Form 1' through 'Form 6'; and 'Online Demonstration' with links to 'Create User Account', 'Form 1 MSO Licence Application', 'Resubmit Missing Documents', 'Form 4 Application for Approval in respect of Persons Proposing to become Licensee's Partners / Directors / Ultimate Owners', 'Form 5 Application to add New Premises used for the operation of a Money Service', and 'Submit Periodic Return for Statement of Transaction'. A 'Latest News' section at the bottom features a news item dated 29/05/2013 about a seminar organized by the Money Service Supervision Bureau. The page footer contains copyright information and links to 'Important Notice', 'Security Statement', and 'Privacy Policy'.

Callouts on the page:

- a: Online Functions for Money Service Operators (MSOs)
- b: Online Licensee Register
- c: Guidelines
- d: Joint Financial Intelligence and Financial Services and the Treasury Bureau
- e: Licensing Issues
- f: Online Demonstration

Chapter 2 Registration as a Money Service Operator (MSO) licensed with C&ED

2.1 Create User Account

- (i) Click “Create User Account” under the pull-down menu of *Online Functions for Money Service Operators (MSOs)*

Welcome to **Money Service Operators** Licensing System

Online Functions for Money Service Operators (MSOs)

- Create User Account
- User Login
 - Apply for MSO Licence
 - Apply for renewal MSO Licence
 - Apply for Approval in respect of Persons Proposing to become Licensee's Partners / Directors / Ultimate Owners
 - Apply to add New Premises for Money Service
 - Periodic Return for Statement of Transactions
 - Enquire about application status
 - Re-submit supporting documents

Online Licensee Register

- Licensed Money Service Operators

Guidelines

- Licensing Guide
- AMLO Guideline
- Disciplinary Fining Guideline
- Guidelines on Criteria for Determining Fitness and Propriety
- Review Disciplinary Action and Specified Decision of CCE Guidelines (To be announced)

Online Demonstration

- Create User Account
- Form 1 MSO Licence Application
- Resubmit Missing Documents
- Form 4 Application for Approval in respect of Persons Proposing to become Licensee's Partners / Directors / Ultimate Owners
- Form 5 Application to add New Premises used for the operation of a Money Service

(ii) Read the relevant steps and press “NEXT” to proceed to the next step

Create User Account

Home > Create User Account

- Step 1**
Terms and Conditions
- Step 2**
Input Particulars of MSO Account
- Step 3**
Upload Copy of Business Registration Certificate
- Step 4**
Confirmation
- Step 5**
Acknowledgement

Read the steps to create new account

NEXT

BACK TO HOME NEXT

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2.2 Steps for Create User Account

Step 1 - Read Terms and Conditions

- (i) Read the relevant sections under the Terms and Conditions of the use of the MSOS web application
- (ii) Click the checkbox to confirm that you have read and understood the statement
- (iii) Press “YES, I ACCEPT” to proceed to the next step

Create User Account

Home > Create User Account

Step 1 Step 2 Step 3 Step 4 Step 5

Terms and Conditions

Terms and Conditions

1. Customs and Excise Department (C&ED) shall provide electronic services under the Money Service Operators Licensing System (MSOS) to money service operators. The use of the MSOS shall at all times be governed by these terms and conditions. Any person or company who successfully registered under the MSOS or is in application of any function of the MSOS is hereinafter referred to as "the money service operators".
2. C&ED has the right at any time and from time to time to expand, modify, reduce, suspend or discontinue the MSOS (or any part thereof) with or without prior notice. C&ED shall not be liable to the money service operator or any third party for any variation, suspension or discontinuance of the MSOS.

Registration and Application of the MSOS

3. The money service operator undertakes to provide true and accurate information as well as document as required in the registration and application of any function in the MSOS.
4. If the money service operator suspects that there is actual or possible unauthorized use of the MSOS, he/she shall notify C&ED as soon as practicable.

Notes about Personal Data

5. The money service operator acknowledges that the personal data contained in the registration and application of any function in the MSOS and any change to such data from time to time will be used by C&ED for:
 - activities relating to the processing of application of the money service operator;
 - facilitating communication between C&ED and the money service operator; and
 - administrative purposes such as compiling statistics and conducting research.
6. The money service operator 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

YES, I ACCEPT

Read the Terms & Conditions.
Click the checkbox to confirm that you have read and understood the statement. Then, press “YES, I ACCEPT”.

Step 2 - Input Particulars for MSO Account Creation

- (i) Input the particulars of the MSO account
- (ii) Press “NEXT” to proceed to the next step

Create User Account

Home > Create User Account

Step 1 Step 2 Step 3 Step 4 Step 5

Input Particulars of MSO Account

All * shall be provided

User ID * :

Password * :

Confirm Password * :

Email Address * :

Contact Person * :

Contact Person Post * :

Contact Telephone No. * : () +

Name of Business / Corporation * : (English) (Chinese)

Telephone No. * : () + Fax No.: () +

Business Registration No. * : Date of Expiry* : (only first 8 digits required) (dd/mm/yyyy)

I declare that application of business registration is in progress.

BACK NEXT

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Next

Step 3 - Upload Supporting Documents

- (i) Press “Add” to upload supporting documents
- (ii) The uploaded supporting documents should be in:
 - (1) Image Type: PDF, JPEG, GIF or TIF (RAW, LZW, JPEG, CCITT-G4)
 - (2) Image Resolution: 200dpi or above
 - (3) File Size: 2 Mbytes or below for each file
- (iii) Press “NEXT” to proceed to the next step

Home > Create User Account

Step 1 Step 2 **Step 3** Step 4 Step 5

Upload Copy of Business Registration Certificate

Supporting Document for New Registraion

A copy of valid Business Registration Certificate *

Acceptable file format:

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

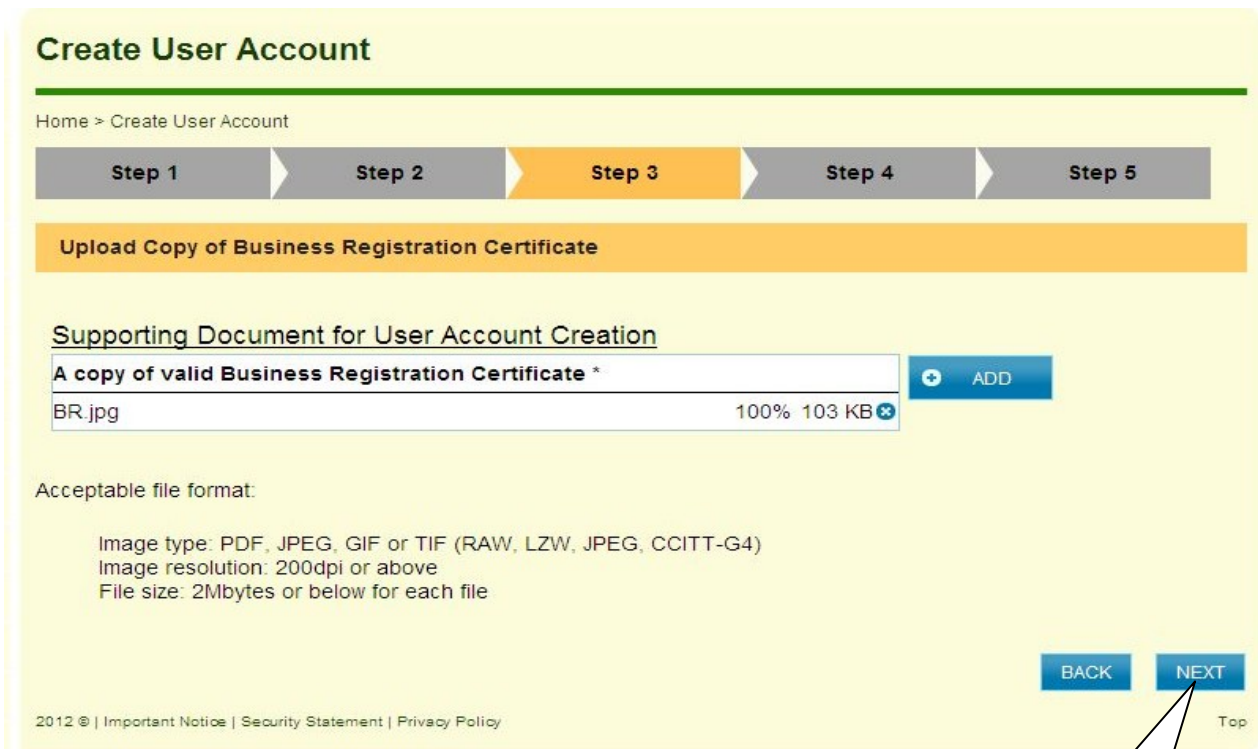
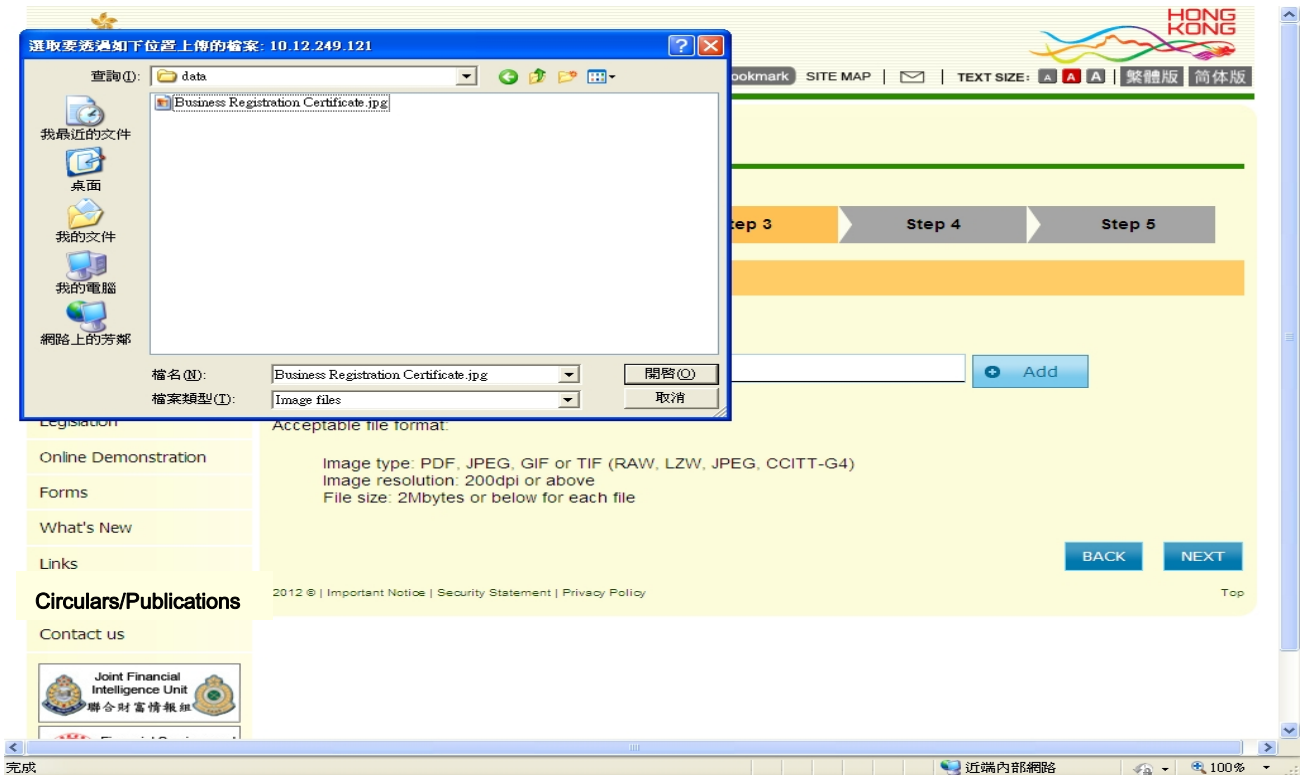
“*” indicates that the supporting document is mandatory

BACK NEXT

NEXT

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近端內部網路



NEXT

Step 4 - Confirmation

- (i) Enter “Verification Code” after all the information is confirmed
- (ii) Press “CONFIRM” to proceed to the next step

Home > Create User Account

Step 1 Step 2 Step 3 **Step 4** Step 5

Confirmation

User ID: TOM0915
Email Address: tom0915@gmail.com

Contact Person: TOM WONG
Contact Person Post: DIRECTOR
Contact Telephone No.: (852)+12345678
(English) (Chinese)

Name of Business / Corporation *: TOM WONG COMPANY LTD
Telephone No. *: (852)+ 12345678
Fax No.: ()+
Business Registration No. *: 98765432
Date of Expiry*: 30/09/2013

Supporting Document for User Account Creation

Document Type *	File Name	Remarks
A copy of valid Business Registration Certificate	BR.jpg (103 KB)	

Please input the verification code:
 HxKF5T Reload

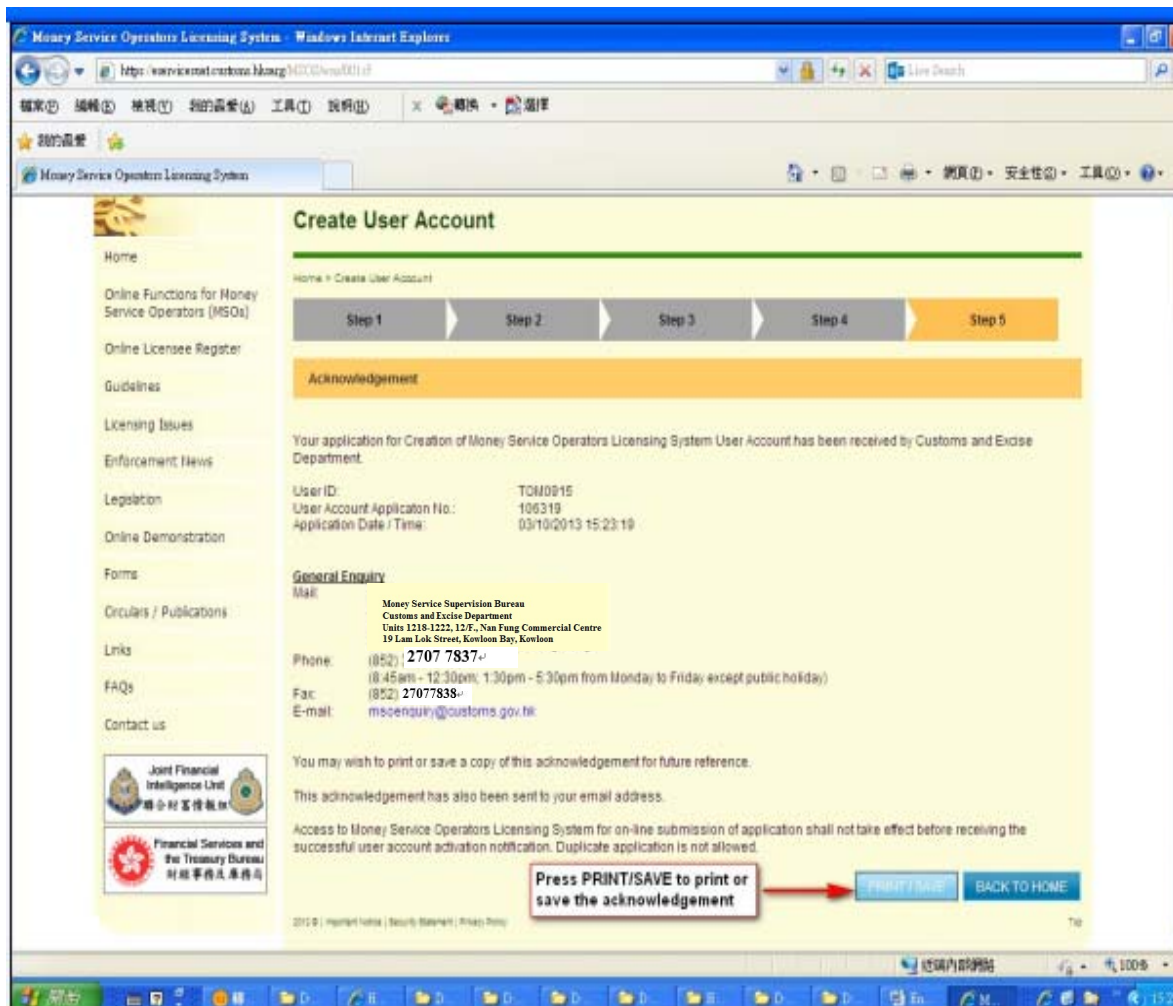
CONFIRM

BACK CONFIRM

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Step 5 – Acknowledgement

- (i) Press “PRINT / SAVE” to print or save the acknowledgement and finish the “Create New Account” process.



Acknowledgement

Your application for Creation of Money Service Operators Licensing System User Account has been received by Customs and Excise Department.

User ID : TOM0915
 User Account Application No. : 106319
 Application Date / Time : 03/10/2013 15:23:19

General Enquiry

Mail : Money Service Supervision Bureau
 Customs and Excise Department
 Units 1218-1222, 12/F., Nan Fung Commercial Centre
 19 Lam Lok Street, Kowloon Bay, Kowloon

Phone : (852) 2707 7837
 (8:45 am – 12:30 pm; 1:30 pm – 5:30 pm from Monday to Friday except public holiday)

Fax : (852) 27077838

E-mail : msoenquiry@customs.gov.hk

You may wish to print or save a copy of this acknowledgement for future reference.

This acknowledgement has also been sent to your email address.

Access to Money Service Operators Licensing System for on-line submission of application shall not take effect before receiving the successful user account activation notification. Duplicate application is not allowed.

- (ii) An email message of 'Create User Account' will be sent to the applicant to confirm the application.

Create User Account

{Name of Applicant}

Dear Sir / Madam,

We have received your online application for an MSO account. Your application is under processing. You will receive a confirmation email once it is approved. Thank you.

User ID:

Application No.:

Licensing Office
Money Service Supervision Bureau
Customs and Excise Department

- (iii) Another email message of 'Approval of MSO Account' will then be sent to the applicant to confirm the approval of the account.

Approval of MSO Account

{Name of Applicant}

Dear Sir / Madam,

Your application for MSO account has been approved. Please follow the link below to activate your account. Thank you.

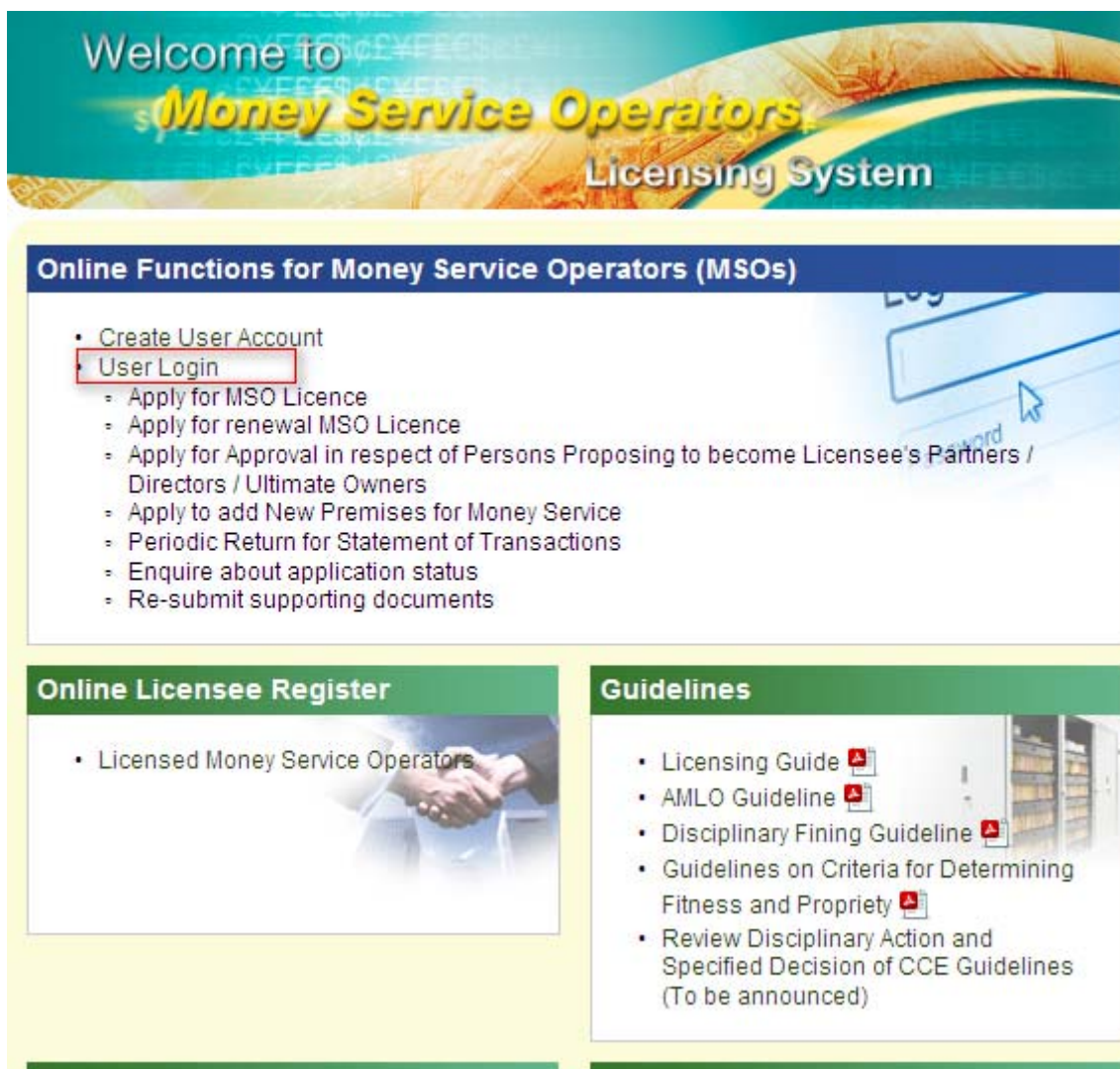
Hyperlink: {url}

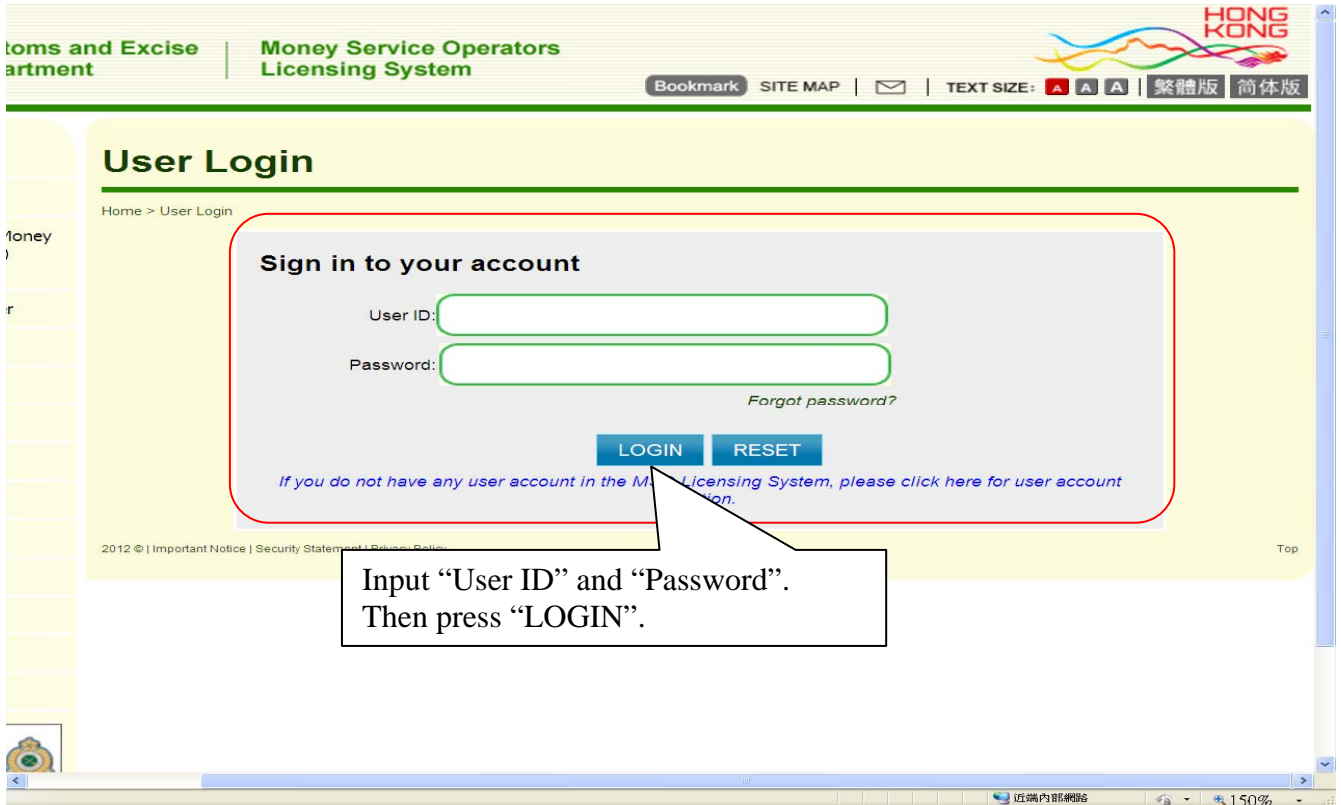
Licensing Office
Money Service Supervision Bureau
Customs and Excise Department

Chapter 3 User Login and Form 1 Application for a Money Service Operator Licence

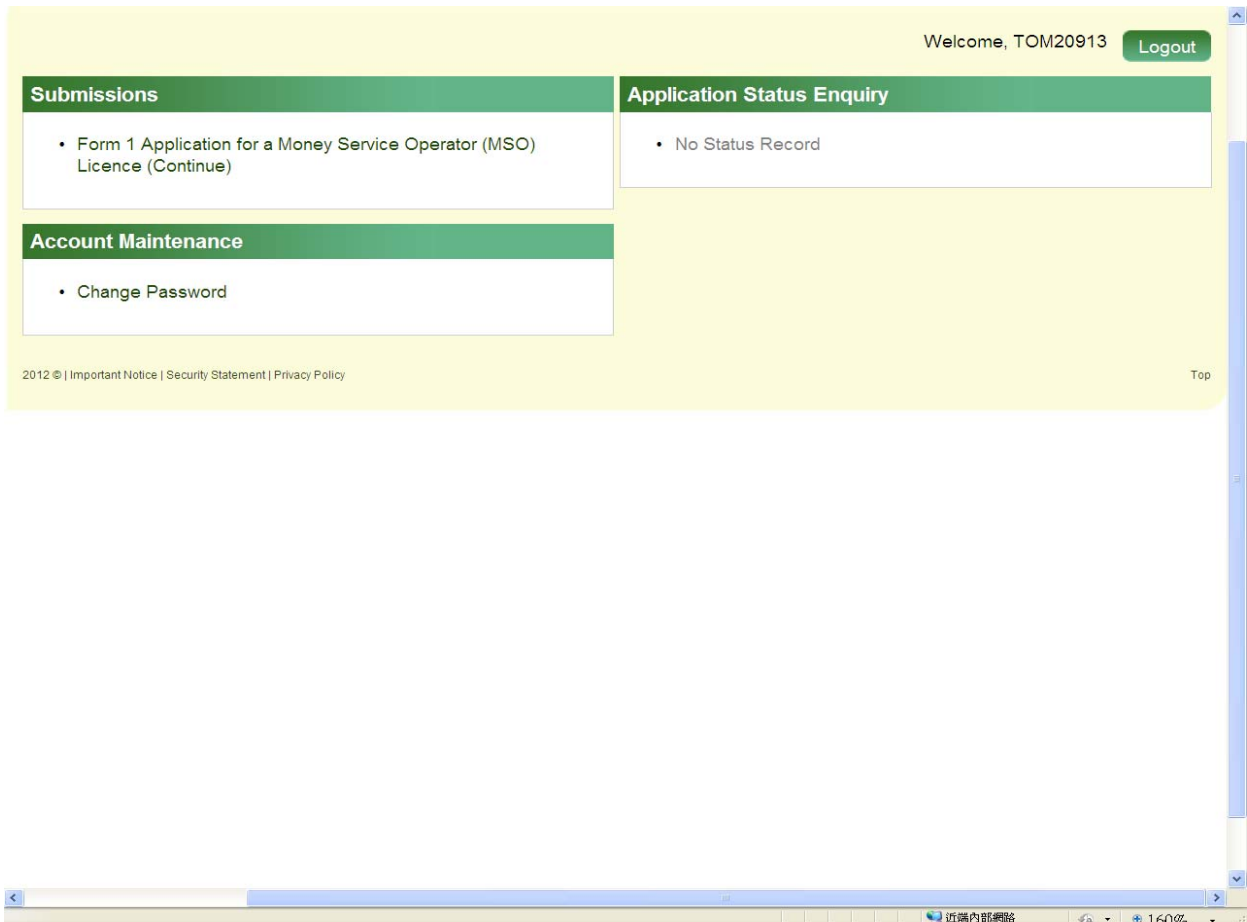
3.1. Login to System

- (i) Click “User Login” in the “Online Functions for Money Service Operators (MSOs)” to enter the login page
- (ii) Input “User ID” and “Password”
- (iii) Press “LOGIN” to login to the system



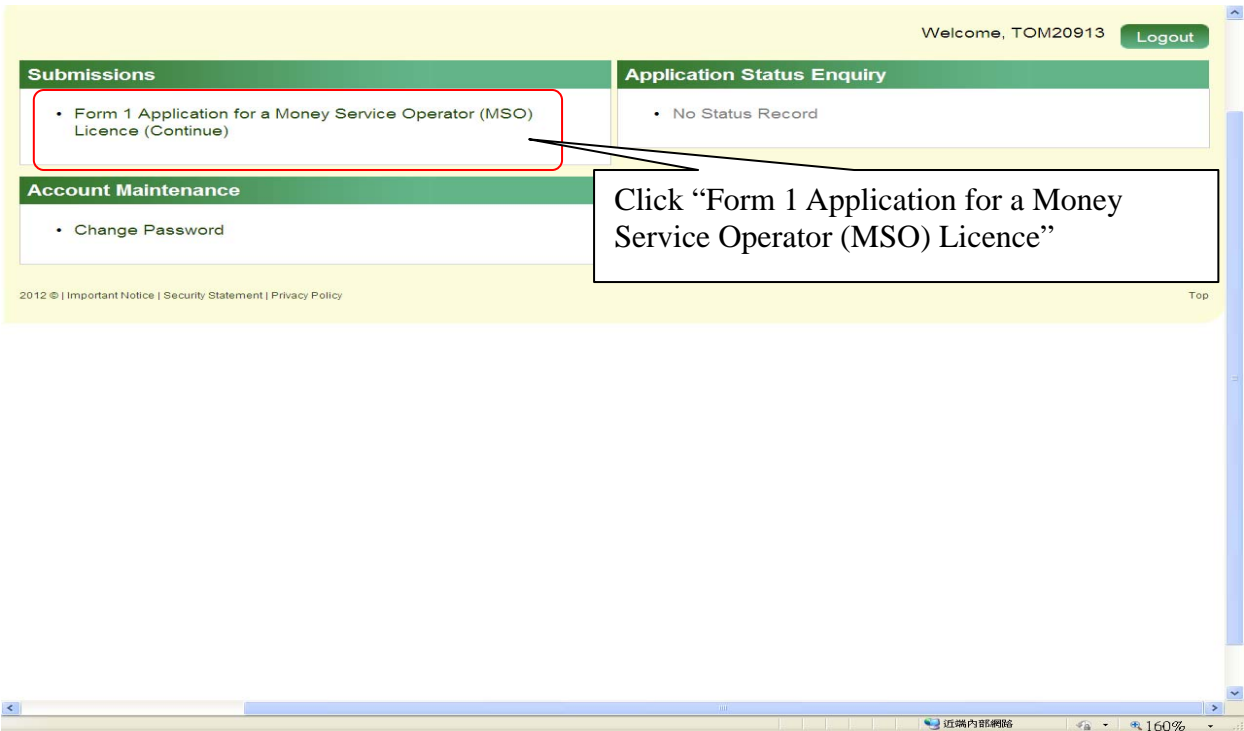


(iv) The webpage below shows a successful login

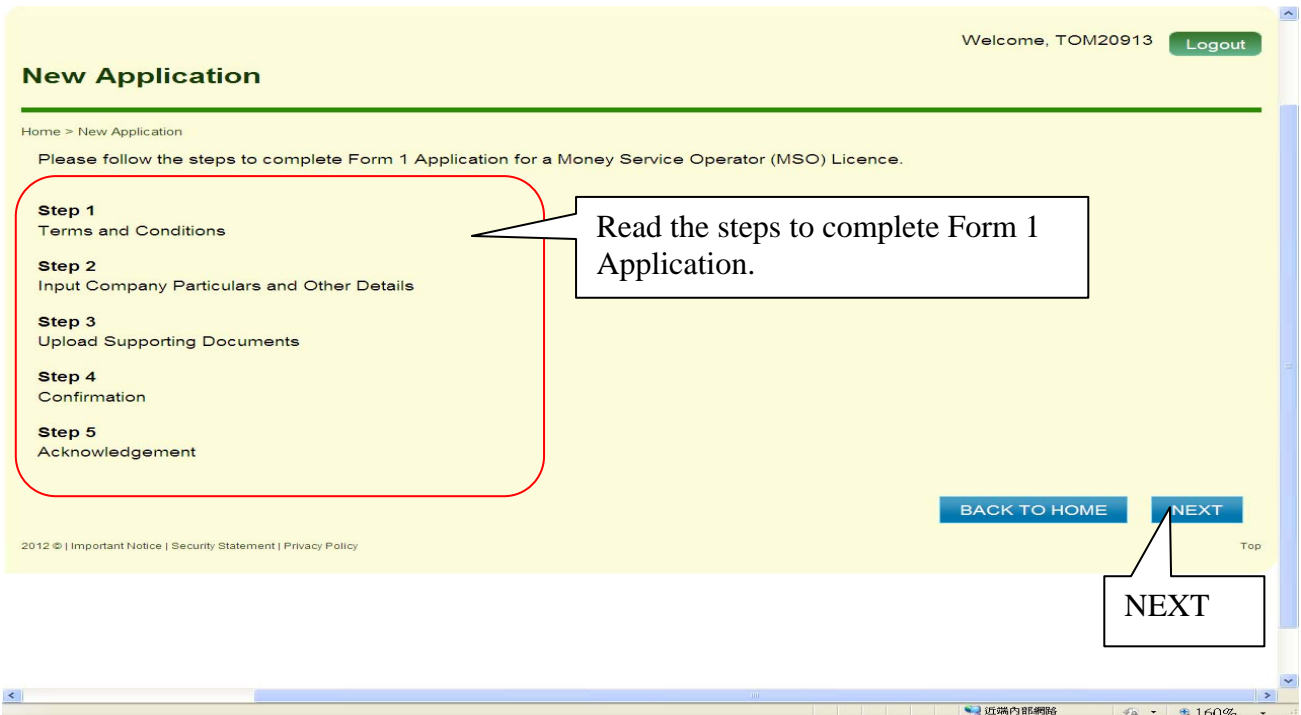


3.2 Form 1 Application for a Money Service Operator Licence

- (i) After login, enter the system page of MSOS
- (ii) Click “Form 1 Application for a Money Service Operator (MSO) Licence” in the “Submissions”



- (iii) Read the steps on the New Application page below
- (iv) Press “NEXT” to proceed to the next step



Step 1 - Read Terms and Conditions

- (i) Read the relevant sections under the Terms and Conditions
- (ii) Click the checkbox to confirm that you have read it.
- (iii) Press “YES, I ACCEPT” to proceed to the next step

Welcome, TOM20913 [Logout](#)

New Application

Home > New Application

Step 1 Step 2 Step 3 Step 4 Step 5

Terms and Conditions

Terms and Conditions

1. Customs and Excise Department (C&ED) shall provide electronic services under the Money Service Operators Licensing System (MSOS) to money service operators. The use of the MSOS shall at all times be governed by these terms and conditions. Any person or company who successfully registered under the MSOS or is in application of any function of the MSOS is hereinafter referred to as "the money service operators".
2. C&ED has the right at any time and from time to time to expand, modify, reduce, suspend or discontinue the MSOS (or any part thereof) with or without prior notice. C&ED shall not be liable to the money service operator or any third party for any variation, suspension or discontinuance of the MSOS.

Registration and Application of the MSOS

3. The money service operator undertakes to provide true and accurate information as well as document as required in the registration and application of any function in the MSOS.
4. If the money service operator suspects that there is actual or possible unauthorized use of the MSOS, he/she shall notify C&ED as soon as practicable.

Notes about Personal Data

5. The money service operator acknowledges that the personal data contained in the registration and application of any function in the MSOS and any change to such data from time to time will be used by C&ED for:
 - activities relating to the processing of application of the money service operator;
 - facilitating communication between C&ED and the money service operator; and
 - administrative purposes such as compiling statistics and conducting research.
6. The money service operator has a right of access and correction with respect to personal data in accordance with the respective provisions of the Personal Data (Privacy) Ordinance.

Details of Application for MSO Licence

7. Please read the Guidance Notes and the Personal Information Collection Statement therein
[Guidance Notes on Form 1 Application for a Money Service Operator Licence](#)

I have read the statement above, the Guidance Notes on Application for a Money Service Operator Licence and the Personal Information Collection Statement therein.

[NO, I DECLINE](#) [YES, I ACCEPT](#)

YES, I ACCEPT

Read the Terms & Conditions.
Click the checkbox to confirm that you have read and agreed to it. Then, press “YES, I ACCEPT”.

Step 2 - Input Company Particulars and Other Details

Step 2 - Part 1-Particulars of Applicant's Business

- (i) Input the particulars of Applicant's Business
- (ii) Press "NEXT" to proceed to the next step

Customs and Excise Department | Money Service Operators Licensing System

Home | Online Functions for Money Service Operators (MSOs) | Online Licensee Register | Guidelines | Licensing Issues | Enforcement News | Legislation | Online Demonstration | Forms | Circulars / Publications | Links | FAQs | Contact us

Welcome, TOM0915 [LOGOUT](#)

New Application

Home > New Application

Step 1 | **Step 2** | Step 3 | Step 4 | Step 5

Input Company Particulars and Other Details

Part 1 - Particulars of the Applicant's Business

Input Part 1

Name of Business/Corporation (in English): TOM WONG COMPANY (as shown in the Business Registration Certificate)

Name of Business/Corporation (in Chinese): (as shown in the Business Registration Certificate)

Business Name (if applicable):

Business Name (in Chinese) (if applicable):

Business Registration No.: - 000

BR Expiry Date (dd/mm/yyyy)

Please indicate the status of your business :-

Sole Proprietorship

Partnership

Corporation

Local company

Non-Hong Kong company

Number of [†]Ultimate Owner (other than the Sole Proprietor): (if any)

Number of Partner: and Number of [†]Ultimate Owner: (if any)

Number of Director: and Number of [†]Ultimate Owner: (if any)

Company No. *:

Place of Incorporation *:

Date of Incorporation (dd/mm/yyyy)*:

Date of Registration (dd/mm/yyyy): (for Non-Hong Kong company only)

[†]Ultimate Owner – Please refer to Para. 11.1 of the Guidance Notes

Please indicate the nature of your money service :-

Remittance service Money changing service Remittance and money changing services

Has the Applicant ever been registered with the Hong Kong Police Force as a remittance agent and / or a money changer (RAMC)? Yes No

If 'Yes', please indicate whether the Applicant was a registered RAMC with the Hong Kong Police Force on **31 March 2012**? Yes No

Please indicate whether the Applicant operates any money service at particular premises (Please refer to Para. 8.1 of the Guidance Notes): Yes No

(If 'No', please go to Part 2)

Number of particular premises used for operating money service :-

(Please provide the details of all the particular premises in Part 3)

[SAVE AS DRAFT](#) [BACK](#) [NEXT](#)

2012 | [Important Notice](#) | [Security Statement](#) | [Privacy Policy](#)

Step 2 - Part 2-Principal Address of the Business/Corporation

(For Reference Only)

- (i) Input the particulars of Principal Address of the Business/Corporation
- (ii) Press “NEXT” to proceed to the next step

Customs and Excise Department | Money Service Operators Licensing System

Home > New Application

Step 1 | **Step 2** | Step 3 | Step 4 | Step 5

Input Company Particulars and Other Details

Part 2 – Principal Address of the Business / Corporation

Input Part 2

(This address can be the particular premises used for operating money service or the correspondence address and will be shown on the licence.)

(1) Address: (Please complete in English)

Standard Village Lot

Standard
All * shall be provided

Unit: [] []
Floor: [] /F
Building Name: []
Block: [] []
Phase: [] Estate Name: []
Street No.: [] Street Name: []
Area*: [Please Select] []
District*: [Please Select] []

(2) Contact Information

Business Website Address: []
Email Address*: tom0915@gmail.com
Telephone No.*: (852)+ 12345678 Fax No.: []+

SAVE AS DRAFT | BACK | NEXT

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Step 2 - Part 3-Details of all the Particular Premises used for the operation of a Money Service

- (i) Press “ADD PARTICULAR PREMISES” to input the Particular Premises used for the operation of Money Service
- (ii) Press “NEXT” to proceed to the next step

Welcome, TOM0914 [Logout](#)

New Application

Home > New Application

Step 1 Step 2 Step 3 Step 4 Step 5

Input Company Particulars and Other Details

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

If you want to add business premises, please back to Part 1 for change, otherwise click "NEXT" to proceed to next step.

[ADD PARTICULAR PREMISES](#) [BACK](#) [NEXT](#)

If the applicant wants to add business premises, please click 'BACK' to Part 1 for change, otherwise click 'NEXT' to proceed to the next step

Welcome, TOM0914 [Logout](#)

New Application

Home > New Application

Step 1 Step 2 Step 3 Step 4 Step 5

Input Company Particulars and Other Details

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

If no premises to be applied, please click "NEXT" to proceed to next step.

[ADD PARTICULAR PREMISES](#) [BACK](#) [NEXT](#)

Press “ADD PARTICULAR PREMISES” to input Part 3-Details of all the Particular Premises used for the operation of a Money Service

Service Operator (MSO)
Licence


Online Licences Register

Guidelines


Licensing Issues

FAQs

Contact Us



聯合金融情報單位



金融服務及庫務局

Step 1
Step 2
Step 3
Step 4
Step 5

Input Company Particulars and Other Details

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

If no premises to be applied, please click "NEXT" to proceed to next step.

ADD PARTICULAR PREMISES
BACK
NEXT

Premises Information SAVE

Premises Serial No.: 1 - 1

(1) Premises Information

Business Registration No.: - Area of the premises: (m²)

Please state the type of premises where the money service is operated:

Domestic Premises
 Commercial Premises
 Mixed domestic and commercial premises

(2) Address: (Please complete in English)

Standard			
Area:	HONG KONG		
District:	ADMIRALTY		
Street No.:	123	Street Name:	ABC STREET
<small>(No. 123, 124-148)</small>			
Phase:	--	Estate Name:	--
<small>(No. 1, A, B&C1)</small>			
Block:	BLOCK	A	
<small>(No. 1, A, B&C1)</small>			
Building Name:	ABC BUILDING		
Floor:	GF		
Unit:	FLAT	A	

For editing, please go back to Part 2.

(3) Contact information

Office Telephone No.: + Office Fax No.: +

(4) Is there any other business being run in this premises?

Yes
 No

If Yes, please provide the following information of the business sharing the premises.

Run by the Applicant, the nature of business is:

Run by other business entity, please provide the following information:-
 ADD COMPANY

Particulars of the business sharing the premises: Delete

Name of Business/Corporation:

Nature of Business:

Remittance service
 Money changing service
 Remittance and money changing services
 Others please specify:

MSO Licence No. (if applicable):

(5) Occupant's Consent (only applicable for domestic premises used for the operation of a money service):

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.

Name of Occupants (Surname first then other names)	Action
<input type="text"/>	Delete

SAVE

Input Part 3-Details of all the Particulars of Premises used for the operation of a Money Service

NEXT

SAVE

Step 1 Step 2 Step 3 Step 4 Step 5

Input Company Particulars and Other Details

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

Saved Particular Premises

Address	Action
FLAT A, G/F, BLOCK A, ABC BUILDING, 123 ABC STREET, ADMIRALTY, HONG KONG	Edit

1 of 1

ADD PARTICULAR PREMISES BACK NEXT

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NEXT

Step 2 - Part 4-Particulars of Applicant who is a Sole Proprietor or Particulars of Individual Partner/Director of Applicant which is a partnership/corporation

- (i) Press “ADD SOLE PROPRIETOR” or “ADD PARTNER/DIRECTOR” to input the particulars of Applicant who is a Sole Proprietor or Particulars of Individual Partner/Director of Applicant which is a Partnership/Corporation
- (ii) Press “NEXT” to proceed to the next step

Welcome, TOM0914 Logout

New Application

Home > New Application

Step 1 Step 2 Step 3 Step 4 Step 5

Input Company Particulars and Other Details

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

Please click "ADD SOLE PROPRIETOR" for adding the particulars of sole proprietor

ADD SOLE PROPRIETOR BACK NEXT

Press “ADD SOLE PROPRIETOR” to input Part 4-Particulars of Applicant who is a Sole Proprietor or Particulars of Individual Partner/Director of Applicant which is a partnership/corporation

NEXT

New Application

Home > New Application

Step 1

Step 2

Step 3

Step 4

Step 5

Input Company Particulars and Other Details

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

Please click "ADD SOLE PROPRIETOR" for adding the particulars of sole proprietor

NEXT

[ADD SOLE PROPRIETOR](#) [BACK](#) [NEXT](#)

Sole Proprietor/Partner/Director

SAVE

Role:

Sole Proprietor

Name in English*: (Surname first then other names)

Name in Chinese(if applicable): Alias(if any):

Chinese Commercial Codes (if applicable): - - - - -

Date of Birth(dd/mm/yyyy)*: Place of Birth:

Nationality*:

Education Level*: Secondary Level Post-secondary Level

Others, please specify :-

For Hong Kong Resident

Hong Kong Identity Card No.: ()

For non-Hong Kong Resident

Travel Document Type(eg. passport): Travel Document No.:

Date of Issue(dd/mm/yyyy): Expiry Date(dd/mm/yyyy):

Country/Place of Issue:

SAVE

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

SAVE Top

2012

Welcome, TOM0914 [Logout](#)

New Application

Home > New Application

Step 1

Step 2

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Step 4

Step 5

Input Company Particulars and Other Details

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

If no partner/Director to be declared, please click "NEXT" to proceed to next step.

ADD PARTNER/DIRECTOR

BACK

NEXT

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NEXT

Press "ADD PARTNER/DIRECTOR" to input Part 4-Particulars of Applicant who is a Sole Proprietor or Particulars of Individual Partner/Director of Applicant which is a partnership/corporation

Step 1 Step 2 Step 3 Step 4 Step 5

Input Company Particulars and Other Details

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

If no partner/Director to be declared, please click "NEXT" to proceed to next step.

ADD PARTNER/DIRECTOR BACK NEXT

Sole Proprietor/Partner/Director

SAVE

Role: Partner

Name in English*: Mr (Surname first then other names)

Name in Chinese(if applicable): Alias(if any):

Chinese Commercial Codes (if applicable):

Date of Birth(dd/mm/yyyy)*: Place of Birth:

Nationality*:

Education Level*:
 Secondary Level Post-secondary Level
 Others, please specify :-

For Hong Kong Resident

Hong Kong Identity Card No.:

For non-Hong Kong Resident

Travel Document Type(eg. passport): Travel Document No.:

Date of Issue(dd/mm/yyyy): Expiry Date(dd/mm/yyyy):

Country/Place of Issue:

SAVE

NEXT

SAVE

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

Step 2 - Part 5-Particulars of the corporate Partner/Director of Applicant (if applicable)

- (i) Press “ADD CORPORATE PARTNER/DIRECTOR” to input the particulars of the Corporate Partner/Director of Applicant (if applicable)
- (ii) Press “NEXT” to proceed to the next step

Welcome, TOM0914 [Logout](#)

New Application

Home > New Application

Step 1 Step 2 Step 3 Step 4 Step 5

Input Company Particulars and Other Details

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

If no corporate partner/director to be applied, please click “NEXT” to proceed to next step

[ADD CORPORATE PARTNER/DIRECTOR](#) [BACK](#) [NEXT](#)

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Press “ADD CORPORATE PARTNER/DIRECTOR” to input Part 5- Particulars of the corporate Partner/Director of Applicant (if applicable)

NEXT

Step 1
Step 2
Step 3
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Step 5

Input Company Particulars and Other Details

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

If no corporate partner/director to be applied, please click "NEXT" to proceed to next step

ADD CORPORATE PARTNER/DIRECTOR
BACK
NEXT

SAVE

(I) Particulars of the Corporation

Role: Partner

Name of Corporation:

Name of Corporation (in Chinese):

Business Registration No.: - Expiry Date (dd/mm/yyyy):

Company No.: Date of Incorporation (dd/mm/yyyy):

Race of Incorporation:

Nature of Business:

Email Address:

Office Telephone No.: - Office Fax No.: -

(II) Registered Address of the Corporation:

Standard Village Lot

Standard

All * shall be provided

Unit: #

Floor: #

Building Name:

Block: # (e.g. 1-A, B4D)

Phase: Estate Name:

Street No.: Street Name:

(e.g. 123, 124-1B)

Area: Please Select

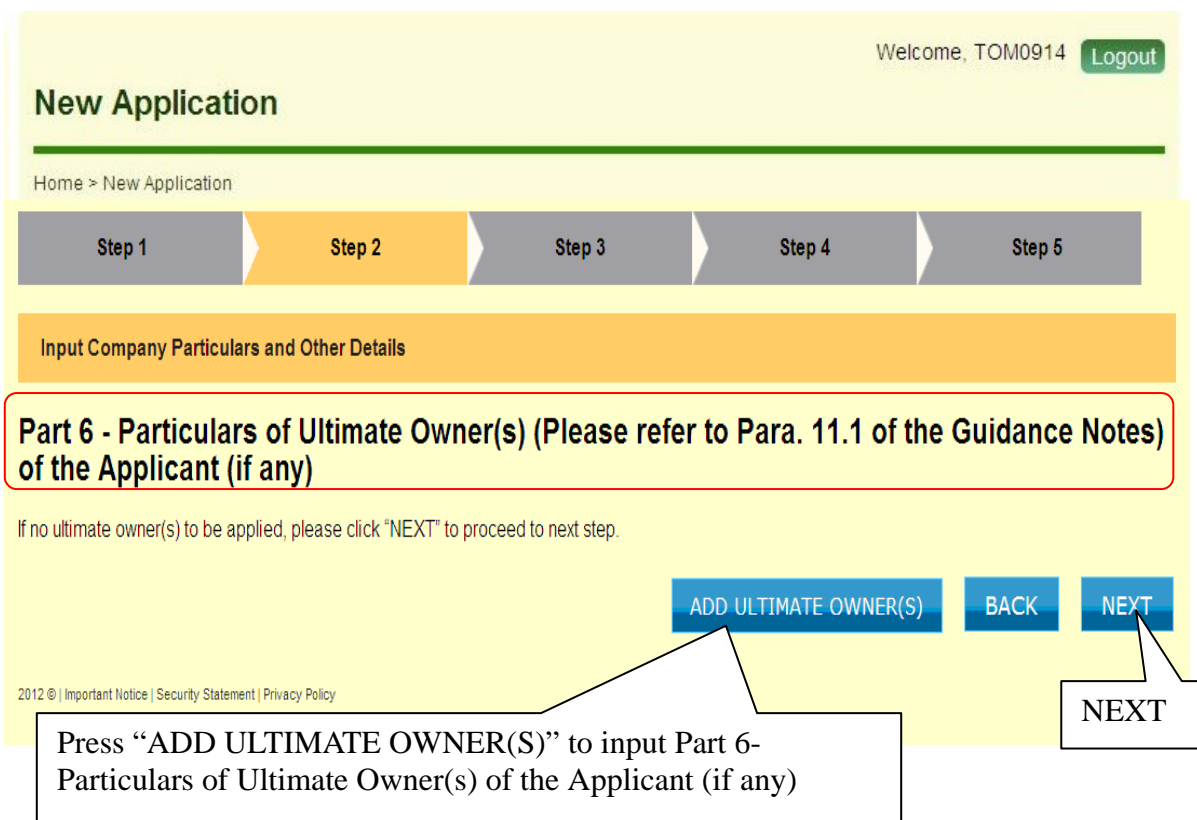
District:

SAVE

SAVE

Step 2 - Part 6-Particulars of Ultimate Owner(s) of the Applicant (if any)

- (i) Press “ADD ULTIMATE OWNER(S)” to input the particulars of Ultimate Owner(s) of the Applicant (if any)
- (ii) Press “NEXT” to proceed to the next step



the Applicant (if any)

If no ultimate owner(s) to be applied, please click 'NEXT' to proceed to next step.

NEXT ↵

ADD ULTIMATE OWNER(S) BACK NEXT

Ultimate Owner(s) SAVE

Name in English*: (Surname first then other names)

Alias(if any):

Circulars/Publications

Chinese Commercial Codes (if applicable): - - - - -

Date of Birth(dd/mm/yyyy)*: Place of Birth:

Nationality*:

Education Level*:
 Secondary Level Post-secondary Level
 Others, please specify:

For Hong Kong Resident


Hong Kong Identity Card No.: ()

For non-Hong Kong Resident

Travel Document Type(eg. passport): Travel Document No.:

Date of Issue(dd/mm/yyyy): Expiry Date(dd/mm/yyyy):

Country/Place of Issue:

 SAVE

Step 2 - Part 7-Details of the Bank Account(s) used for operating the Applicant’s Money Service

- (i) Input the details of the Bank Account(s) used for operating the Applicant’s Money Service and press “SAVE” to save the inputted information
- (ii) Press “NEXT” to proceed to the next step

Welcome, TOM0914 [Logout](#)

New Application

Home > New Application

Step 1
Step 2
Step 3
Step 4
Step 5

Input Company Particulars and Other Details

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

If no bank account to be applied, please click "NEXT" to proceed to next step.

[ADD BANK ACCOUNT](#) [BACK](#) [NEXT](#)

Bank Accounts

Name of Account Holder *:

Name of Bank *:

Local Bank

Other Bank (For banks not in the above list or overseas bank)

Account No. *:

[SAVE](#)

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

Step 1
Step 2
Step 3
Step 4
Step 5

Input Company Particulars and Other Details

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

Saved Details of Bank Accounts

Name of Account Holder	Name of Bank	Account No.	Action
TOM HILL	CITIBANK (HONG KONG) LIMITED	123456789000	Edit Delete

1 of 1

[ADD BANK ACCOUNT](#) [BACK](#) [NEXT](#)

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Step 2 - Part 8-Additional Information of the Business

- (i) Input Additional Information of the Business
- (ii) Press “NEXT” to proceed to the next step

Welcome, TOM0914 [Logout](#)

New Application

Home > New Application

Step 1 Step 2 Step 3 Step 4 Step 5

Input Company Particulars and Other Details

Input Part 8-Additional Information of the Business

Part 8 - Additional Information of the business

(1) Please provide the transaction volume in the past 12 months *:

(a) Remittance service (HK\$) :

(b) Money changing service (HK\$) :

(2) Please provide the no. of staff currently employed by the Applicant for operating money service*:

0 1-2 3-5 6-10 11 or above

(3) 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 or above

(4) Please indicate whether the Applicant operates the money service with the use of a computer system*:

Yes No

[SAVE AS DRAFT](#) [BACK](#) [NEXT](#)

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NEXT

Step 2 - Part 9-Declaration by the Applicant

- (i) Tick the checkbox “I declare that”
- (ii) Read the details of the declaration and input the applicant’s particulars
- (iii) Press “NEXT” to proceed to the next step

Part 9 - Declaration by the person who submits this application form (see Remarks in Part 9)

I declare that, **Applicant's Declaration**

(a) the particulars and information given in this application form (including supplementary sheets) consisting of previous page(s) are true and correct;

(b) I have read the Anti-Money Laundering and Counter-Terrorist Financing (Financial Institutions) 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) I have read the Guidance Notes issued by the Commissioner of Customs and Excise to facilitate the filing of this application form by **Circulars/Publications**. I understand that according to the AMLO, the licensee of a money service operator licence must obtain the permission 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) 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, 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 a licensee who without reasonable excuse contravenes this requirement commits an offence and is liable on conviction to a fine of \$50,000;

(e) 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 domestic 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;

(f) 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

Name of applicant/authorized person of the partnership/authorized person of the corporation *:

Hong Kong Identity Card/Travel Document No. :

Position in the Applicant's Business / Corporation *:

Contact Telephone No. *: ()+

Remarks: The person who submits this application form must be:

- a. the sole proprietor, if the applicant is a sole proprietorship;
- b. the partner authorized in writing by every partner, if the applicant is a partnership. The authorization letter should be attached;
- c. 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.

Press "NEXT"

Step 3 - Upload Supporting Documents

- (i) Press “Add” to upload supporting documents
- (ii) The uploaded supporting documents should be in:
 - (1) Image Type: PDF, JPGE, GIF or TIF (RAW, LZW, JPGE, CCITT-G4)
 - (2) Image Resolution: 200dpi or above
 - (3) File Size: 2 Mbytes or below for each file
- (iii) Press “NEXT” to proceed to the next step

Step 4 - Confirmation

- (i) Check and confirm the inputted information and the supporting documents
- (ii) Press “BACK” to make the necessary amendment, if any
- (iii) Press “CONFIRM” to proceed to the next step if all the inputted information is correct.

Confirm the inputted information

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

Name of Business/Corporation: TOM HILL COMPANY
 Business Registration No.: 24692458
 BR Expiry Date: 31/05/2013
 Status of business: Sole Proprietorship
 Number of Ultimate Owner: 1
 Please indicate the nature of your money service :
 Remittance and money changing services
 Has the Applicant ever been registered with the Hong Kong Police Force as a remittance agent and / or a money changer (RM/C)? No
 Please indicate whether the Applicant operates any money service at particular premises (Please refer to Para. 8.1 of the Guidance Notes) Yes
 (Please provide the details of all the particular premises in Part 3) 1

Part 2 – Principal Address of the Business / Corporation
(1) Address: (Please complete in English)

Standard Area:	HONG KONG	District:	ADMIRALTY	Street Name:	ABC STREET
Street No.:	123 (e.g. 12B, 12A-14B)	Phase:	--	Estate Name:	--
Block:	BLOCK A	Building Name:	ABC BUILDING		
Floor:	G/F	Unit:	FLAT A		

(2) Contact Information

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) I have read the Guidance Notes Issued by the Commissioner of Customs and Excise to facilitate the filling of this application form by the person concerned. I understand that according to the AJMO, 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) 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, 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 a licensee who without reasonable excuse contravenes this requirement commits an offence and is liable on conviction to a fine of \$50,000.

(e) 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 domestic 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;

(f) 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

Name of applicant/authorized person of the partnership/authorized person of the corporation: TOM HILL
 Hong Kong Identity Card/Travel Document No.: Z123456(1)
 Position in the Applicant's Business / Corporation: MANAGER
 Contact Telephone No.: (852)-12345678
 Witness Name: _____ Witness Post: _____
 Declaration Date: _____

Remarks: The person who submits this application form must be:

- the sole proprietor, if the applicant is a sole proprietorship;
- the partner authorized in writing by every partner, if the applicant is a partnership. The authorization letter should be attached;
- 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.

Supporting Document

Supporting Documents of the Applicant's Particulars (Sole Proprietorship)

Document Type	File Name	Remarks

Supporting Documents of Particulars of each premises (Premises Used for the Operation of a Money Service)

Document Type	File Name	Remarks

Press “PRINT / SAVE” if you want to print or save the information

BACK CONFIRM

Step 5 - Acknowledgement

- (i) The screen displays a receipt number of the application together with the time and date of the submission
- (ii) Press “PRINT / SAVE” to print or save the acknowledgement page

Step 1 Step 2 Step 3 Step 4 Step 5

Acknowledgement

Your application for Money Service Operator Licence has been received by Customs and Excise Department

User ID:	TOM520
Company Name:	TOM HILL COMPANY
Application No.:	E-NL-12-46464
Application Date / Time:	28/05/2012 14:11:03

Rerr Circulars/Publications

Please remember to submit the following supporting documents of particulars of the sole proprietor and each partner / director / ultimate owner who is an individual:

Hong Kong Resident

- Completed Fit and Proper Person Declaration Form 3A together with Appendices I & II
- A copy of Hong Kong Identity Card

non-Hong Kong Resident

- Completed Fit and Proper Person Declaration Form 3A together with Appendices I & II
- A copy of the Bio-data page of the Travel Document

Attention

The sole proprietor / partner / director / ultimate owner should sign the Appendix I of the Fit and Proper Person Declaration Form 3A during an interview with officers of the Department unless the Appendix I has been signed in the presence of a recognised professional e.g. solicitor. In this regard, please submit the above supporting documents during the interview. The applicant company will be notified of the time and date for the interview in due course. If the signature on the Appendix I has been witnessed by a professional, please enclose the Form 3A with Appendices I & II and supporting documents in a sealed envelope and submit them in person or by post to:

Address : Money Service Supervision Bureau **Office Hours :** Monday to Friday

Press "PRINT/SAVE" to print or save the acknowledgement

Acknowledgement

Your application for Money Service Operator Licence has been received by Customs and Excise Department.

User ID : TOM520
Company Name : TOM HILL COMPANY
Application No. : E-NL-12-46464
Application Date / Time : 28/05/2012 14:11:03

Reminder :

Please remember to submit the following supporting documents of particulars of the sole proprietor and each partner / director / ultimate owner who is an individual.:

Hong Kong Resident

- Completed Fit and Proper Person Declaration Form 3A together with Appendices I & II
- A copy of Hong Kong Identity Card

non-Hong Kong Resident

- Completed Fit and Proper Person Declaration Form 3A together with Appendices I & II
- A copy of the Bio-data page of the Travel Document

Attention

The sole proprietor / partner / director / ultimate owner should sign the Appendix I of the Fit and Proper Person Declaration Form 3A during an interview with officers of the Department unless the Appendix I has been signed in the presence of a recognised professional e.g. solicitor. In this regard, please submit the above supporting documents during the interview. The applicant company will be notified of the time and date for the interview in due course. If the signature on the Appendix I has been witnessed by a professional, please enclose the Form 3A with Appendices I & II and supporting documents in a sealed envelope and submit them in person or by post to:

Address :-

Money Service Supervision Bureau,
Customs and Excise Department,
Units 1218-1222, 12/F, Nan Fung Commercial Centre,
19 Lam Lok Street, Kowloon Bay, Kowloon

Office Hours :-

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

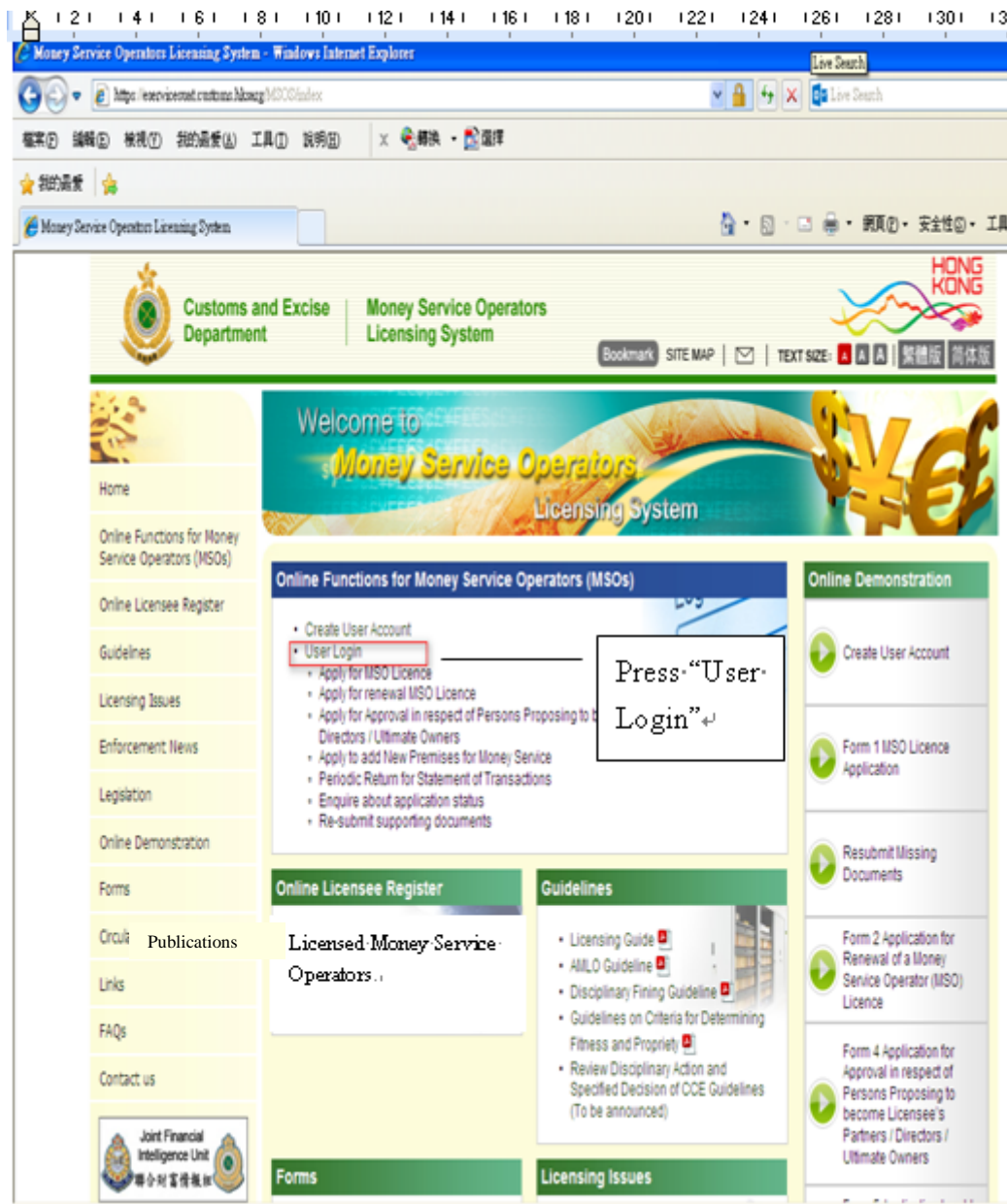
You may wish to print or save a copy of this acknowledgement for future reference.

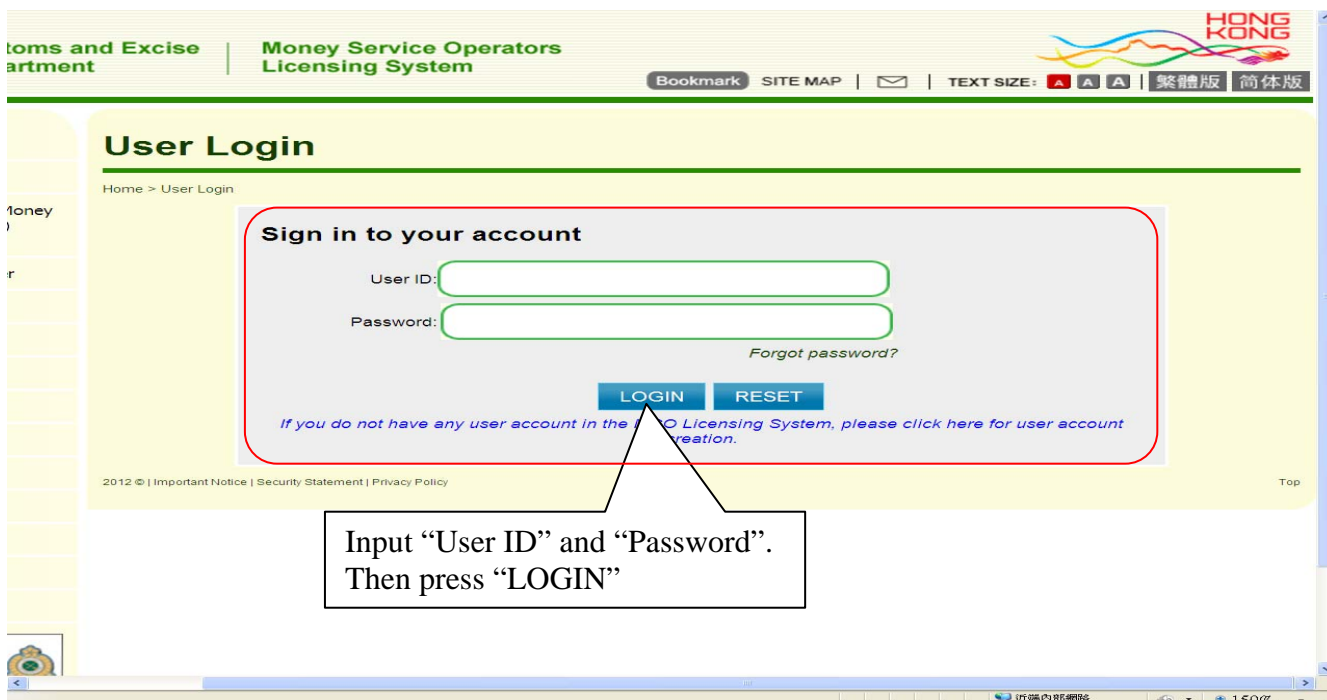
This acknowledgement has also been sent to your email address.

Chapter 4 Resubmit Missing Documents

4.1 Login the System

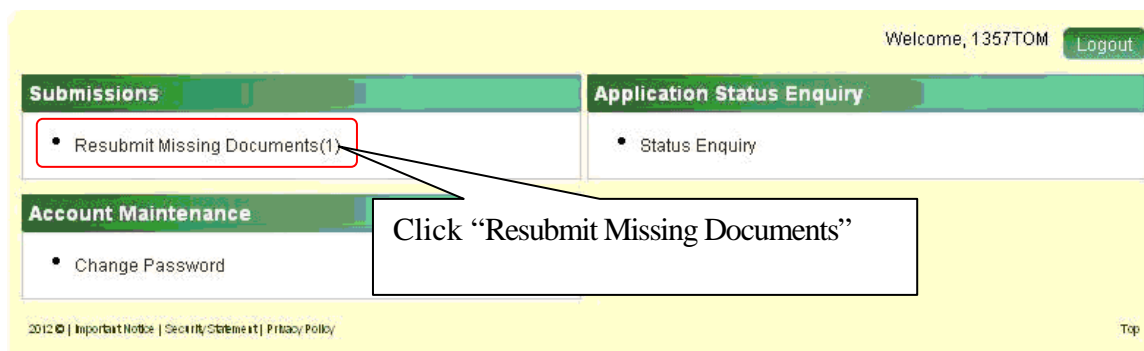
- (i) Click “User Login” in the “Online Functions for Money Service Operators (MSOs)” to enter the login page
- (ii) Input “User ID” and “Password”
- (iii) Press “LOGIN” to login the system



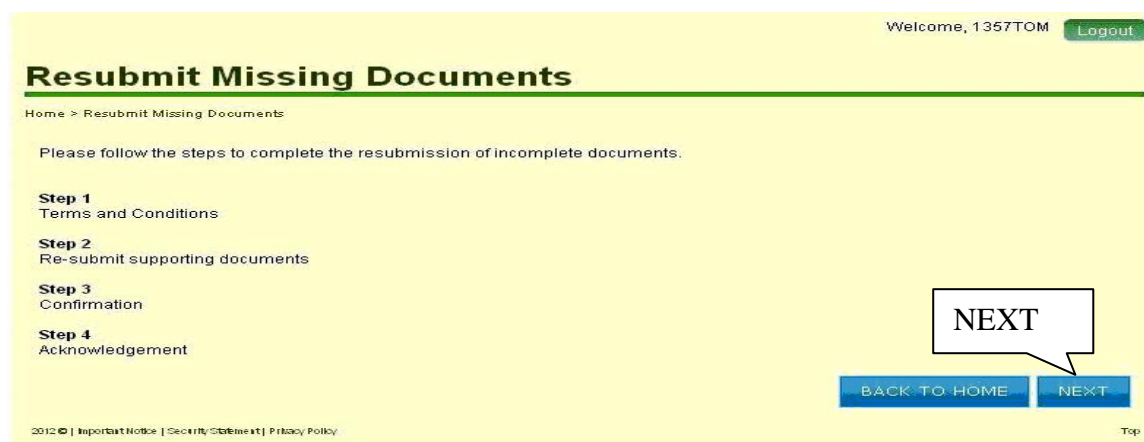


4.2 Read Terms and Conditions

- (i) After login, enter the system page of MSOS
- (ii) Click “Resubmit Missing Documents” in the “Submissions”



- (iii) Read the relevant steps and press “NEXT” button to proceed to the next step



- (iv) Read the relevant sections under the Terms and Conditions
- (v) Click the checkbox to confirm that you have read and agreed the statement.
- (vi) Press “YES, I ACCEPT” to proceed to the next step

Welcome, PAULHO3 [Logout](#)

Resubmit Missing Documents

Home > Resubmit Missing Documents

Step 1 Step 2 Step 3 Step 4

Terms and Conditions

Terms and Conditions

1. Customs and Excise Department (C&ED) shall provide electronic services under the Money Service Operators Licensing System (MSOS) to money service operators. The use of the MSOS shall at all times be governed by these terms and conditions. Any person or company who successfully registered under the MSOS or is in application of any function of the MSOS is hereinafter referred to as "the money service operators".
2. C&ED has the right at any time and from time to time to expand, modify, reduce, suspend or discontinue the MSOS (or any part thereof) with or without prior notice. C&ED shall not be liable to the money service operator or any third party for any variation, suspension or discontinuance of the MSOS.

Registration and Application of the MSOS

3. The money service operator undertakes to provide true and accurate information as well as document as required in the registration and application of any function in the MSOS.
4. If the money service operator suspects that there is actual or possible unauthorized use of the MSOS, he/she shall notify C&ED as soon as practicable.

Notes about Personal Data

5. The money service operator acknowledges that the personal data contained in the registration and application of any function in the MSOS and any change to such data from time to time will be used by C&ED for:
 - activities relating to the processing of application of the money service operator;
 - facilitating communication between C&ED and the money service operator; and
 - administrative purposes such as compiling statistics and conducting research.
6. The money service operator has a right of access and correction with respect to personal data in accordance with the respective provisions of the Personal Data (Privacy) Ordinance.

Details of Application for MSO Licence

7. Please read the Guidance Notes and the Personal Information Collection Statement therein [Guidance Notes on Form 1 Application for a Money Service Operator Licence](#).

I have read the statement above, the Guidance Notes on Application for a Money Service Operator Licence and the Personal Information Collection Statement therein.

[NO, I DECLINE](#) [YES, I ACCEPT](#)

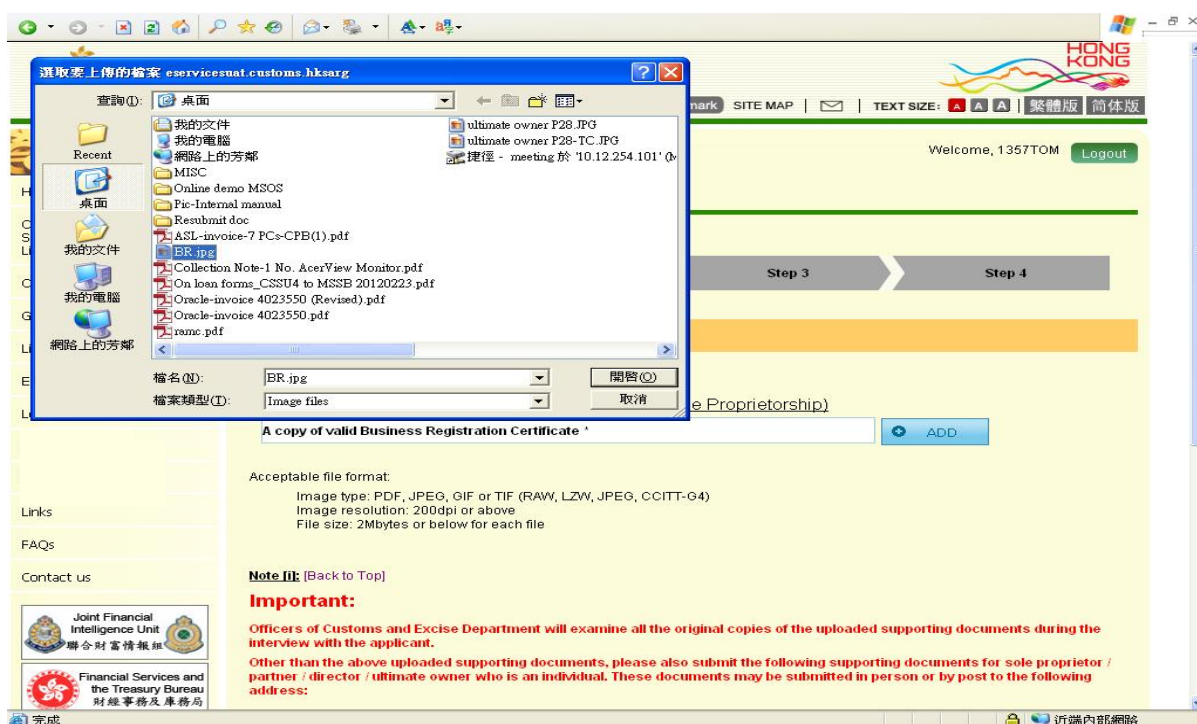
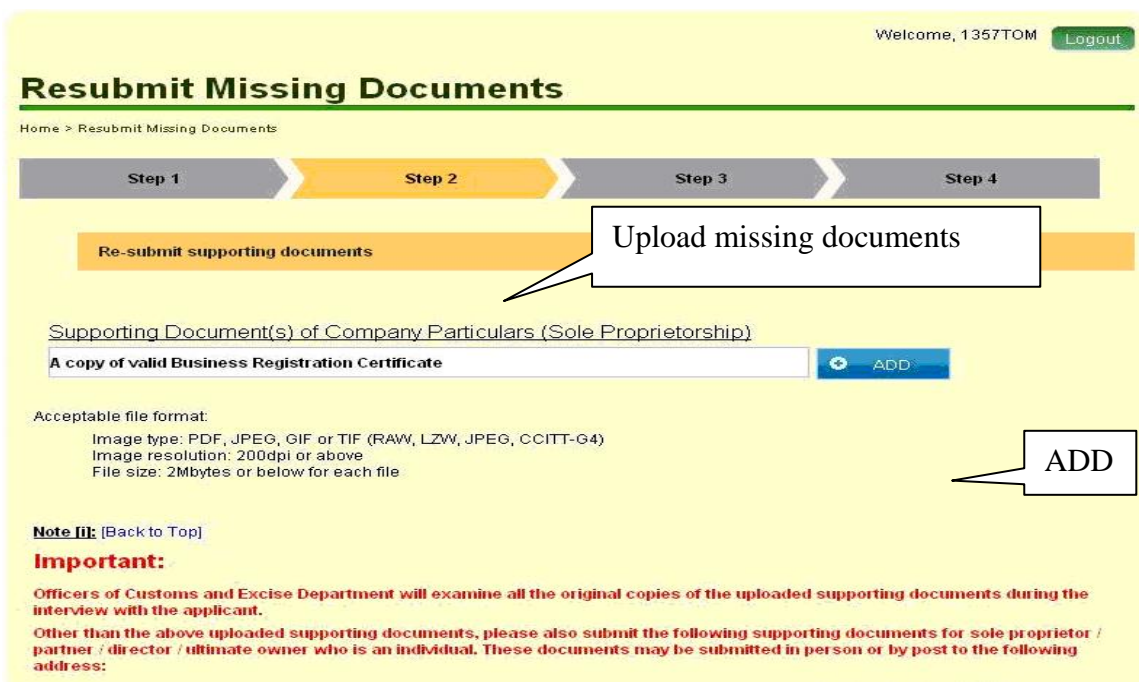
20 [Notice](#) | [Security Statement](#) | [Privacy Policy](#) [Top](#)

Read the Terms & Conditions.
Click the checkbox to confirm that you have read and agreed to it. Then, press “YES, I ACCEPT”.

YES, I ACCEPT

4.3 Resubmit Missing Documents

- (i) Press “Add” to upload the missing documents
- (ii) The uploaded missing documents should be in:
 - (1) Image Type: PDF, JPGE, GIF or TIF (RAW, LZW, JPGE, CCITT-G4)
 - (2) Image Resolution: 200dpi or above
 - (3) File Size: 2 Mbytes or below for each file
- (iii) Press “NEXT” to proceed to the next step



Resubmit Missing Documents

Home > Resubmit Missing Documents

Step 1

Step 2

Step 3

Step 4

Re-submit supporting documents

Supporting Document(s) of Company Particulars (Sole Proprietorship)

A copy of valid Business Registration Certificate *

BR.jpg

100% 103 KB

[ADD](#)

Acceptable file format:

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

Note II: [\[Back to Top\]](#)

Important:

Officers of Customs and Excise Department will examine all the original copies of the uploaded supporting documents during the interview with the applicant.

Other than the above uploaded supporting documents, please also submit the following supporting documents for sole proprietor / partner / director / ultimate owner who is an individual. These documents may be submitted in person or by post to the following address:

Address

Money Service Supervision Bureau
Customs and Excise Department
Units 1218-1222, 12/F., Nan Fung Commercial Centre
19 Lam Lok Street, Kowloon Bay, Kowloon

Office hours:

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

Documents to be submitted to Customs and Excise Department

For Hong Kong Resident

Completed Fit and Proper Person Declaration Form 3A together with Appendix I & II
A copy of Hong Kong Identity Card attached to the completed Form 3A

For non-Hong Kong Resident

Completed Fit and Proper Person Declaration Form 3A together with Appendix I & II
A copy of the Bio-data page of the Travel Document attached to the completed Form 3A

[NEXT](#)

[BACK](#)

[NEXT](#)

(iv) Press “CONFIRM” to save the uploaded documents

Welcome, 1357TOM [Logout](#)

Resubmit Missing Documents

Home > Resubmit Missing Documents

Step 1 Step 2 **Step 3** Step 4

Confirmation

Supporting Document(s) of Company Particulars (Sole Proprietorship)

Document Type	File Name	Remarks
A copy of valid Business Registration Certificate	BR.jpg (103 KB)	

[BACK](#) [CONFIRM](#)

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(v) Press “PRINT / SAVE” to print or save the acknowledgement

Welcome, 1357TOM [Logout](#)

Resubmit Missing Documents

Home > Resubmit Missing Documents

Step 1 Step 2 Step 3 **Step 4**

Acknowledgement

Your application for Money Service Operator Licence has been received by Customs and Excise Department

User ID: 1357TOM
 Company Name: TOM CAT
 Application No.: E-NL-12-46341
 Application Date / Time: 27/03/2012 12:16:53

Reminder:
 Please remember to submit the following supporting documents of particulars of the sole proprietor and each partner / director / ultimate owner who is an individual:

Hong Kong Resident

- Completed Fit and Proper Person Declaration Form 3A together with Appendices I & II
- A copy of Hong Kong Identity Card

non-Hong Kong Resident

- Completed Fit and Proper Person Declaration Form 3A together with Appendices I & II
- A copy of the Bio-data page of the Travel Document

Attention
 The sole proprietor / partner / director / ultimate owner should sign the Appendix I of the Fit and Proper Person Declaration Form 3A during an interview with officers of the Department unless the Appendix I has been signed in the presence of a recognised professional e.g. solicitor. In this regard, please submit the above supporting documents during the interview. The applicant company will be notified of the time and date for the interview in due course. If the signature on the Appendix I has been witnessed by a professional, please enclose the Form 3A with Appendices I & II and supporting documents in a sealed envelope and submit them in person or by post to:

Address: Money Service Supervision Bureau
 Customs and Excise Department
 Units 1218-1222, 12/F., Nan Fung Commercial Centre
 19 Lam Lok Street, Kowloon Bay, Kowloon

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

You may wish to print or save a copy of this acknowledgement for future reference.

This acknowledgement has also been sent to your email address.

[PRINT / SAVE](#) [BACK TO HOME](#)

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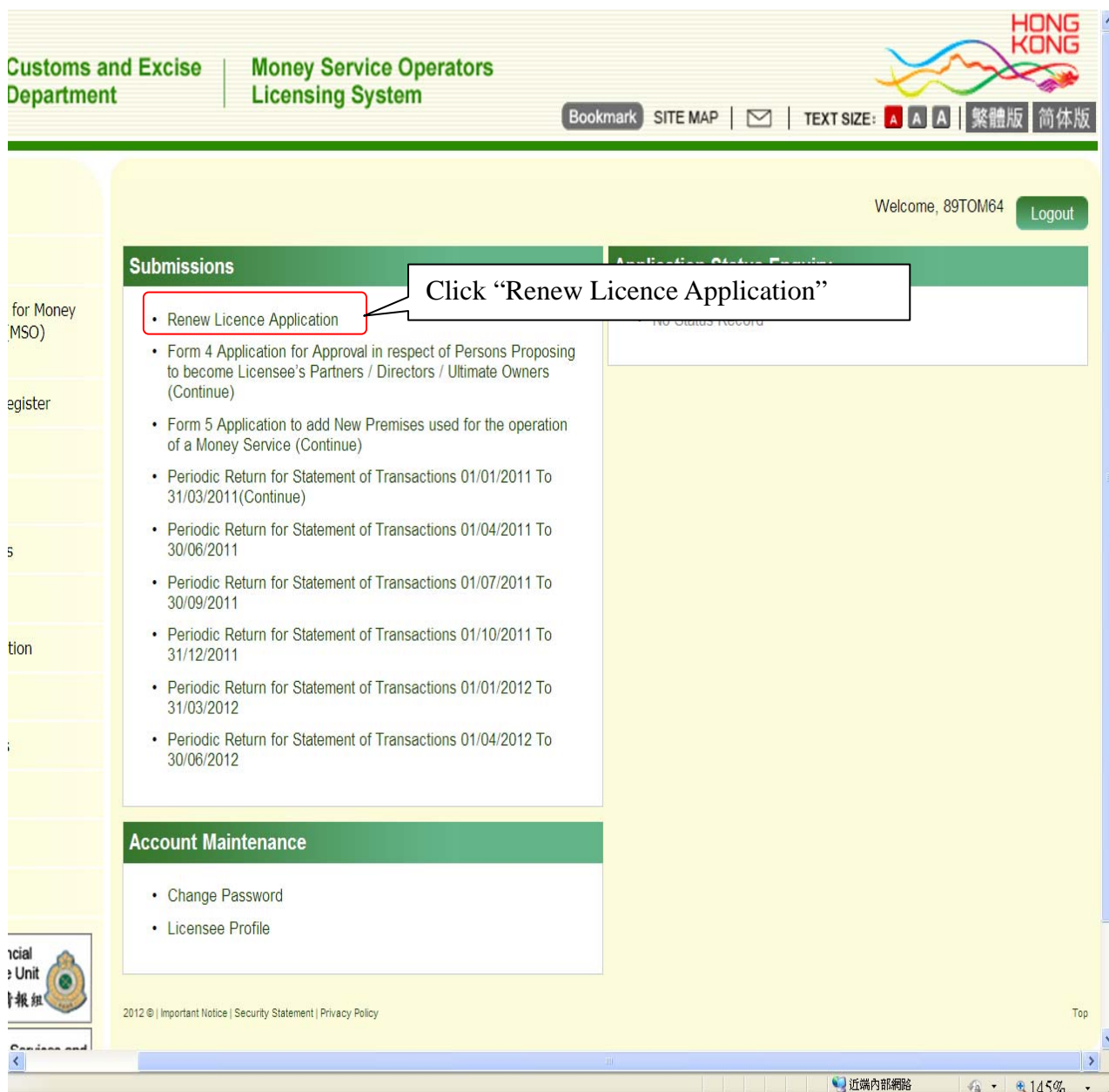
Chapter 5 Renew Licence Application

5.1 Login the System

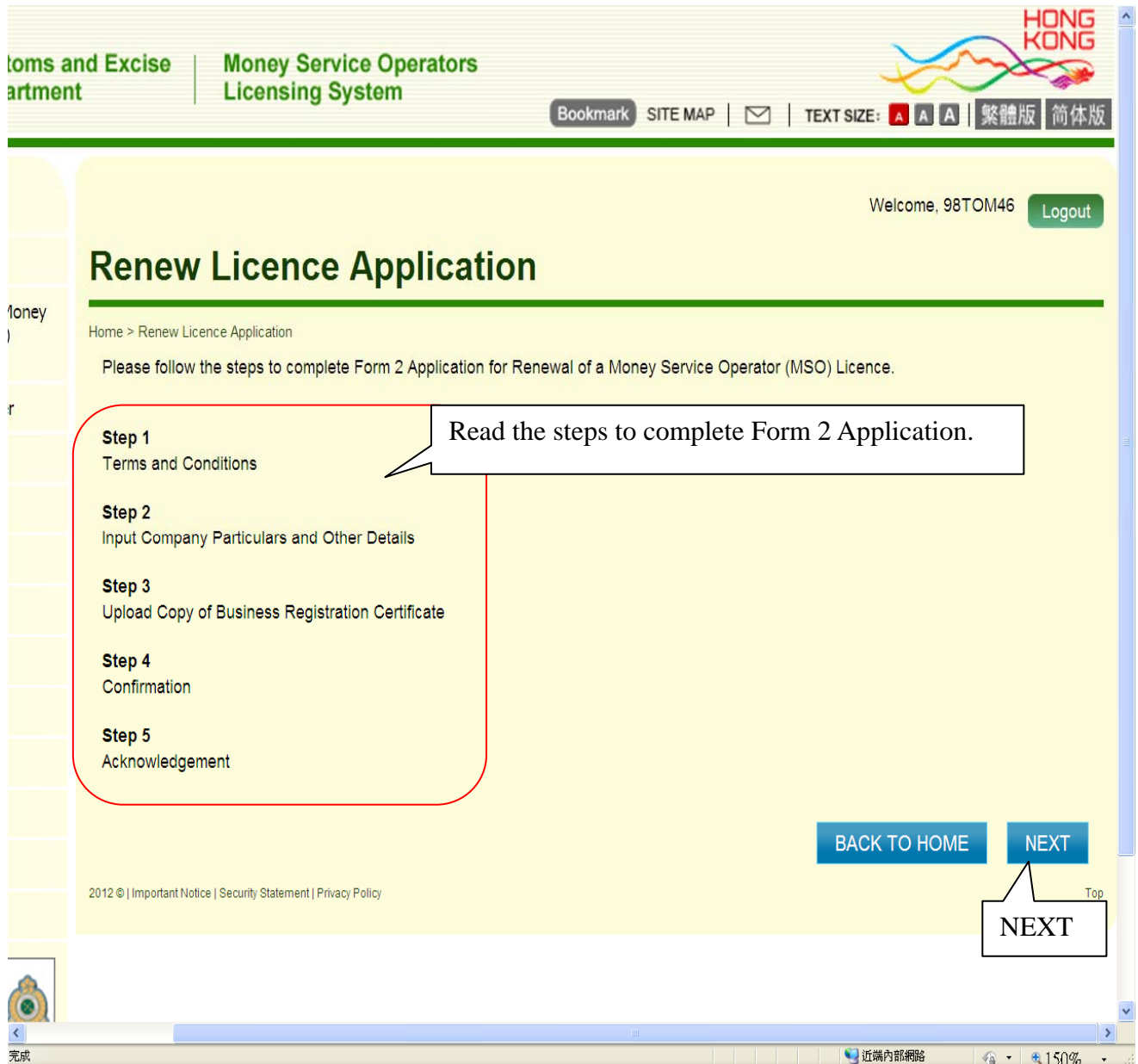
- (i) Click “User Login” in the “Online Functions for Money Service Operators (MSOs)” to enter the login page
- (ii) Input “User ID” and “Password”
- (iii) Press “LOGIN” to login the system

5.2 Renew Licence Application

- (i) After login, enter the system page of MSOS
- (ii) Click “Renew Licence Application” in the “Submissions”



- (iii) Read the steps on the Renew Licence Application page below
- (iv) Press “NEXT” to proceed to the next step



Step 1 - Read Terms and Conditions

- (i) Read the relevant sections under the Terms and Conditions
- (ii) Click the checkbox to confirm that you have read it.
- (iii) Press “YES, I ACCEPT” to proceed to the next step

The screenshot shows the 'Renew Licence Application' page. At the top right, it says 'Welcome, 98TOM46' and has a 'Logout' button. Below the title is a breadcrumb 'Home > Renew Licence Application' and a progress bar with five steps: Step 1 (highlighted), Step 2, Step 3, Step 4, and Step 5. The main content area is titled 'Terms and Conditions' and contains several sections: 'Terms and Conditions' (with a list of 2 points), 'Registration and Application of the MSOS' (with a list of 2 points), 'Notes about Personal Data' (with a list of 2 points), and 'Details of Renewal of a MSO Licence' (with a list of 1 point). At the bottom, there is a checkbox with the text 'I have read the statement above, the Guidance Notes on Application for Renewal of a Money Service Operator (MSO) Licence and the Personal Information Collection Statement therein.' To the right of the checkbox are two buttons: 'NO, I DECLINE' and 'YES, I ACCEPT'. The page footer includes '© 2012', 'Privacy Statement | Privacy Policy', and 'Top'.

Read the Terms & Conditions.
Click the checkbox to confirm that you have read and agreed to it. Then, press “YES, I ACCEPT”.

YES, I ACCEPT

Step 2 - Input Company Particulars and Other Details

Step 2 - Part 1-Particulars of Applicant’s Business

- (i) Input the particulars of Applicant’s Business
- (ii) Press “NEXT” to proceed to the next step

Welcome, 98TOM46 [Logout](#)

Renew Licence Application

Home > Renew Licence Application

Step 1 Step 2 Step 3 Step 4 Step 5

Input Company Particulars and Other Details

Part 1 - Particulars of the Applicant's Business

MSO Licence No. : 12-08-13485
Licence Expiry Date : (dd/mm/yyyy)

Name of Business/Corporation (in English) : TOM HUGE (as shown in the Business Registration Certificate)
Name of Business/Corporation (in Chinese) : (as shown in the Business Registration Certificate)

Business Name (if applicable) :
Business Name (in Chinese) (if applicable) :

Business Registration No. : 33775599
BR Expiry Date : (dd/mm/yyyy) 01/08/2013

Please indicate the status of your business :-

Sole Proprietorship Number of [†]Ultimate Owner : 0(if any)
 Partnership Number of Partner : and Number of [†]Ultimate Owner : (if any)
 Corporation Number of Director : and Number of [†]Ultimate Owner : (if any)

local company Non-Hong Kong company

Company No. * :
Place of Incorporation * :
Date of Incorporation (dd/mm/yyyy)* :
Date of Registration (dd/mm/yyyy)* :
(for Non-Hong Kong company only)

[†]Ultimate Owner – Please refer to Para. 11.1 of the Guidance Notes

Please indicate the nature of your money service :- Remittance and money changing services

Please indicate whether the Applicant operates any money service at particular premises (Please refer to Para. 8.1 of the Guidance Notes) : No
(If 'No', please go to Part 2)

Number of particular premises used for operating money service :- 0
(Please provide the details of all the particular premises in Part 3)

[BACK](#) [NEXT](#)

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NEXT

Step 2 - Part 2-Principal Address of the Business/Corporation

- (i) View the particulars of Principal Address of the Business/Corporation
- (ii) Press “NEXT” to proceed to the next step

Welcome, 98TOM46 [Logout](#)

Renew Licence Application

Home > Renew Licence Application

Step 1 Step 2 Step 3

Input Company Particulars and Other Details

View the particulars of Principal Address of the Business/Corporation

Part 2 – Principal Address of the Business / Corporation

(This address can be the particular premises used for operating money service or the correspondence address and will be shown on the licence.)

(1) Address: (Please complete in English)

Standard			
Area*:	HONG KONG		
District*:	ABERDEEN		
Street No.:	123	Street Name:	ABC STREET
	(e.g. 12B, 12A-14B)		
Phase:	--	Estate Name:	--
Block:	BLOCK	A	
		(e.g. 1, A, EAST)	
Building Name:	--		
Floor:	G/F		
Unit:	FLAT	A	

(2) Contact Information

Business Website Address:

Email Address*: tom_huge@abc.com

Telephone No.*: (852)+ 66778899 Fax No.: ()+

[BACK](#) [NEXT](#)

NEXT

Step 2 - Part 3-Details of all the Particular Premises used for the operation of a Money Service

- (i) View the details of all the Particular Premises used for the operation of a Money Service
- (ii) Press “NEXT” to proceed to the next step

The screenshot displays the 'Renew Licence Application' page. At the top, there is a navigation bar with the 'Money Service Operators Licensing System' logo and the 'HONG KONG' logo. Below the navigation bar, a breadcrumb trail reads 'Home > Renew Licence Application'. A progress indicator shows five steps, with 'Step 2' highlighted in orange. Below the progress indicator, a yellow banner reads 'Input Company Particulars and Other Details'. The main heading is 'Part 3 - Details of all the Particular Premises used for the operation of a Money Service'. Below the heading, a message states: 'If you want to add business premises, please back to Part 1 for change, otherwise click "NEXT" to proceed to next step.' There are two blue buttons: 'BACK' and 'NEXT'. A callout box with a pointer to the 'NEXT' button contains the text: 'View the details of all the Particular Premises used for the operation of Money Service'. Another callout box with a pointer to the 'NEXT' button contains the text: 'NEXT'. The page footer shows the browser address bar and a zoom level of 160%.

Step 2 - Part 4-Particulars of Applicant who is a Sole Proprietor or Particulars of Individual Partner/Director of Applicant which is a partnership/corporation

- (i) View the particulars of Applicant who is a Sole Proprietor or Particulars of Individual Partner/Director of Applicant which is a partnership/corporation
- (ii) Press “NEXT” to proceed to the next step

Home > Renew Licence Application

Step 1 Step 2 Step 3 Step 4 Step 5

Input Company Particulars and Other Details

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

Saved Particulars of Sole Proprietor / Partner / Director who is an individual of the Company

Name in English	Name in Chinese	Role	Action
TOM HUGE		Sole Proprietor	View Details

1 of 1

If you want to declare the corporate partner/director, please click "NEXT"

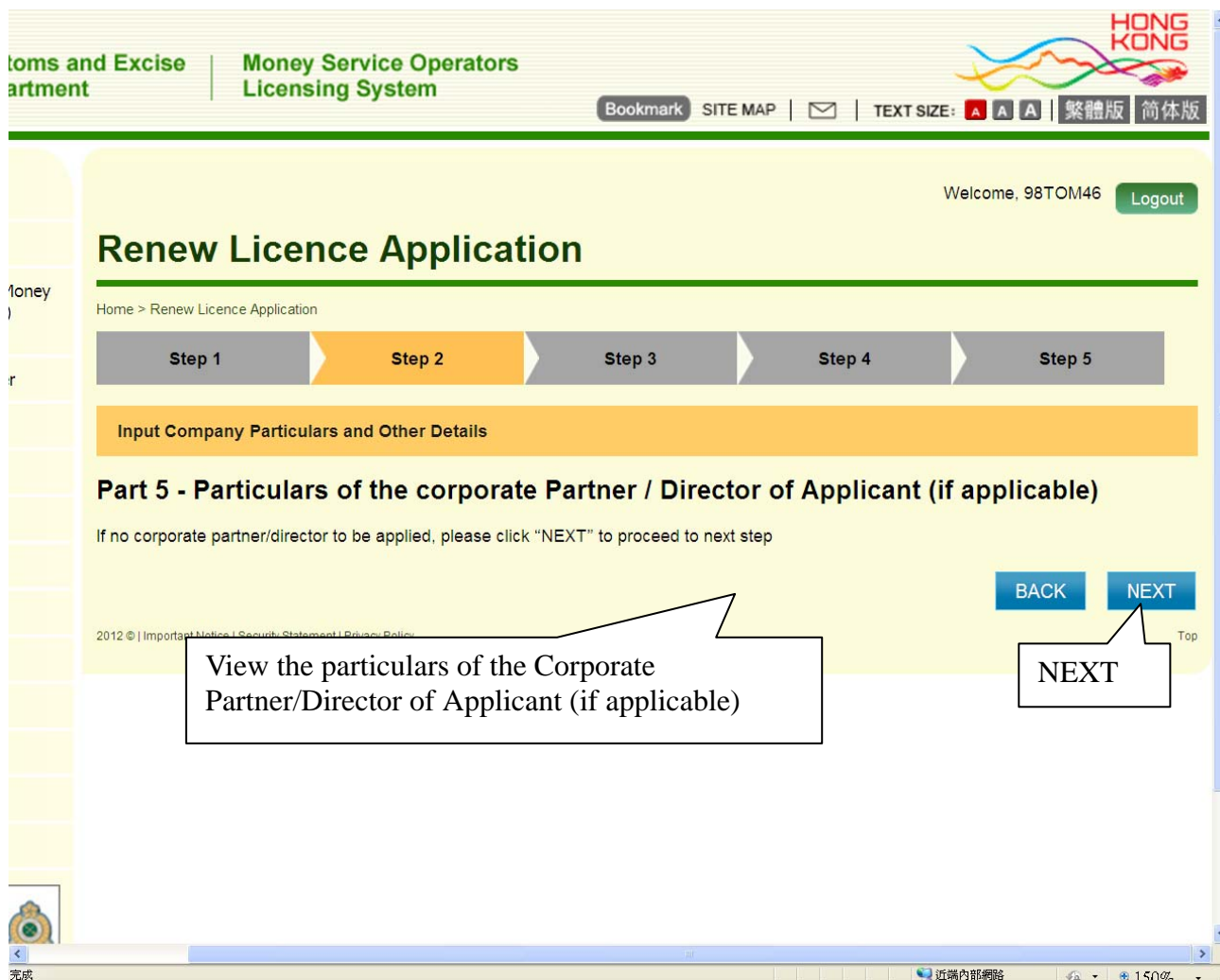
View the particulars of Applicant who is a Sole Proprietor or Particulars of Individual Partner/Director of Applicant which is a partnership/corporation

BACK NEXT

NEXT

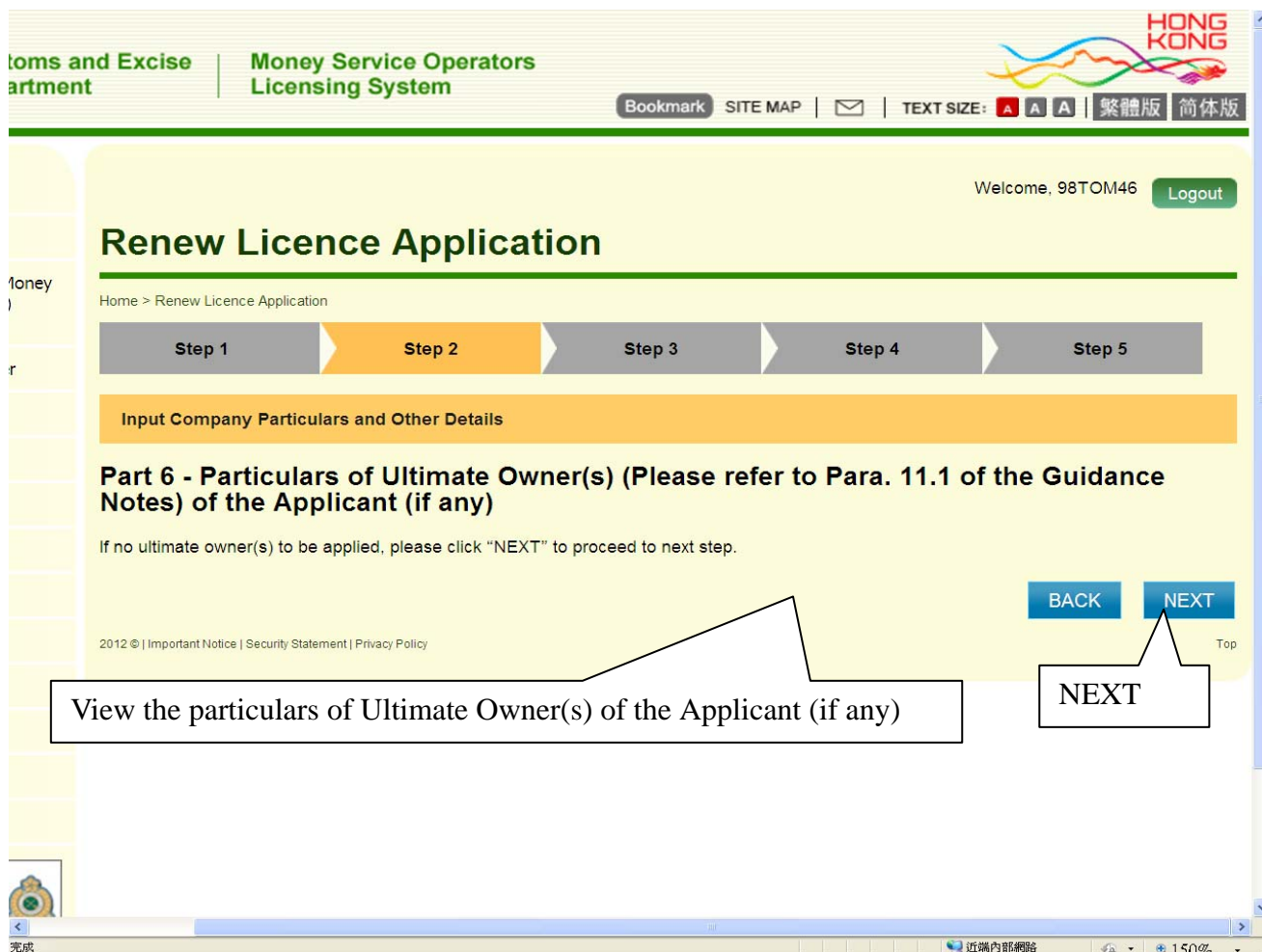
Step 2 - Part 5-Particulars of the corporate Partner/Director of Applicant (if applicable)

- (i) View the particulars of the Corporate Partner/Director of Applicant (if applicable)
- (ii) Press “NEXT” to proceed to the next step



Step 2 - Part 6-Particulars of Ultimate Owner(s) of the Applicant (if any)

- (i) View the particulars of Ultimate Owner(s) of the Applicant (if any)
- (ii) Press “NEXT” to proceed to the next step



Step 2 - Part 7-Details of the Bank Account(s) used for operating the Applicant's Money Service

- (i) View the details of the Bank Account(s) used for operating the Applicant's Money Service
- (ii) Press "NEXT" to proceed to the next step

Customs and Excise Department | Money Service Operators Licensing System

Welcome, 98TOM46 [Logout](#)

Renew Licence Application

Home > Renew Licence Application

Step 1 | **Step 2** | Step 3 | Step 4 | Step 5

Input Company Particulars and Other Details

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

Saved Details of Bank Accounts

Name of Account Holder	Name of Bank	Account No.	Action
TOM HUGE	BANK OF CHINA (HONG KONG) LIMITED	11234567890	View Details

1 of 1

[BACK](#) [NEXT](#)

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View the details of the Bank Account(s) used for operating the Applicant's Money Service

Step 2 - Part 8-Additional Information of the Business

- (i) Input Additional Information of the Business
- (ii) Press “NEXT” to proceed to the next step

Welcome, 98TOM46 [Logout](#)

Renew Licence Application

Home > Renew Licence Application

Step 1 Step 2 Step 3 Step 4 Step 5

Input Company Particulars and Other Details

Part 8 - Additional Information of the business

(1) Please provide the transaction volume in the past 12 months*:

(a) Remittance service (HK\$):

(b) Money changing service (HK\$):

(2) Please provide the no. of staff currently employed by the Applicant for operating money service*:

0 1-2 3-5 6-10 11 or above

(3) 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 or above

(4) Please indicate whether the Applicant operates the money service with the use of a computer system*:

Yes No

[SAVE AS DRAFT](#) [BACK](#) [NEXT](#)

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Next

Step 2 - Part 9-Declaration by the Applicant

- (i) Tick the checkbox “I declare that”
- (ii) Read the details of the declaration and input the applicant’s particulars
- (iii) Press “NEXT” to proceed to the next step

Welcome, 98TOM46 [Logout](#)

Renew Licence Application

Home > Renew Licence Application

Step 1 Step 2

Input Company Particulars and Other Details

Part 9 - Declaration by the person who submits this application form (see Remarks in Part 9)

*I declare that:-

Applicant’s Declaration

- a. the particulars and information given in this application form (including supplementary sheets) consisting of previous page(s) are true and correct;
- b. I have read the Anti-Money Laundering and Counter-Terrorist Financing (Financial Institutions) 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. I have read the Guidance Notes issued by the Commissioner of Customs and Excise to facilitate the filling of this application form 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. 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, 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 a licensee who without reasonable excuse contravenes this requirement commits an offence and is liable on conviction to a fine of \$50,000;
- e. I have read the Personal Information Collection Statement stated in Part C of the Guidance Notes on Form 2, Application for Renewal of a Money Service Operator Licence and understand the contents stated therein

Name of applicant/authorized person of the partnership/authorized person of the corporation *:

Hong Kong Identity Card/Travel Document No. :

Position in the Applicant’s Business / Corporation *:

Contact Telephone No. *: ()+

Remarks: The person who submits this application form must be:

- a. the sole proprietor, if the applicant is a sole proprietorship;
- b. the partner authorized in writing by every partner, if the applicant is a partnership. The authorization letter should be attached;
- c. 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.

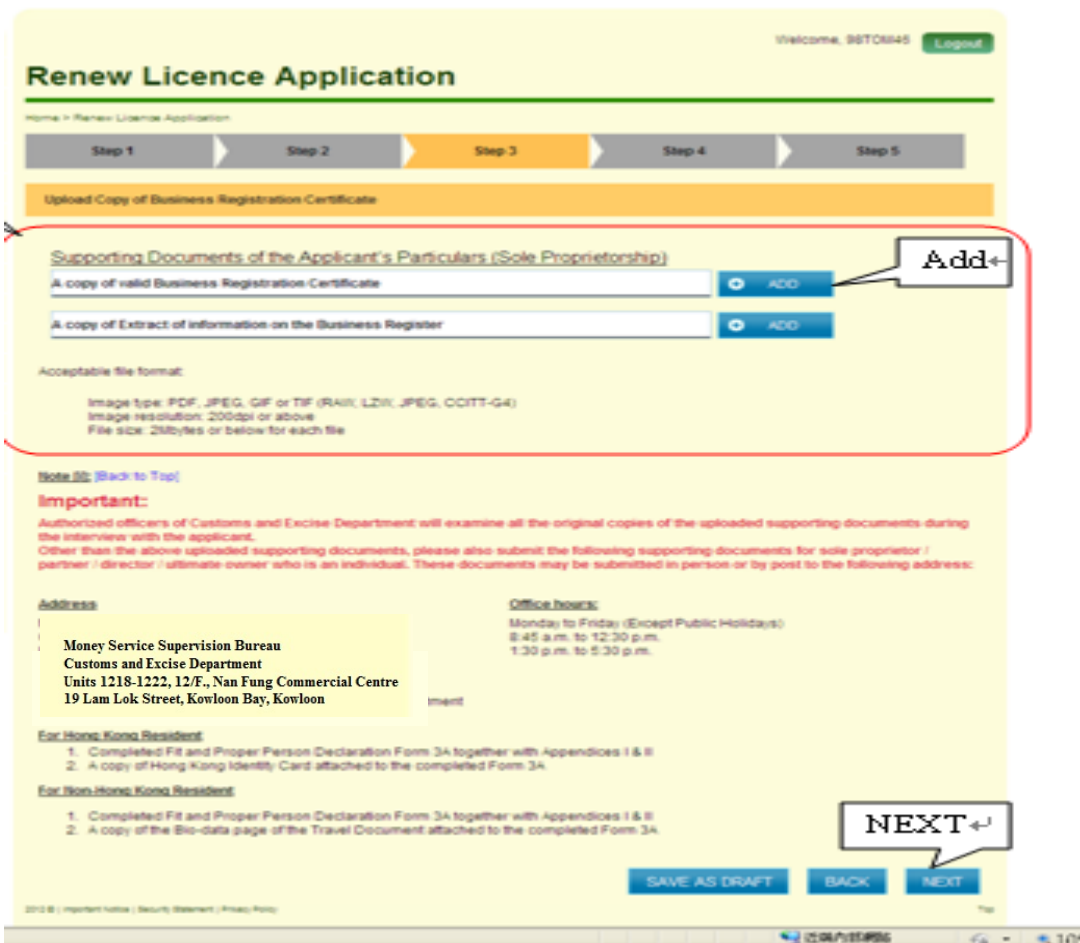
[BACK](#) [NEXT](#)

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NEXT

Step 3 - Upload Supporting Documents

- (i) Press “Add” to upload supporting documents
- (ii) The uploaded supporting documents should be in:
 - (1) Image Type: PDF, JPEG, GIF or TIF (RAW, LZW, JPEG, CCITT-G4)
 - (2) Image Resolution: 200dpi or above
 - (3) File Size: 2 Mbytes or below for each file
- (iii) Press “NEXT” to proceed to the next step



Step 4 - Confirmation

- (i) Check and confirm the inputted information and the supporting documents
- (ii) Press “BACK” to make the necessary amendment, if any
- (iii) Press “CONFIRM” to proceed to the next step if all the inputted information is correct.

Confirm the inputted information

Renew Licence Application

Home > Renew Licence Application

Step 1 Step 2 Step 3 **Step 4** Step 5

Confirmation

[Go to Bottom]
 [Part 1 - Particulars of the Applicant's Business]
 [Part 2 - Principal Address of the Business / Corporation]
 [Part 3 - Details of all the Particular Premises used for the operation of a Money Service]
 [Part 4 - Particulars of Applicant who is a Sole Proprietor or Particulars of Individual Partner / Director of Applicant which is a partnership / corporation]
 [Part 5 - Particulars of the corporate Partner / Director of Applicant (if applicable)]
 [Part 6 - Particulars of Ultimate Owner(s) (Please refer to Para. 11.1 of the Guidance Notes) of the Applicant (if any)]
 [Part 7 - Details of the Bank Account(s) used for operating the Applicant's Money Service]
 [Part 8 - Additional information of the business]
 [Part 9 - Declaration by the person who submits this application form (see Remarks in Part 9)]
 [Supporting Document]

Part 1 - Particulars of the Applicant's Business

Licence No.: 12-08-13485
 Licence Expiry Date: (dd/mm/yyyy) 19/11/2012
 Name of Business / Corporation: (English) TOM HUGE (Chinese)
 Business Name:
 Business Name (in Chinese):
 Business Registration No.: 33775599
 BR Expiry Date: 01/08/2013
 Status of business: Sole Proprietorship
 Number of Ultimate Owner: 0
 Please indicate the nature of your money service:
 Remittance and money changing services
 Please indicate whether the Applicant operates any money service at particular premises (Please refer to Para. 8.1 of the Guidance Notes) No
 (Please provide the details of all the particular premises in Part 3)

Part 2 - Principal Address of the Business / Corporation

(1) Address: (Please complete in English)

Standard:
 Area: HONG KONG
 District: ABERDEEN
 Street No.: 123 Street Name: ABC STREET
 (e.g. 12B, 12A-14B)
 Phase: -- Estate Name: --
 Block: BLOCK A
 (e.g. 1, A, EAST)

Part 9 - Declaration by the person who submits this application form (see Remarks in Part 9)

I declare that:-

a. the particulars and information given in this application form (including supplementary sheets) consisting of previous page(s) are true and correct;

b. I have read the Anti-Money Laundering and Counter-Terrorist Financing (Financial Institutions) 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. I have read the Guidance Notes issued by the Commissioner of Customs and Excise to facilitate the filing of this application form 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. 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, 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 a licensee who without reasonable excuse contravenes this requirement commits an offence and is liable on conviction to a fine of \$50,000;

e. 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 domestic 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;

Name of applicant/authorized person of the partnership/authorized person: TOM HUGE Hong Kong Identity Card/Travel Document No.: A123456(1)
 Position in the Applicant's Business / Corporation: MANAGER Contact Telephone No.: (852)+37593429
 Witness Name: Witness Post:
 Declaration Date:

Remarks: The person who submits this application form must be

a. the sole proprietor, if the applicant is a sole proprietorship;
 b. the partner authorized in writing by every partner, if the applicant is a partnership. The authorization letter should be attached;
 c. 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.

Supporting Document

Supporting Documents of the Applicant's Particulars (Sole Proprietorship)

Document Type	File Name	Remarks
A copy of valid Business Registration Certificate	BR.jpg (103 KB)	

CONFIRM

PRINT / SAVE

BACK

Step 5 - Acknowledgement

- (i) The screen displays the receipt number of the application together with the time and date of the submission
- (ii) Press “PRINT / SAVE” to print or save the acknowledgement page

Step 1 Step 2 Step 3 Step 4 **Step 5**

Acknowledgement

Your application for renewal of a Money Service Operator Licence has been received by Customs and Excise Department.

User ID:	98TOM46
Company Name:	TOM HUGE
MSO Licence No.:	12-08-13485
Application No.:	E-RL-12-00064
Application Date / Time:	30/08/2012 14:20:00

Reminder:

[Please remember to submit the following supporting documents of particulars of the sole proprietor and each partner / director / ultimate owner who is an individual.:](#)

Hong Kong Resident

- Completed Fit and Proper Person Declaration Form 3A together with Appendices I & II
- A copy of Hong Kong Identity Card

Non-Hong Kong Resident

- Completed Fit and Proper Person Declaration Form 3A together with Appendices I & II
- A copy of the Bio-data page of the Travel Document

Attention

The sole proprietor / partner / director / ultimate owner should sign the Appendix I of the Fit and Proper Person Declaration Form 3A during an interview with officers of the Department unless the Appendix I has been signed in the presence of a recognised professional e.g. solicitor. In this regard, please submit the above supporting documents during the interview. The applicant company will be notified of the time and date for the interview in due course. If the signature on the Appendix I has been witnessed by a professional, please enclose the Form 3A with Appendices I & II and supporting documents in a sealed envelope and submit them in person or by post to:

Address : Money Service Supervision Bureau
Customs and Excise Department
Units 1218-1222, 12/F., Nan Fung Commercial Centre
19 Lam Lok Street, Kowloon Bay, Kowloon

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

You may want to print or save a copy of this acknowledgement for future reference.

This acknowledgement has also been sent to your email address.

Press “PRINT / SAVE” to print or save the acknowledgement

PRINT / SAVE **BACK TO HOME**

Chapter 6 Form 4 Application for Approval in respect of Persons Proposing to become Licensee's Partners/Directors/ Ultimate Owners

6.1 Login the System

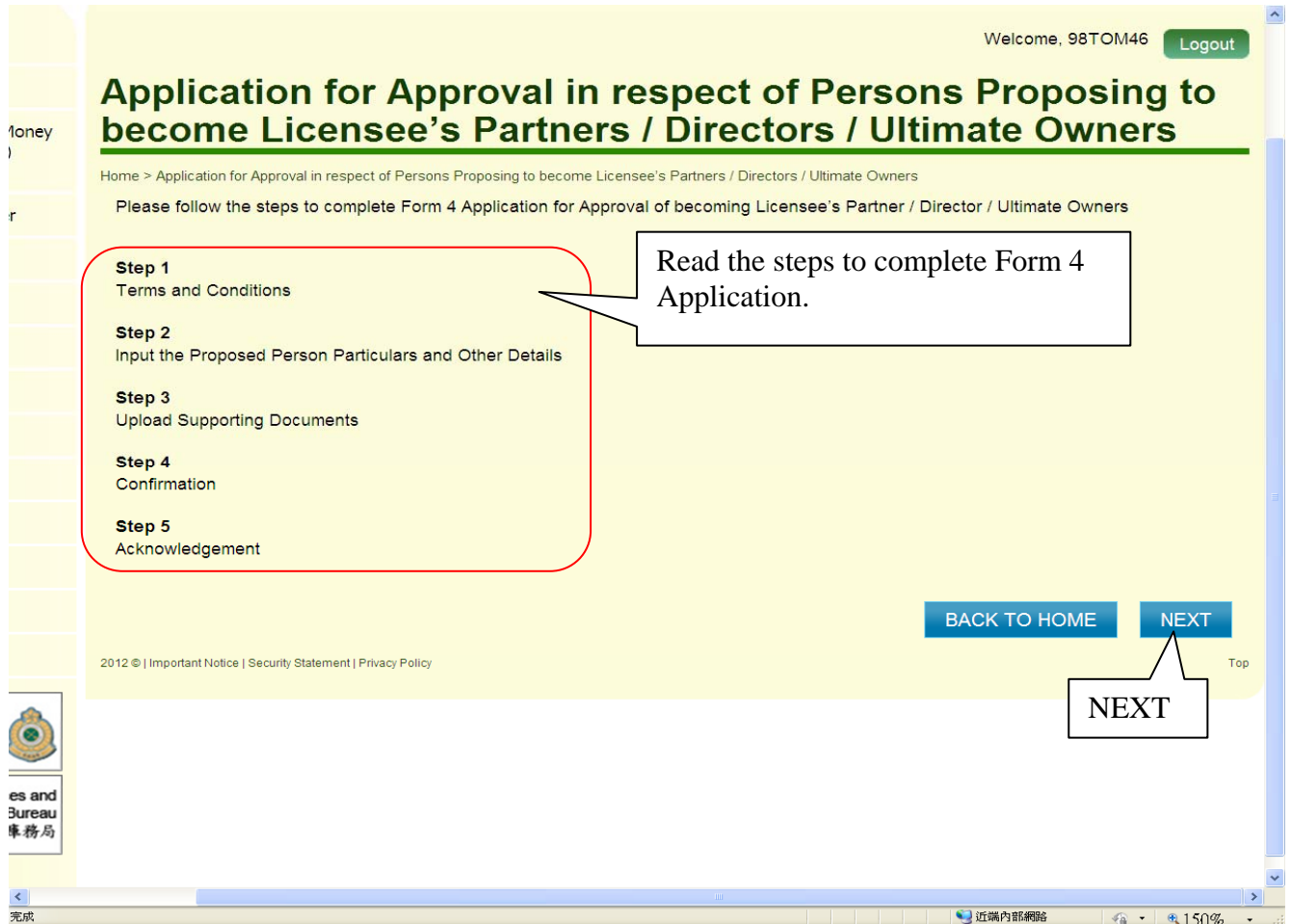
- (i) Click "User Login" in the "Online Functions for Money Service Operators (MSOs)" to enter the login page
- (ii) Input "User ID" and "Password"
- (iii) Press "LOGIN" to login the system

6.2 Form 4 Application for Approval in respect of Persons Proposing to become Licensee's Partners/Directors/ Ultimate Owners

- (i) After login, enter the system page of MSOS
- (ii) Click "Form 4 Application for Approval in respect of Persons Proposing to become Licensee's Partners/Directors/ Ultimate Owners" in the "Submissions"

The screenshot displays the Money Service Operators Licensing System interface. The header includes the Customs and Excise Department logo and the system name. The main content area is divided into 'Submissions' and 'Application Status Enquiry' sections. The 'Submissions' section contains a list of application types, with the 'Form 4 Application for Approval in respect of Persons Proposing to become Licensee's Partners / Directors / Ultimate Owners (Continue)' link highlighted by a red box. A callout box points to this link with the text: "Click 'Form 4 Application for Approval in respect of Persons Proposing to become Licensee's Partners/Directors/ Ultimate Owners'". The 'Application Status Enquiry' section is currently empty. The 'Account Maintenance' section at the bottom contains links for 'Change Password' and 'Licensee Profile'. The footer includes copyright information and a 'Top' link.

- (iii) Read the steps on the page of Form 4 Application for Approval in respect of Persons Proposing to become Licensee’s Partners/Directors/ Ultimate Owners below
- (iv) Press “NEXT” to proceed to the next step



Step 1 - Read Terms and Conditions

- (i) Read the relevant sections under the Terms and Conditions
- (ii) Click the checkbox to confirm that you have read it
- (iii) Press “YES, I ACCEPT” to proceed to the next step

Welcome, 98TOM46 [Logout](#)

Application for Approval in respect of Persons Proposing to become Licensee's Partners / Directors / Ultimate Owners

Home > Application for Approval in respect of Persons Proposing to become Licensee's Partners / Directors / Ultimate Owners

Step 1 Step 2 Step 3 Step 4 Step 5

Terms and Conditions

Terms and Conditions

1. Customs and Excise Department (C&ED) shall provide electronic services under the Money Service Operators Licensing System (MSOS) to money service operators. The use of the MSOS shall at all times be governed by these terms and conditions. Any person or company who successfully registered under the MSOS or is in application of any function of the MSOS is hereinafter referred to as "the money service operators".
2. C&ED has the right at any time and from time to time to expand, modify, reduce, suspend or discontinue the MSOS (or any part thereof) with or without prior notice. C&ED shall not be liable to the money service operator or any third party for any variation, suspension or discontinuance of the MSOS.

Registration and Application of the MSOS

3. The money service operator undertakes to provide true and accurate information as well as document as required in the registration and application of any function in the MSOS.
4. If the money service operator suspects that there is actual or possible unauthorized use of the MSOS, he/she shall notify C&ED as soon as practicable.

Notes about Personal Data

5. The money service operator acknowledges that the personal data contained in the registration and application of any function in the MSOS and any change to such data from time to time will be used by C&ED for:
 - activities relating to the processing of application of the money service operator;
 - facilitating communication between C&ED and the money service operator; and
 - administrative purposes such as compiling statistics and conducting research.
6. The money service operator has a right of access and correction with respect to personal data in accordance with the respective provisions of the Personal Data (Privacy) Ordinance.

Details of Application for Approval in respect of Persons Proposing to become Licensee's Partners / Directors / Ultimate Owners

7. Please read the Guidance Notes and the Personal Information Collection Statement therein
Guidance Notes on Form 4 Application for Approval in respect of Persons Proposing to become Licensee's Partners / Directors / Ultimate Owners

I have read the statement above, the Guidance Notes on Application for Approval in respect of Persons Proposing to become Licensee's Partners / Directors / Ultimate Owners and the Personal Information Collection Statement therein.

[NO, I DECLINE](#) [YES, I ACCEPT](#)

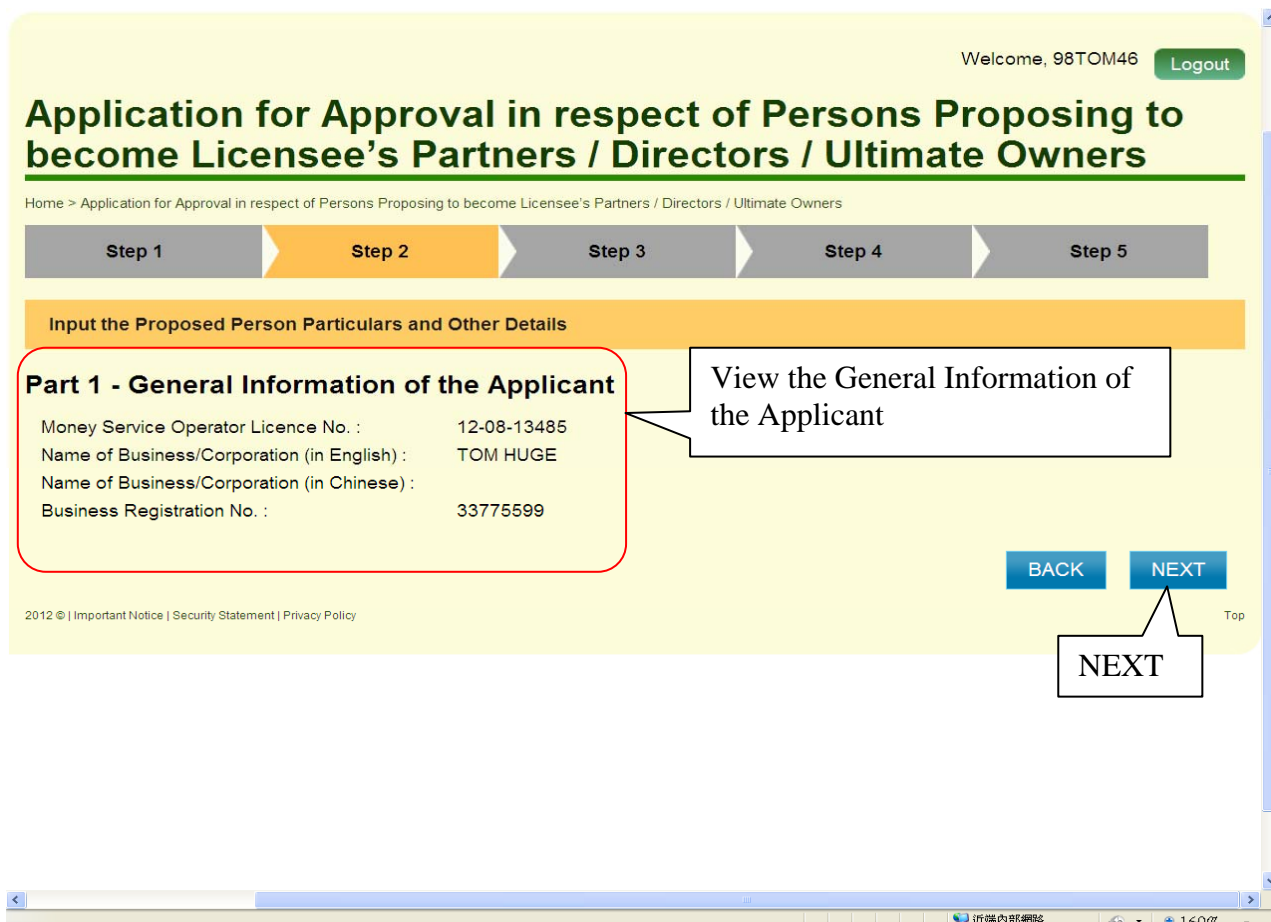
Read the Terms & Conditions.
Click the checkbox to confirm that you have read and agreed to it. Then, press “YES, I ACCEPT”.

YES, I ACCEPT

Step 2 - Input the Proposed Person Particulars and Other Details

Step 2 - Part 1-General Information of the Applicant

- (i) View the general information of the applicant
- (ii) Press “NEXT” to proceed to the next step



Step 2 - Part 2-Particulars of the Proposed Individual to be Licensee’s Partners/Directors/Ultimate Owners

- (i) Press “ADD PARTNER/DIRECTOR/ULTIMATE OWNER” to input the particulars of the Proposed Individual to be Licensee’s Partners/Directors/Ultimate Owners
- (ii) Press “NEXT” to proceed to the next step

Welcome, 98TOM46 [Logout](#)

Application for Approval in respect of Persons Proposing to become Licensee’s Partners / Directors / Ultimate Owners

Home > Application for Approval in respect of Persons Proposing to become Licensee’s Partners / Directors / Ultimate Owners

Step 1 Step 2 Step 3 Step 4 Step 5

Input the Proposed Person Particulars and Other Details

Part 2 - Particulars of the proposed Individual to be Licensee’s Partners / Directors / #Ultimate Owners

^{*}(Ultimate Owner – Please refer to Para. 1.2 of the Guidance Notes)

Saved Particulars of Partner / Director / Ultimate owner who is an individual of the Company

Name in English	Name in Chinese	Role	Action
WILLIAM HUGE		Ultimate Owner	Edit Delete

1 of 1

[ADD PARTNER/DIRECTOR/ULTIMATE OWNER](#) [BACK](#) [NEXT](#)

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Press “ADD PARTNER/DIRECTOR/ULTIMATE OWNER” to input the particulars of the Proposed Individual to be Licensee’s Partners/Directors/Ultimate Owners

NEXT

Welcome, 99TOM46 [Logout](#)

Application for Approval in respect of Persons Proposing to become Licensee's Partners / Directors / Ultimate Owners

Home > Application for Approval in respect of Persons Proposing to become Licensee's Partners / Directors / Ultimate Owners

Step 1 Step 2 Step 3 Step 4 Step 5

Input the Proposed Person Particulars and Other Details

Part 2 - Particulars of the proposed Individual to be Licensee's Partners / Directors / Ultimate Owners

*Ultimate Owner - Please refer to Para. 1.2 of the Guidance Notes

Saved Particulars of Partner / Director / Ultimate owner who is an individual of the Company

Name in English	Name in Chinese	Role	Action
WILLIAM HUGE		Ultimate Owner	Edit Delete

1 of 1

[ADD PARTNER/DIRECTOR/ULTIMATE OWNER](#) [BACK](#) [NEXT](#)

[SAVE](#)

Particulars of the proposed Individual Partner / Director / Ultimate Owner

Role: Ultimate Owner

Name in English*: (Surname first then other names)

Name in Chinese (if applicable): Alias (if any):

Chinese Commercial Codes (if applicable): - - - - -

Date of Birth (dd/mm/yyyy): Place of Birth:

Nationality*:

Education Level*: Secondary Level Post-secondary Level
 Others, please specify :-

For Hong Kong Resident

Hong Kong Identity Card No.: ()

For Non-Hong Kong Resident

Travel Document Type (e.g. passport): Travel Document No.:

Date of Issue (dd/mm/yyyy): Date of Expiry (dd/mm/yyyy):

Country/Place of Issue:

Position in the Applicant's Business / Corporation and contact information

Position in Company:

Contact Telephone No.: () -

Date of Appointment (dd/mm/yyyy):

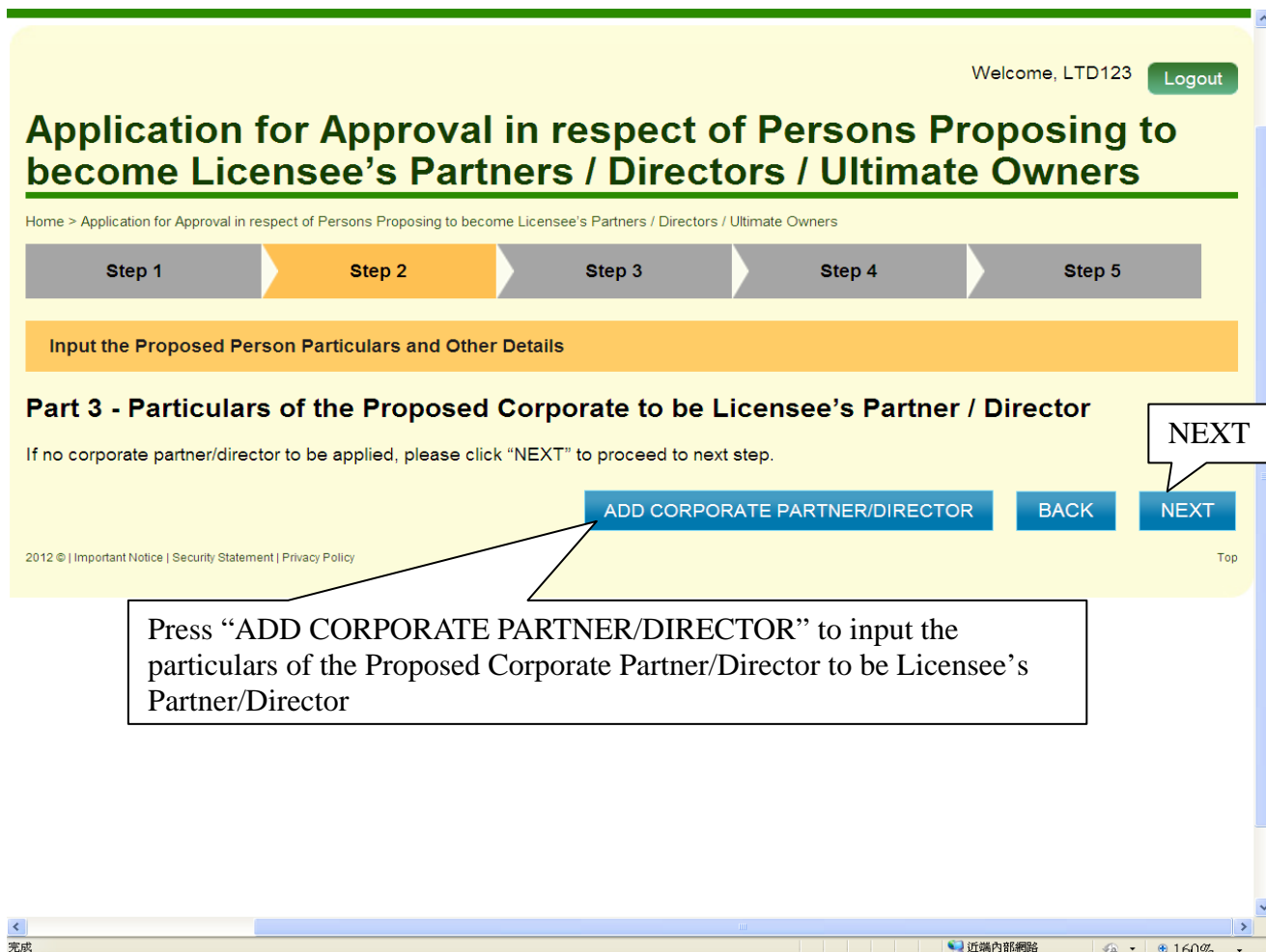
SAVE

NEXT

SAVE

Step 2 - Part 3-Particulars of the Proposed Corporate to be Licensee's Partner/Director

- (i) Press "ADD CORPORATE PARTNER/DIRECTOR" to input the particulars of the Proposed Corporate Partner/Director to be Licensee's Partner/Director
- (ii) Press "NEXT" to proceed to the next step



Application for Approval in respect of Persons Proposing to become Licensee's Partners / Directors / Ultimate Owners

Home > Application for Approval in respect of Persons Proposing to become Licensee's Partners / Directors / Ultimate Owners

Step 1 | **Step 2** | Step 3 | Step 4 | Step 5

Input the Proposed Person Particulars and Other Details

Part 3 - Particulars of the Proposed Corporate to be Licensee's Partner / Director

If no corporate partner/director to be applied, please click "NEXT" to proceed to next step.

[ADD CORPORATE PARTNER/DIRECTOR](#) [BACK](#) [NEXT](#)

NEXT

Particulars of the proposed Corporate Partner / Director

[SAVE](#)

(1) Particulars of the Corporation

Role:

Name of Business/Corporation (in English)*:

Name of Business/Corporation (in Chinese):

Business Registration No.: - Expiry Date (dd/mm/yyyy):

Company No.: Date of Incorporation (dd/mm/yyyy):

Date of Registration (dd/mm/yyyy): (for non-Hong Kong company only)

Place of Incorporation*:

Nature of Business:

Email Address:

Office Telephone No.+: ()+ Office Fax No.: ()+

(2) Registered Address of the Corporation:

Standard Village Lot

Standard
All * shall be provided

Unit:

Floor: /F

Building Name:

Block:

(e.g. 1, A, EAST)

Phase: Estate Name:

Street No.: Street Name:

(e.g. 12B, 12A-14B)

Area*:

District*:

SAVE [SAVE](#)

Step 2 - Part 4-Declaration by the Applicant

- (i) Tick the checkbox “I declare that” and input particulars of the applicant
- (ii) Read the details of the declaration and input applicant’s particulars
- (iii) Press “NEXT” to proceed to the next step

Welcome, LTD123 [Logout](#)

Application for Approval in respect of Persons Proposing to become Licensee's Partners / Directors / Ultimate Owners

Home > Application for Approval in respect of Persons Proposing to become Licensee's Partners / Directors / Ultimate Owners

Step 1 Step 2 Step 3 Step 4 Step 5

Input the Proposed Person Particulars and Other Details

Part 4 - Declaration by the Applicant

I declare that:

- a. the particulars and information given in this application form (including supplementary sheets) consisting of previous page(s) are true and correct.
- b. I understand that under section 40 of the Anti-Money Laundering and Counter-Terrorist Financing (Financial Institutions) Ordinance, Chapter 615 (AMLO), a licensee must notify the Commissioner of Customs and Excise in writing of any change in the particulars within one month beginning on the date on which the change takes place. I further understand that any breach of this requirement, without reasonable excuse, is an offence and is liable on conviction to a fine of \$50,000.
- c. I have read the Personal Information Collection Statement stated in Part C of the Guidance Notes on Form 4 Application for Approval in respect of Persons proposing to become Licensee's Partners/Directors/Ultimate Owners and understand the contents stated therein.

Name of the licensee / authorized person of the licensed partnership / corporation *:

Hong Kong Identity Card / Travel Document No. *:

Position in the Licensee's Business / Corporation *:

Contact Telephone No. *: ()+

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

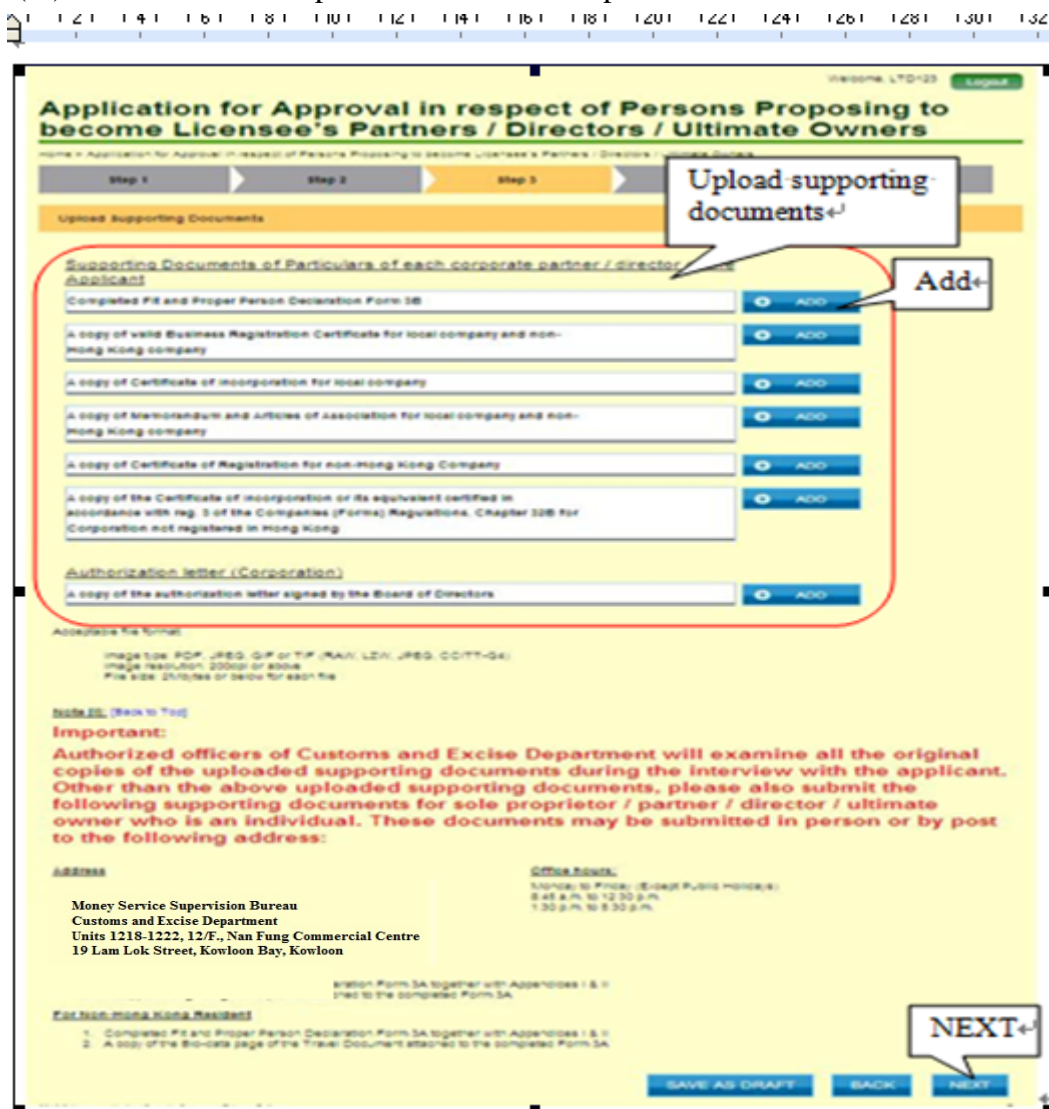
- a. the partner authorized in writing by every partner, if the applicant is a partnership. The authorization letter should be attached;
- b. the director or the person, authorized in writing by the Board of Directors, if the applicant is a corporation. The authorization letter should be attached.

Press "NEXT"

[SAVE AS DRAFT](#) [BACK](#) [NEXT](#)

Step 3 - Upload Supporting Documents

- (i) Press “Add” to upload supporting documents
- (ii) The uploaded supporting documents should be in:
 - (1) Image Type: PDF, JPEG, GIF or TIF (RAW, LZW, JPEG, CCITT-G4)
 - (2) Image Resolution: 200dpi or above
 - (3) File Size: 2 Mbytes or below for each file
- (iii) Press “NEXT” to proceed to the next step



Step 4 - Confirmation

- (i) Check and confirm the inputted information and the supporting documents
- (ii) Press “BACK” to make the necessary amendment, if any
- (iii) Press “CONFIRM” to proceed to the next step if all the inputted information is correct.

Application for Approval in respect of Persons Proposing to become Licensee's Partners / Directors / Ultimate Owners

Home - Application for Approval in respect of Persons Proposing to become Licensee's Partners / Directors / Ultimate Owners

Step 1 Step 2 Step 3 **Step 4** Step 5

Confirmation

[Go to Bottom]
 [Part 1 - General Information of the Applicant]
 [Part 2 - Particulars of the proposed individual to be Licensee's Partners / Directors / Ultimate Owners]
 [Part 3 - Particulars of the Proposed Corporate to be Licensee's Partner / Director]
 [Part 4 - Declaration by the Applicant]
 [Supporting Document]
 [Back to Top]

Part 1 - General Information of the Applicant
 Money Service Operator Licence No. 12-08-13497
 Name of Business/Corporation (in English) SALLY FREE LIMITED
 Name of Corporation (in Chinese)

[Back to Top]

Part 2 - Particulars of the proposed individual to be Licensee's Partners / Directors / Ultimate Owners
 No partner/Director to be declared

[Back to Top]

Part 3 - Particulars of the Proposed Corporate to be Licensee's Partner / Director

(1) Particulars of the Corporation

Role	Director
Name of Corporation	BBC LTD
Name of Corporation (in Chinese)	
Business Registration No.	56841248 - 000
Expiry Date (dd/mm/yyyy)	01/12/2013
Company No.	696745
Date of Incorporation (dd/mm/yyyy)	01/08/2012

Part 4 - Declaration by the Applicant

I declare that -

...given in this application form (including supplementary sheets) consisting of previous page(s) are true

...in 40 of the Anti-Money Laundering and Counter-Terrorist Financing (Financial Institutions) Ordinance, ... must notify the Commissioner of Customs and Excise in writing of any change in the particulars ... the date on which the change takes place. I further understand that any breach of this requirement, ... an offence and is liable on conviction to a fine of \$50,000.

... Information Collection Statement stated in Part C of the Guidance Notes on Form 4 Application for Approval in respect of Persons Proposing to become Licensee's Partners/Directors/Ulimate Owners and understand the contents stated therein.

Name of the licensee / authorized person of the licensed partner / corporation :	SALLY CHAN	Hong Kong Identity Card/ Travel Document No. :	A123456(A)
Position in the Applicant's Business / Corporation :	DIRECTOR	Contact Telephone No. :	(852)+22445566
Witness Name :		Witness Post :	
Declaration Date :			

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

- the partner authorized in writing by every partner, if the applicant is a partnership. The authorization letter should be attached;
- 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.

[Back to Top]

Supporting Document

Supporting Documents of Particulars of each corporate partner / director of the Applicant

Document Type	File Name	Remarks
Authorization letter (Corporation)		

[Back to Top]

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PRINT / SAVE BACK CONFIRM

PRINT / SAVE

CONFIRM

BACK

Step 5 - Acknowledgement

- (ii) The screen displays the receipt number of the application together with the time and date of the submission
- (ii) Press “PRINT / SAVE” to print or save the acknowledgement page



Chapter 7 Form 5 Application to add New Premises used for the operation of a Money Service

7.1 Login the System

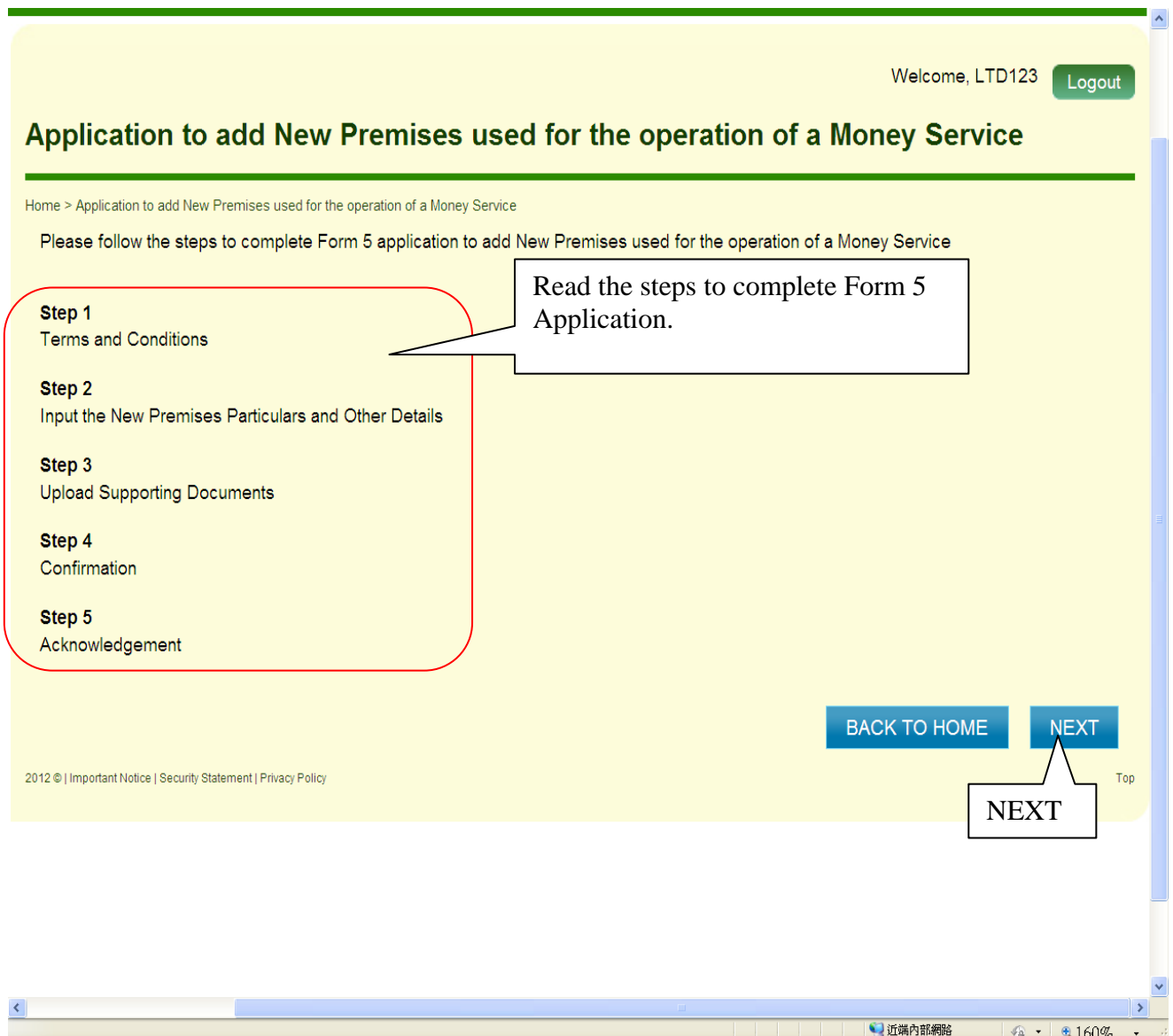
- (i) Click “User Login” in the “Online Functions for Money Service Operators (MSOs)” to enter the login page
- (ii) Input “User ID” and “Password”
- (iii) Press “LOGIN” to login the system

7.2 Form 5 Application to add New Premises used for the operation of a Money Service

- (i) After login, enter the system page of MSOS
- (ii) Click “Form 5 Application to add New Premises used for the operation of a Money Service” in the “Submissions”

The screenshot displays the Money Service Operators Licensing System interface. The header includes the Customs and Excise Department logo and the system name. The main content area is divided into three sections: Submissions, Application Status Enquiry, and Account Maintenance. The Submissions section lists various application types, with 'Form 5 Application to add New Premises used for the operation of a Money Service (Continue)' highlighted by a red box. A callout box points to this item with the text: 'Click “Form 5 Application to add New Premises used for the operation of a Money Service”'. The Application Status Enquiry section shows 'No Status Record'. The Account Maintenance section lists 'Change Password' and 'Licensee Profile'. The footer includes '2012 © | Important Notice | Security Statement | Privacy Policy' and a 'Top' link.

- (iii) Read the steps on the page of Form 5 Application to add New Premises used for the operation of a Money Service below
- (iv) Press “NEXT” to proceed to the next step



Step 1 - Read Terms and Conditions

- (i) Read the relevant sections under the Terms and Conditions
- (ii) Click the checkbox to confirm that you have read it.
- (iii) Press “YES, I ACCEPT” to proceed to the next step

Welcome. LTD123 [Logout](#)

Application to add New Premises used for the operation of a Money Service

Home > Application to add New Premises used for the operation of a Money Service

Step 1 Step 2 Step 3 Step 4 Step 5

Terms and Conditions

Terms and Conditions

1. Customs and Excise Department (C&ED) shall provide electronic services under the Money Service Operators Licensing System (MSOS) to money service operators. The use of the MSOS shall at all times be governed by these terms and conditions. Any person or company who successfully registered under the MSOS or is in application of any function of the MSOS is hereinafter referred to as "the money service operators".
2. C&ED has the right at any time and from time to time to expand, modify, reduce, suspend or discontinue the MSOS (or any part thereof) with or without prior notice. C&ED shall not be liable to the money service operator or any third party for any variation, suspension or discontinuance of the MSOS.

Registration and Application of the MSOS

3. The money service operator undertakes to provide true and accurate information as well as document as required in the registration and application of any function in the MSOS.
4. If the money service operator suspects that there is actual or possible unauthorized use of the MSOS, he/she shall notify C&ED as soon as practicable.

Notes about Personal Data

5. The money service operator acknowledges that the personal data contained in the registration and application of any function in the MSOS and any change to such data from time to time will be used by C&ED for:
 - activities relating to the processing of application of the money service operator;
 - facilitating communication between C&ED and the money service operator; and
 - administrative purposes such as compiling statistics and conducting research.
6. The money service operator has a right of access and correction with respect to personal data in accordance with the respective provisions of the Personal Data (Privacy) Ordinance.

Details of Application to add New Premises used for the operation of a Money Service

7. Please read the Guidance Notes and the Personal Information Collection Statement therein
[Guidance Notes on Form 5 Application to add New Premises used for the operation of a Money Service](#)

I have read the statement above, the Guidance Notes on Application to add New Premises used for the operation of a Money Service and the Personal Information Collection Statement therein.

[NO, I DECLINE](#) [YES, I ACCEPT](#)

2012 [Statement | Privacy Policy](#) [Top](#)

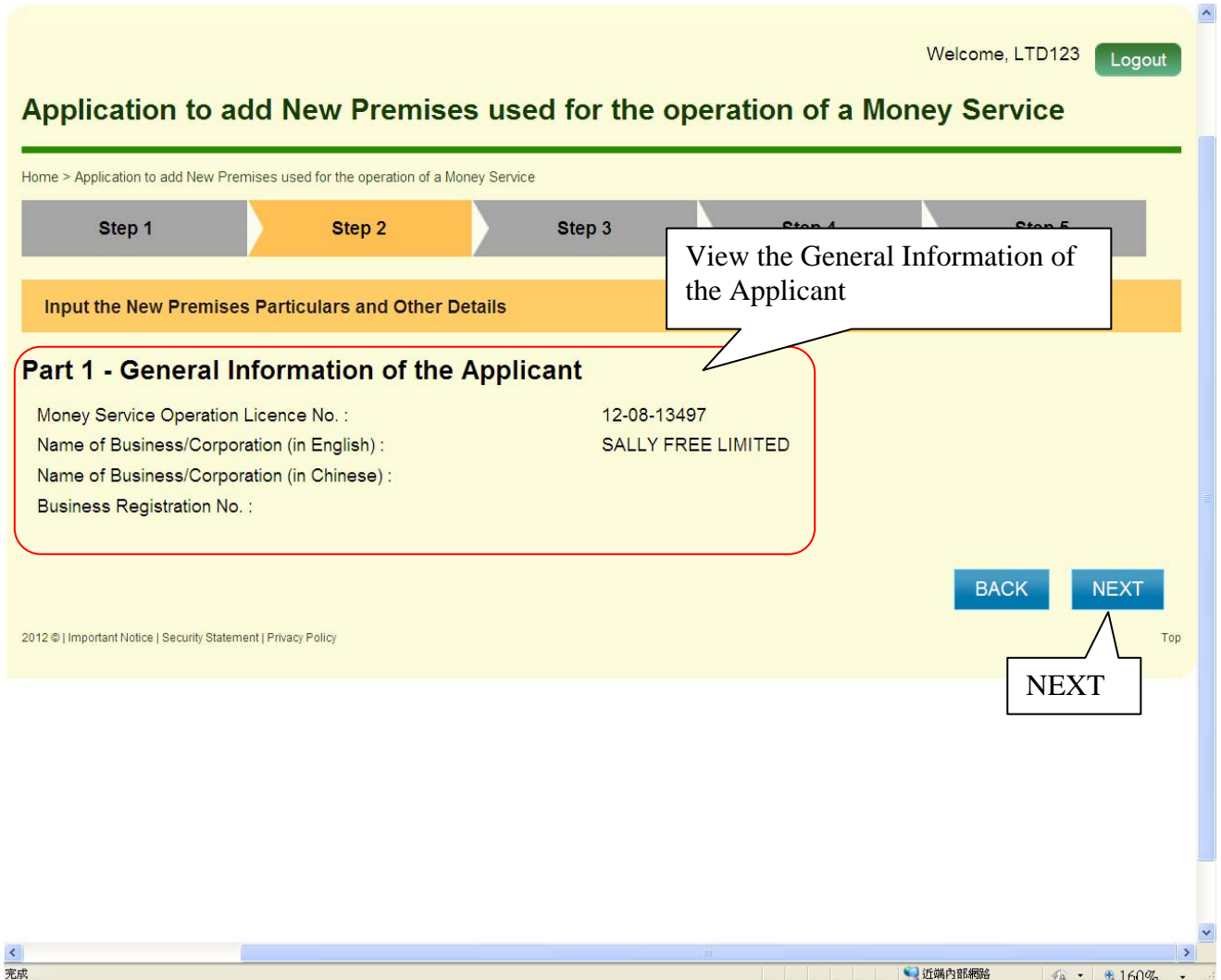
Read the Terms & Conditions.
Click the checkbox to confirm that you have read and agreed to it. Then, press “YES, I ACCEPT”.

YES, I ACCEPT

Step 2 - Input the New Premises Particulars and Other Details

Step 2 - Part 1-General Information of the Applicant

- (i) View the general information of the applicant
- (ii) Press “NEXT” to proceed to the next step



Step 2 - Part 2-Details of the Particulars Premises to be added for the operation of a Money Service

- (i) Press “ADD PARTICULAR PREMISES” to input the details of the Particular Premises to be added for the operation of a Money Service
- (ii) Press “NEXT” to proceed to the next step

Welcome, LTD123 [Logout](#)

Application to add New Premises used for the operation of a Money Service

Home > Application to add New Premises used for the operation of a Money Service

Step 1 Step 2 Step 3 Step 4 Step 5

Input the New Premises Particulars and Other Details

Part 2 - Details of the Particular Premises to be added for the operation of a Money Service

Please click "ADD PARTICULAR PREMISES" to Add Premises and then click "NEXT" after finish

[ADD PARTICULAR PREMISES](#) [BACK](#) [NEXT](#)

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Press “ADD PARTICULAR PREMISES” to input the details of the Particular Premises to be added for the operation of a Money Service

NEXT

Application to add New Premises used for the operation of a Money Service

Home > Application to add New Premises used for the operation of a Money Service

Step 1 | **Step 2** | Step 3 | Step 4 | Step 5

Input the New Premises Particulars and Other Details

Part 2 - Details of the Particular Premises to be added for the operation of a Money Service

Please click "ADD PARTICULAR PREMISES" to Add Premises and then click "NEXT" after finish

[ADD PARTICULAR PREMISES](#) [BACK](#) [NEXT](#)

NEXT

Premises Information

[SAVE](#)

Premises Serial No.: 1 - 1

(1) Premises Information

Please state the reason for adding new particular premises to operate a money service:

- Adding new premises
- Application to operate a money service at particular premises
- Adding new premises in trade fair / exhibition venue

Validity Period (dd/mm/yyyy) From: To:

Business Registration No.: - Area of the premises *: (m²)

Please state the type of premises where the money service is operated *:

- Domestic Premises
- Commercial Premises
- Mixed domestic and commercial premises

Business/Branch Name (in English)(if any)
(as shown in the Business Registration Certificate)

Business/Branch Name (in Chinese)(if any)
(as shown in the Business Registration Certificate)

(2) Address: (Please complete in English)

- Standard
- Village
- Lot

Standard
All * shall be provided

Unit: FLAT C

Floor: G /F

Building Name: ABC BUILDING

Block:

Phase: (e.g. 1, A, EAST)

Street No.: 123 Estate Name:

Street Name: ABC STREET

Area*: KOWLOON (e.g. 12B, 12A-14B)

District*: HUNG HOM

(3) Contact Information

Office Telephone No. *: ()+ Office Fax No. *: ()+

(4) Is there any other business being run in this premises?(not applicable for adding business premises in trade fair / exhibition venue)

- Yes
- No

If **Yes**, please provide the following information of the business sharing the premises:

Run by the Applicant, the nature of business is:-

Run by other business entity, please provide the following information:-

[ADD COMPANY](#)

Particulars of the business sharing the premises :		Delete
Name of Business / Corporation :	<input type="text"/>	
Nature of Business :	<input type="radio"/> Remittance service <input type="radio"/> Money changing service <input type="radio"/> Remittance and money changing services <input type="radio"/> Others, please specify <input type="text"/>	
MSO Licence No.(if applicable) :	<input type="text"/>	

(5) Occupant's Consent (only applicable for domestic premises used for the operation of a money service):

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.

[ADD OCCUPANT](#)

(Surname first then other names)	Action
<input type="text"/>	Delete

[SAVE](#)

SAVE

Step 2 - Part 3-Declaration by the Applicant

- (i) Tick the checkbox “I declare that”
- (ii) Read the details of the declaration and input applicant’s particulars
- (iii) Press “NEXT” to proceed to the next step

Application to add New Premises used for the operation of a Money Service

Home > Application to add New Premises used for the operation of a Money Service

Step 1 Step 2 Step 3 Step 4 Step 5

Input Applicant Particular

Part 3 - Declaration by the person who submits this application form(see Remarks in Part 3)

I declare that: **Applicant's Declaration**

- a. the particulars and information given in this application form (including supplementary sheets) consisting of previous page(s) are true and correct;
- b. 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 Part 2 within one month beginning on the date on which the change takes place. I understand that a licensee who without reasonable excuse contravenes this requirement commits an offence and is liable on conviction to a fine of \$50,000;
- c. I have instructed all responsible persons of the premises as mentioned in Part 2 of this application form and have obtained consent of every occupant of the premises (if the premises are domestic 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;
- d. I have read the Personal Information Collection Statement stated in Part C of the Guidance Notes on Form 5 Application to add New Premises used for the operation of a Money Service and understand the contents stated therein.

Name of the licensee / authorized person of the licensed partnership / corporation *:

Hong Kong Identity Card/Travel Document No. :

Position in the Licensee's Business / Corporation *:

Contact Telephone No. *: ()+

Remarks: The person who submits this application form must be:

- a. the sole proprietor, if the licensee is a sole proprietorship;
- b. the partner authorized in writing by every partner, if the licensee is a partnership. The authorization letter should be signed by every partner;
- c. the director or the person, authorized in writing by the Board of Directors, if the licensee is a corporation. The authorization letter should be signed by the Board of Directors.

Press "NEXT"

Step 3 - Upload Supporting Documents

- (i) Press “Add” to upload supporting documents
- (ii) The uploaded supporting documents should be in:
 - (1) Image Type: PDF, JPEG, GIF or TIF (RAW, LZW, JPEG, CCITT-G4)
 - (2) Image Resolution: 200dpi or above
 - (3) File Size: 2 Mbytes or below for each file
- (iii) Press “NEXT” to proceed to the next step

The screenshot shows a web application interface for adding new premises. At the top, a progress bar indicates five steps, with Step 3 highlighted in orange. Below the progress bar, the title 'Application to add New Premises used for the operation of a Money Service' is displayed. The main heading is 'Upload Supporting Documents'. A red circle highlights the document upload section, which includes a sub-heading 'Supporting Document(s) of Particulars of each business premises'. There are four document categories, each with a text input field and an 'ADD' button: 1. 'A copy of valid Business Registration Certificate', 2. 'A copy of stamped tenancy agreement or record of ownership of the business premises', 3. 'Copies of consent letters from every occupant of the premises (for domestic premises only)', and 4. 'Authorization letter (Corporation)' with a sub-field 'A copy of the authorization letter signed by the Board of Directors'. A callout box points to the 'ADD' button for the first document. Below the upload fields, the 'Acceptable file format' is listed: Image type: PDF, JPEG, GIF or TIF (RAW, LZW, JPEG, CCITT-G4); Image resolution: 200dpi or above; File size: 2Mbytes or below for each file. A 'Note' section with a 'Back to Top' link contains an 'Important' warning: 'Authorized officers of Customs and Excise Department will examine all the original copies of the uploaded supporting documents during the interview with the applicant. These documents may be submitted in person or by post to the following address:'. The address is 'Money Service Supervision Bureau, Customs and Excise Department, Units 1218-1222, 12/F., Nan Fung Commercial Centre, 19 Lam Lok Street, Kowloon Bay, Kowloon'. The office hours are 'Monday to Friday (Except Public Holidays), 9:45 a.m. to 12:30 p.m., 1:30 p.m. to 5:30 p.m.'. At the bottom, there are three buttons: 'SAVE AS DRAFT', 'BACK', and 'NEXT'. A callout box points to the 'NEXT' button.

Step 4 - Confirmation

- (i) Check and confirm the inputted information and the supporting documents
- (ii) Press “BACK” to make the necessary amendment, if any
- (iii) Press “CONFIRM” to proceed to the next step if all the inputted information is correct.

Application to add New Premises used for the operation of a Money Service

Home > Application to add New Premises used for the operation of a Money Service

Step 1 > Step 2 > Step 3 > **Step 4** > Step 5

Confirmation

Go to Section
 Part 1 - General information of the Applicant
 Part 2 - Details of the Particular Premises to be added for the operation of a Money Service
 Part 3 - Declaration by the person who submits this application form (see Remarks in Part 3)
 Supporting Document

Part 1 - General information of the Applicant

Money Service Operator License No. _____
 Name of Business/Corporation (in English) _____
 Name of Business/Corporation (in Chinese) _____
 Business Registration No. _____

Part 2 - Details of the Particular Premises

Premises Serial No. 1
 (X) Premises Information
 The reason for adding this particular premises to operate a money service: Application to operate a money service at particular premises
 Business Registration No. _____
 Area of the premises: _____
 The type of the premises where the money service is operated: _____
 Business/Branch Name (in English) _____
 Business/Branch Name (in Chinese) _____
 (X) Address: (Please complete in English)

Standard	Area*	KOWLOON	Street name	ABC STREET
	District	KWUN MING		
	Street No.	123		
	Phase	(e.g. TOR, 104-140)	Estate name	---
	Block	---		
	Building Name	ABC BUILDING	(e.g. T. A. EAST)	---
	Floor	GF		
	Unit	PLAT	D	

(X) Contact Information

Office Telephone No. (852) 22775555 Office Fax No. _____
 (X) Is there any other business being run in this premises? (not applicable for adding business premises on trade fair / exhibition venue) No
 (X) Occupant's Consent
 No consent to be declared

Part 3 - Declaration by the person who submits this application form (see Remarks in Part 3)

I declare that:
 a. the particulars and information given in the application form (including supplementary sheets) consisting of previous pages) are true and correct;
 b. I understand 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 premises to be added or to be removed from Part 2 (include and delete regarding on the use or upon the change when there is a change) and a licensee who without reasonable excuse contravenes this requirement commits an offence and is liable on conviction to a fine of \$50,000;
 c. I have instructed all responsible persons of the premises as mentioned in Part 2 of this application form and have obtained consent of such person to allow the said premises to assess whether the premises are suitable to be used for the operation of a money service;
 d. I have read the Personal Information Collection Statement stated in Part C of the Guidance Notes on Form 5 Application to add New Premises used for the operation of a Money Service and understood the contents stated therein.

Name of the licensee / authorized person of the licensee (signature) / _____
 (Name) _____
 Hong Kong Identity Card/Passport Document No. _____
 Position in the Licensee's Business / Corporation: _____
 Contact Telephone No. (852) 27577557

Remarks: This person who submits the application form must be:
 a. the sole proprietor, if the licensee is a sole proprietorship;
 b. the partner authorized in writing by every partner, if the licensee is a partnership. The authorization letter should be attached;
 c. the director or the person authorized in writing by the board of directors, if the licensee is a corporation. The authorization letter should be attached.

Supporting Document

Supporting Document(s) of Particulars of each business premises

Document Type *	File Name	Remarks
Authorization letter (Corporation)		

PRINT / SAVE **BACK** **CONFIRM**

Step 5 - Acknowledgement

- (i) The screen displays the receipt number of the application together with the time and date of the submission
- (ii) Press “PRINT / SAVE” to print or save the acknowledgement page

Application to add New Premises used for the operation of a Money Service

Home > Application to add New Premises used for the operation of a Money Service

Step 1 Step 2 Step 3 Step 4 **Step 5**

Acknowledgement

Application to add New Premises used for the operation of a Money Service has been received by Customs and Excise Department

User ID:	LTD123
Company Name:	SALLY FREE LIMITED
Application No.:	E-AP-12-00053
Application Date / Time:	29/08/2012 10:55:09

Reminder:

Please remember to submit the following supporting documents of particulars of the sole proprietor and each partner / director / ultimate owner who is an individual:

Hong Kong Resident

- Completed Fit and Proper Person Declaration Form 3A together with Appendices I & II
- A copy of Hong Kong Identity Card

Non-Hong Kong Resident

- Completed Fit and Proper Person Declaration Form 3A together with Appendices I & II
- A copy of the Bio-data page of the Travel Document

Attention

The sole proprietor / partner / director / ultimate owner should sign the Appendix I of the Fit and Proper Person Declaration Form 3A during an interview with officers of the Department unless the Appendix I has been signed in the presence of a recognised professional e.g. solicitor. In this regard, please submit the above supporting documents during the interview. The applicant company will be notified of the time and date for the interview in due course. If the signature on the Appendix I has been witnessed by a professional, please enclose the Form 3A with Appendices I & II and supporting documents in a sealed envelope and submit them in person or by post to:

Address : Money Service Supervision Bureau
Customs and Excise Department
Units 1218-1222, 12/F., Nan Fung Commercial Centre
19 Lam Lok Street, Kowloon Bay, Kowloon

Office Hours :
Monday to Friday
(except Public Holidays)

9:30 a.m. to 12:30 p.m.
1:30 p.m. to 5:30 p.m.

Press "PRINT/SAVE" to print or save the acknowledgement

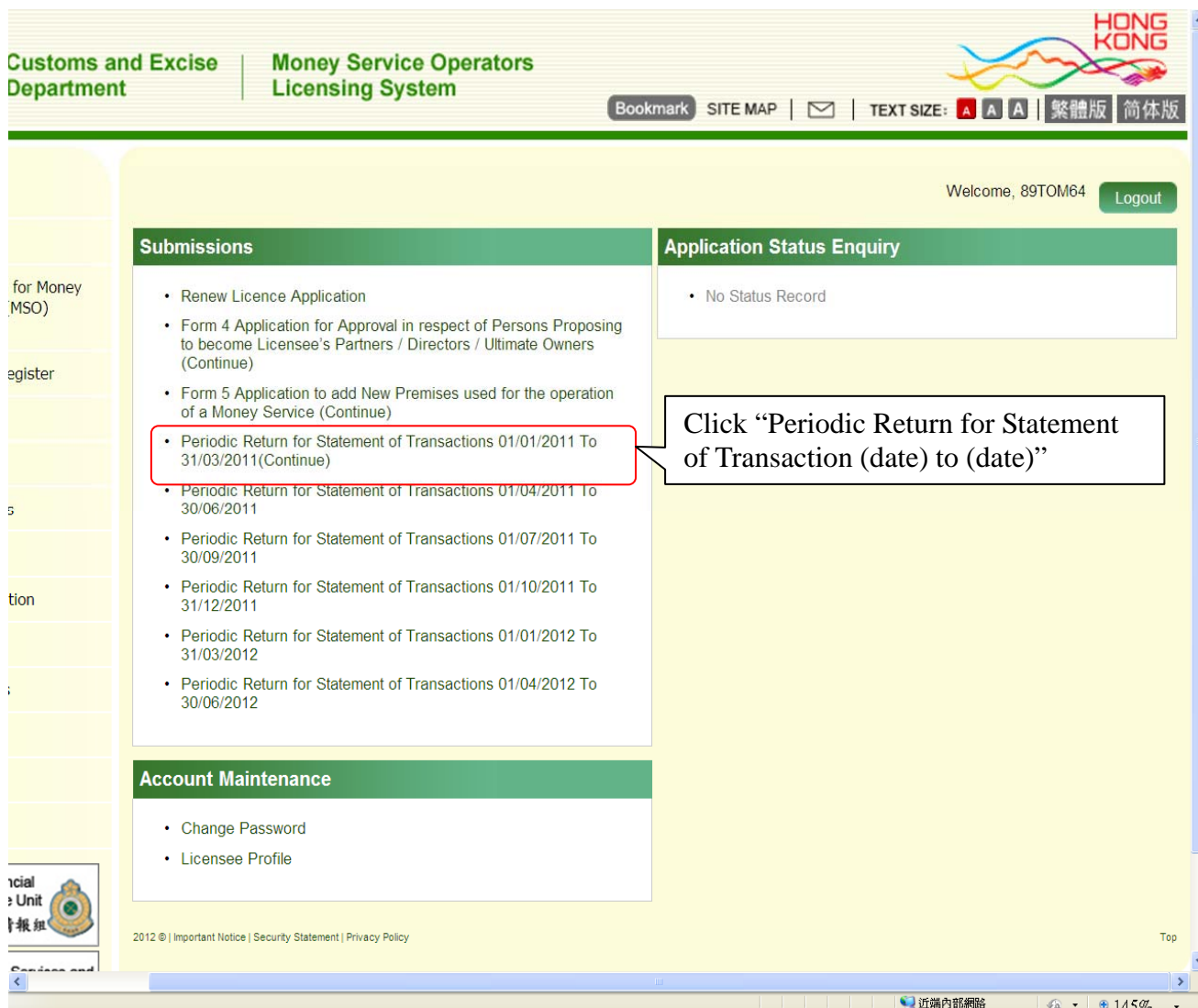
Chapter 8 Submit Periodic Return for Statement of Transaction

8.1 Login the System

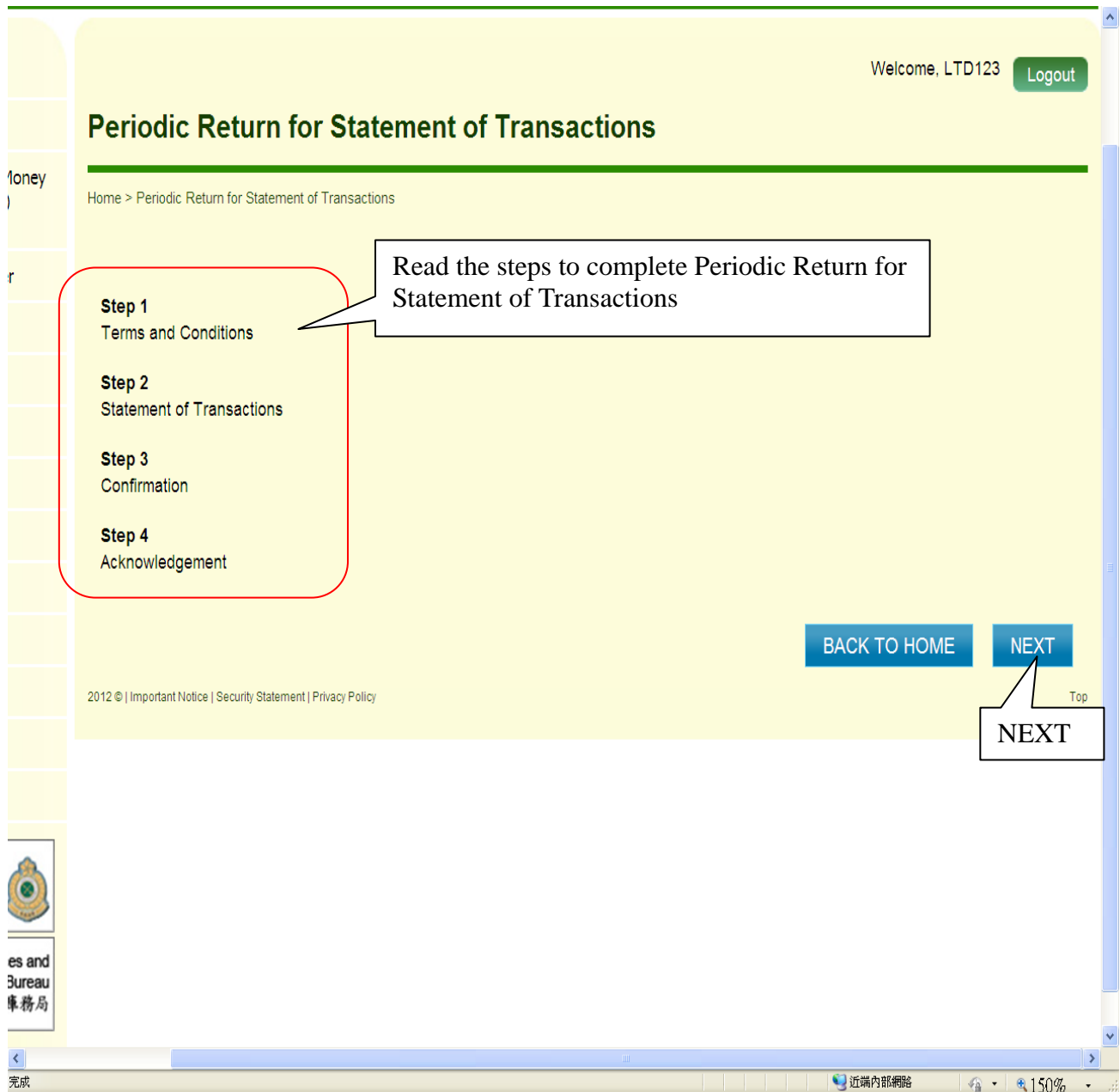
- (i) Click “User Login” in the “Online Functions for Money Service Operators (MSOs)” to enter the login page
- (ii) Input “User ID” and “Password”
- (iii) Press “LOGIN” to login the system

8.2 Submit Periodic Return for Statement of Transactions

- (i) After login, enter the system page of MSOS
- (ii) Click “Periodic Return for Statement of Transactions (date) to (date)” in the “Submissions”



- (iii) Read the steps on the page of Periodic Return for Statement of Transactions below
- (iv) Press “NEXT” to proceed to the next step



Step 1 - Read Terms and Conditions

- (i) Read the relevant sections under the Terms and Conditions
- (ii) Click the checkbox to confirm that you have read it
- (iii) Press “YES, I ACCEPT” to proceed to the next step

Welcome, LTD123 [Logout](#)

Periodic Return for Statement of Transactions

Home > Periodic Return for Statement of Transactions

Step 1 Step 2 Step 3 Step 4

Terms and Conditions

Terms and Conditions

1. Customs and Excise Department (C&ED) shall provide electronic services under the Money Service Operators Licensing System (MSOS) to money service operators. The use of the MSOS shall at all times be governed by these terms and conditions. Any person or company who successfully registered under the MSOS or is in application of any function of the MSOS is hereinafter referred to as "the money service operators".
2. C&ED has the right at any time and from time to time to expand, modify, reduce, suspend or discontinue the MSOS (or any part thereof) with or without prior notice. C&ED shall not be liable to the money service operator or any third party for any variation, suspension or discontinuance of the MSOS.

Registration and Application of the MSOS

3. The money service operator undertakes to provide true and accurate information as well as document as required in the registration and application of any function in the MSOS.
4. If the money service operator suspects that there is actual or possible unauthorized use of the MSOS, he/she shall notify C&ED as soon as practicable.

Notes about Personal Data

5. The money service operator acknowledges that the personal data contained in the registration and application of any function in the MSOS and any change to such data from time to time will be used by C&ED for:
 - activities relating to the processing of application of the money service operator;
 - facilitating communication between C&ED and the money service operator; and
 - administrative purposes such as compiling statistics and conducting research.
6. The money service operator has a right of access and correction with respect to personal data in accordance with the respective provisions of the Personal Data (Privacy) Ordinance.

Details of Submission of Periodic Return

7. A licensee shall lodge a periodic return to the CCE within 2 weeks beginning from each quarter unless specified by the CCE by notice in writing.

I have read the statement above and the Personal Information Collection Statement in the Periodic Return.

[NO, I DECLINE](#) [YES, I ACCEPT](#)

Read the Terms & Conditions. Click the checkbox to confirm that you have read and agreed to it. Then, press “YES, I ACCEPT”.

YES, I ACCEPT

Step 2 - Statement of Transactions

Step 2 - Part 1-Money Changing Transactions

- (i) Input the information of Money Changing Transactions
- (ii) Press “NEXT” to proceed to the next step

Welcome, LTD123 Logout

Periodic Return for Statement of Transactions

Home > Periodic Return for Statement of Transactions

Step 1

Step 2

Step 3

Step 4

Statement of Transactions

Statement of Transactions

Periodic Return for the period from **01/02/2011 To 28/02/2011**

Name of licensee **SALLY FREE LIMITED**

Money Service Operator Licence No. **12-08-13497**

Nature of business **Remittance service**

Part 1 - Money Changing Transactions

(A) Purchase and Sale Transactions

	Purchase		Sale	
	Amount in HKD	No. of Transactions	Amount in HKD	No. of Transactions
RMB	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other Currencies	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total	0	0	0	0

(B) Occasional Money Changing Transactions requiring Customer Due Diligence (CDD) measures

	No. of Successful Transaction	No. of Rejected Case#
RMB	<input type="text"/>	<input type="text"/>
Other Currencies	<input type="text"/>	<input type="text"/>
Total	0	0

denotes rejected transactions that due to incompleion of CDD requirements

Input the information of Money Changing Transactions

BACK
NEXT

NEXT

Step 2 - Part 2-Remittance Transactions

- (i) Input the information of Remittance Transactions
- (ii) Press “NEXT” to proceed to the next step

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Periodic Return for Statement of Transactions

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Step 1 Step 2 Step 3 Step 4

Statement of Transactions

Part 2 - Remittance Transactions

(A) Outward Remittance Transactions and Inward Remittance Transactions

	Outward Remittance		Inward Remittance	
	Amount in HKD	No. of Transactions	Amount in HKD	No. of Transactions
(a) Other money service operators	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
(b) Individual persons	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
(c) Others	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total (a) + (b) + (c)	0 <input type="text"/>	0 <input type="text"/>	0 <input type="text"/>	0 <input type="text"/>

(B) Number of Remittance Transactions requiring Customer Due Diligence (CDD) measures

	No. of Successful Transaction	No. of Rejected Case#
	<input type="text"/>	<input type="text"/>

denotes rejected transactions that due to incompleteness of CDD requirements

Input the information of Remittance Transactions

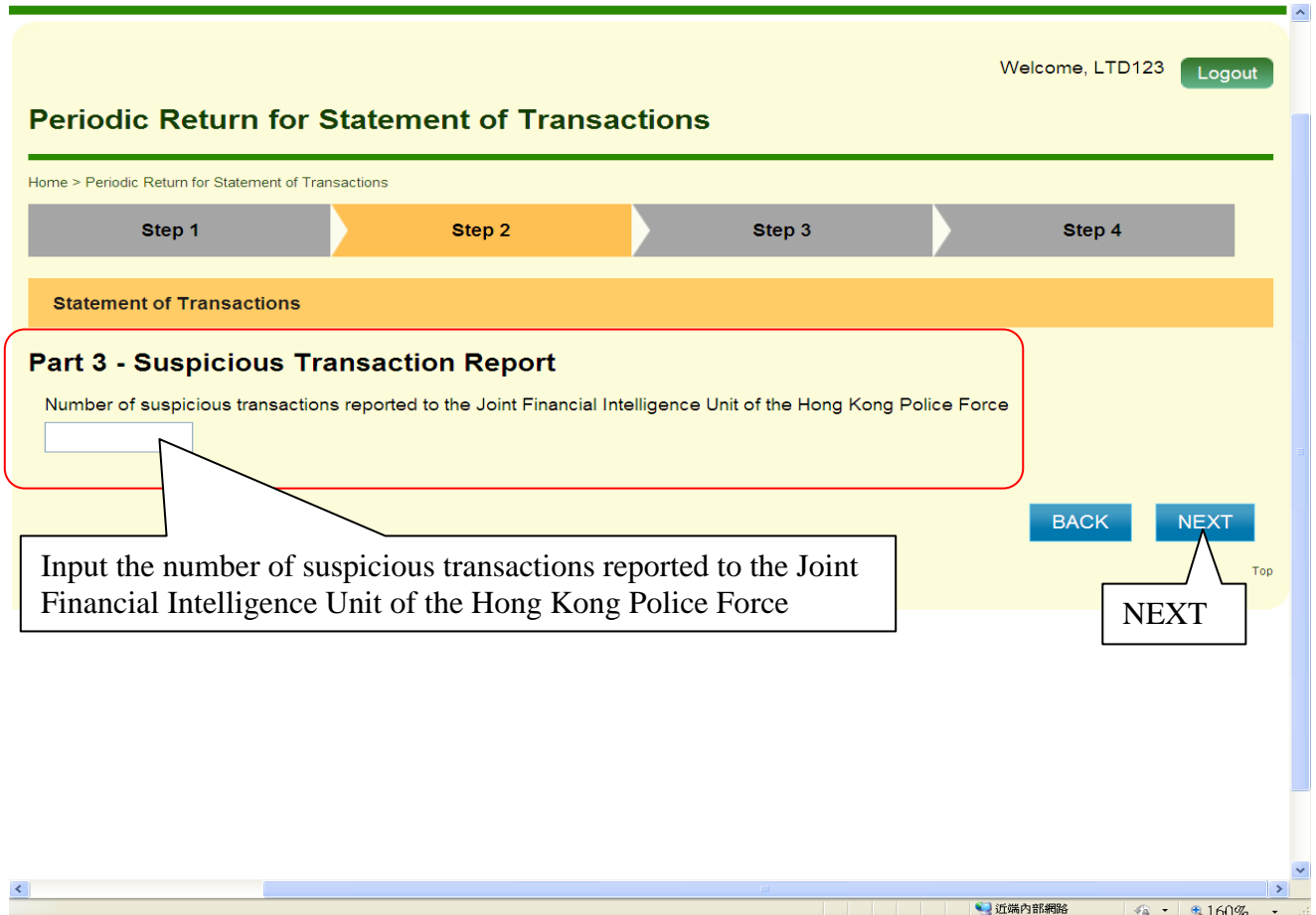
[BACK](#) [NEXT](#)

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Step 2 - Part 3-Suspicious Transaction Report

- (i) Input the number of suspicious transactions reported to the Joint Financial Intelligence Unit of the Hong Kong Police Force
- (ii) Press “NEXT” to proceed to the next step



Step 2 - Part 4-Declaration by the person who submits this return

- (i) Input the particulars of the person who submits this return
- (ii) Press “NEXT” to proceed to the next step

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Periodic Return for Statement of Transactions

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Statement of Transactions

Part 4 – Declaration by the person who submits this return

Name of the Licensee / authorized person of the partnership / authorized person of the corporation * :

Hong Kong Identity Card/Travel Document No. :

Contact Telephone No. : -

Position in the Licensee's Business / Corporation * :

Date*

Remarks: The person who submits this application form must be:

- (a) the sole proprietor, if the licensee is a sole proprietorship;
- (b) the partner authorized in writing by every partner, if the licensee is a partnership. The authorization letter should be attached;
- (c) the director or the person authorized in writing by the Board of Directors, if the licensee is a corporation. The authorization letter should be attached.

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完成 近端内部网络 100%

Step 3 - Confirmation

- (i) Check and confirm the inputted information
- (ii) Press “BACK” to make the necessary amendment, if any
- (iii) Press “CONFIRM” to proceed to the next step if all the inputted information is correct

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Periodic Return for Statement of Transactions

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Step 1 Step 2 **Step 3** Step 4

Confirmation

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 [Part 2 - Remittance Transactions]
 [Part 3 - Suspicious Transaction Report]
 [Part 4 - Declaration by the person who submits this return]

Statement of Transactions
 Periodic Return for the period from **01/02/2011 To 28/02/2011**
 Name of licensee **SALLY FREE LIMITED**
 Money Service Operator Licence No. **12-08-13497**
 Nature of business **Remittance service**

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Part 1 - Money Changing Transactions
 (A) Purchase and Sale Transactions

	Purchase		Sale	
	Amount in HKD	No. of Transactions	Amount in HKD	No. of Transactions
RMB	100,000	20	80,000	15
Other Currencies	0	0	0	0
Total	100,000	20	80,000	15

(B) Occasional Money Changing Transactions requiring Customer Due Diligence (CDD) measures

	No. of Successful Transaction	No. of Rejected Case#
RMB	0	0
Other Currencies	0	0
Total	0	0

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Part 2 - Remittance Transactions
 (A) Outward Remittance Transactions and Inward Remittance Transactions

	Outward Remittance		Inward Remittance	
	Amount in HKD	No. of Transactions	Amount in HKD	No. of Transactions
(a) Other money service operators	100,000	20	100,000	20
(b) Individual persons	0	0	0	0
(c) Others	0	0	0	0
Total	100,000	20	100,000	20

(B) Number of Remittance Transactions requiring Customer Due Diligence (CDD) measures

	No. of Successful Transaction	No. of Rejected Case#
	0	0

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Part 3 - Suspicious Transaction Report
 Number of suspicious transactions reported to the Joint Financial Intelligence Unit of the Hong Kong Police Force
 0

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Part 4 - Declaration by the person who submits this return

Name of applicant/authorized person of the partnership/authorized person of the corporation: **SALLY CHAN**
 Hong Kong Identity Card/Travel Document No.: **A123456(A)**
 Position in the Applicant's Business / Corporation: **DIRECTOR**
 Date: **29/08/2012**

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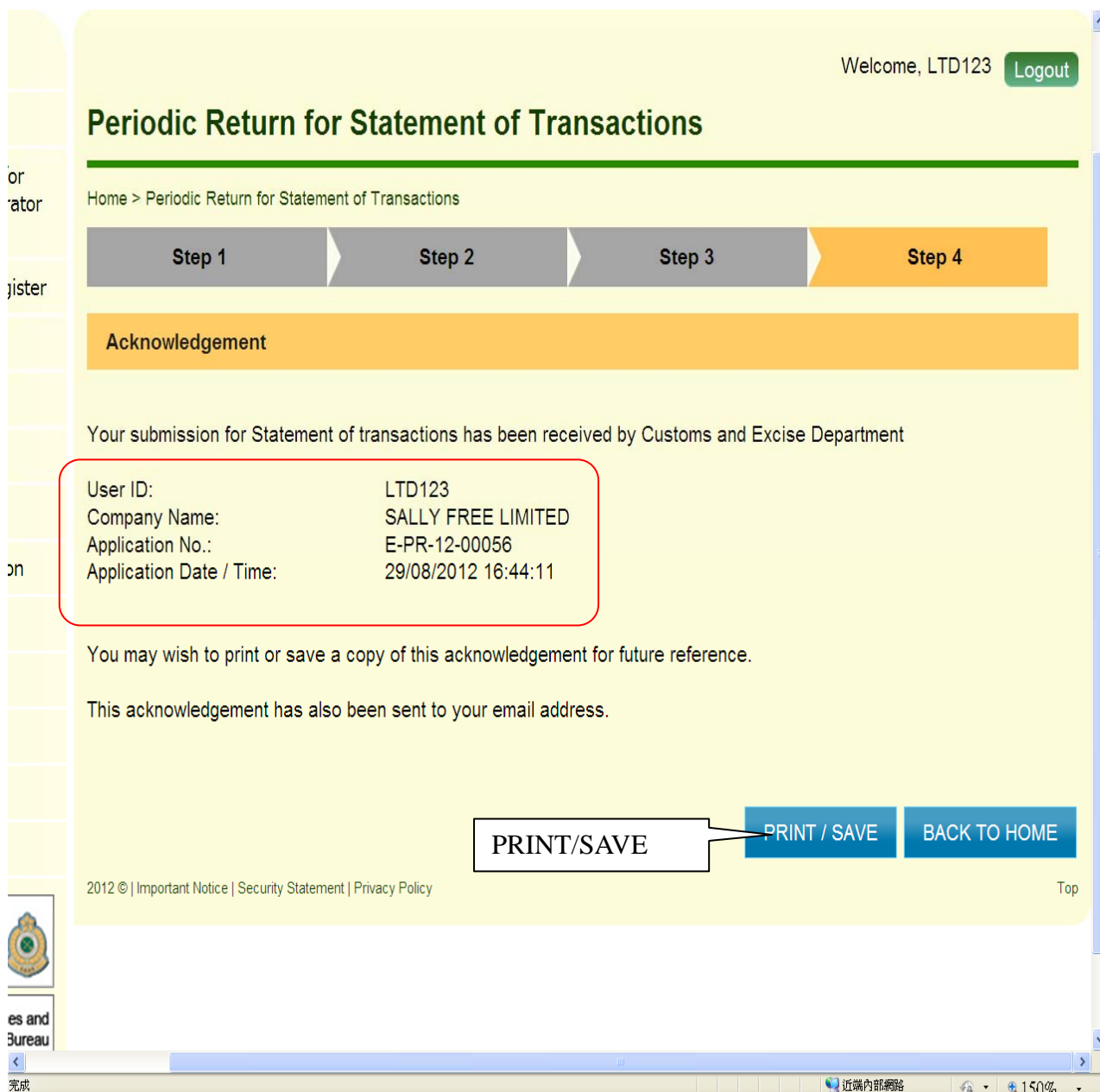
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PRINT / SAVE BACK CONFIRM

PRINT/SAVE CONFIRM BACK

Step 4 - Acknowledgement

- (i) The screen displays the receipt number of the application together with the time and date of the submission
- (ii) Press “PRINT / SAVE” to print or save the acknowledgement page



Chapter 9 Application Status Enquiry

9.1 Login the System

- (i) Click “User Login” in the “Online Functions for Money Service Operators (MSOs)” to enter the login page
- (ii) Input “User ID” and “Password”
- (iii) Press “LOGIN” to login the system

Welcome to
Money Service Operators
Licensing System

Online Functions for Money Service Operators (MSOs)

- Create User Account
- **User Login**
- Apply for MSO Licence
- Apply for renewal MSO Licence
- Apply for Approval in respect of Persons Proposing to become Licensee's Partners / Directors / Ultimate Owners
- Apply to add New Premises for Money Service
- Periodic Return for Statement of Transactions
- Enquire about application status
- Re-submit supporting documents

Online Licensee Register

- Licensed Money Service Operators

Guidelines

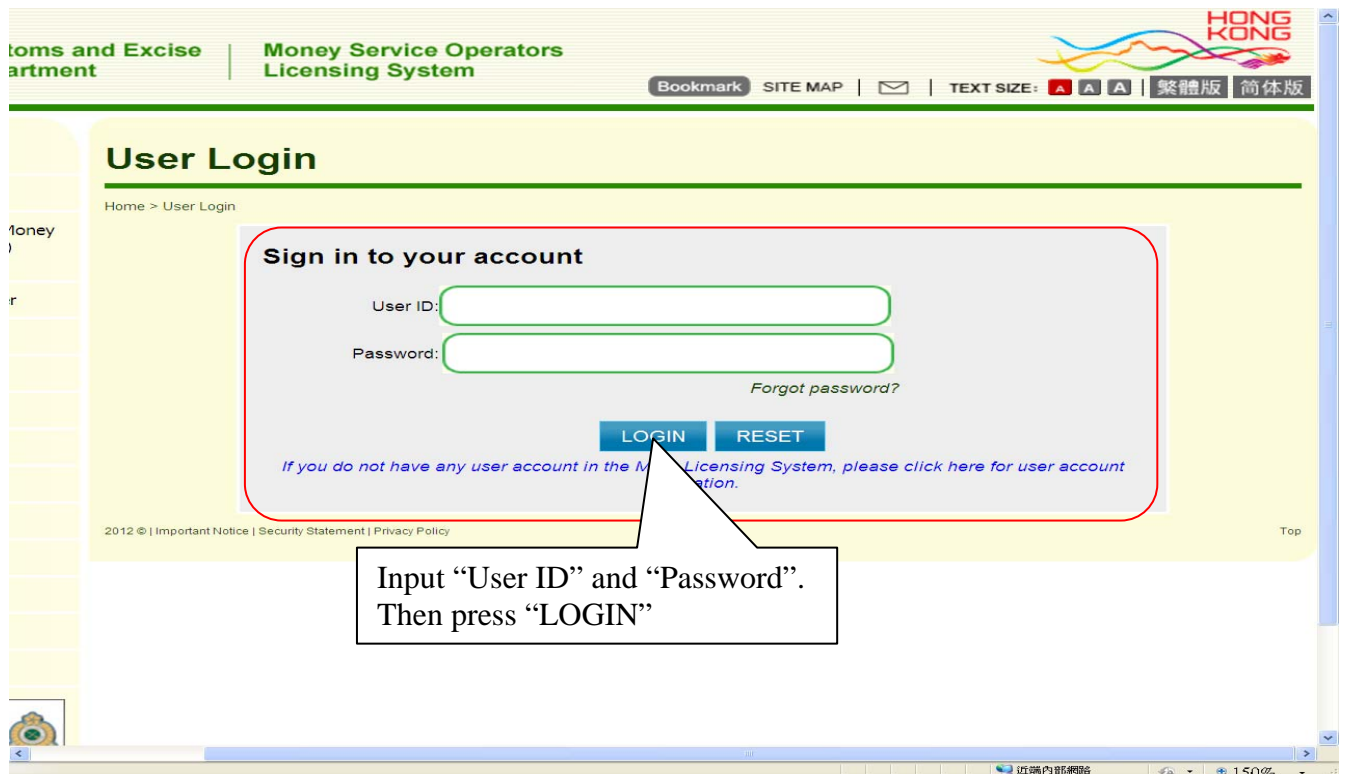
- Licensing Guide
- AMLO Guideline
- Disciplinary Fining Guideline
- Guidelines on Criteria for Determining Fitness and Propriety
- Review Disciplinary Action and Specified Decision of CCE Guidelines (To be announced)

Forms

Licensing Issues

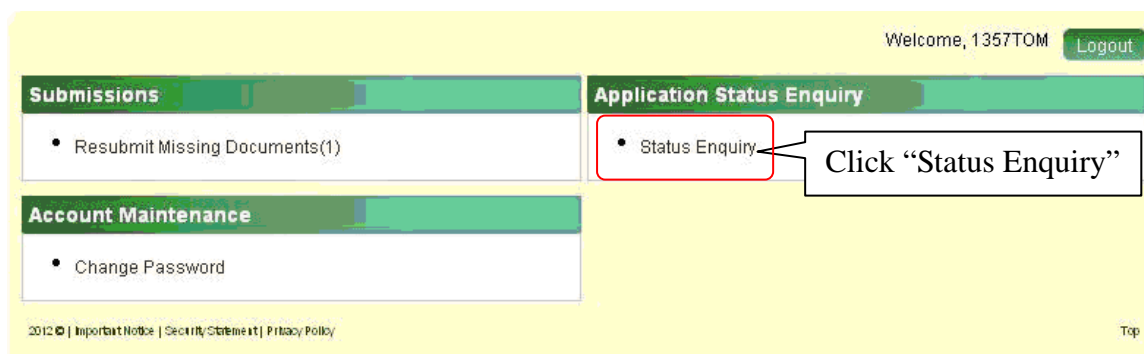
Online Demonstration

- Create User Account
- Form 1 MSO Licence Application
- Resubmit Missing Documents
- Form 4 Application for Approval in respect of Persons Proposing to become Licensee's Partners / Directors / Ultimate Owners
- Form 5 Application to add New Premises used for the operation of a Money Service



9.2 New Application Status Enquiry

- (i) Click "Status Enquiry" in the "Application Status Enquiry"



- (ii) Enter the webpage of “New Application Status Enquiry”. View the details of application status.
- (iii) Press “PRINT / SAVE” to print or save the details of application status

Welcome, 6688TOM Logout

New Licence Application Status Enquiry

Home > New Licence Application Status Enquiry

Application Status: Submitted

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[\[Part 2 - Principal Address of the Business / Corporation\]](#)
[\[Part 3 - Details of all the Particulars Premises used for the operation of a Money Service\]](#)
[\[Part 4 - Particulars of the Sole Proprietor / Partner / Director who is an individual of the Company\]](#)
[\[Part 5 - Particulars of the Partner / Director which is a Corporation \(if applicable\)\]](#)
[\[Part 6 - Particulars of Ultimate Owner\(s\) of the Company \(if any\)\]](#)
[\[Part 7 - Details of the Bank Account\(s\) used for operating your Money Service \]](#)
[\[Part 8 - Additional Information of the business\]](#)
[\[Part 9 - Declaration by this application\]](#)
[\[Supporting Document\]](#)

Part 1 - Particulars of the Applicant's Business

	(English)	(Chinese)
Name of Business/Corporation:	TOM FAT BROTHERS	
Business Registration No.:	66883578	
BR Expiry Date:	31/03/2013	
Status of business:	Sole Proprietorship	
Number of Ultimate Owner:	0	
Please indicate the nature of your money service :		
Remittance service		
Have you / Has your company ever been registered with the Hong Kong Police Force as a remittance agent and/or a money changer (RAMC)?		No
Please indicate whether you / your company operate(s) your money service at particular premises		No
<small>(Please provide the details of all the particular premises in Part 3)</small>		

I declare that,

The particulars and information given in this application form (including supplementary sheets) consisting of previous page(s) are true and correct.

I have read the Anti-Money Laundering and Counter-Terrorist Financing (Financial Institutions) 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.

I understand that under section 40 of the AMLO, a licensee must notify the Commissioner of Customs and Excise in writing of any change in the particulars that are provided in this application form, except for those given in Part 8, within one month beginning on the date on which the change takes place. I further understand that any breach of this requirement, without reasonable excuse, is an offence and is liable on conviction to a fine of \$50,000.

I undertake to allow authorized officers of the Customs and Excise Department to enter the business premises as mentioned in Part 3 of this application form to conduct a suitability check of the premises.

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.

Applicant's Name :	TOM LAM	Hong Kong Identity Card/ Travel Document No. :	
Position in Company :	MANAGER	Contact Telephone no. :	(852)+12345678
Witness Name :		Witness Post :	
Declaration Date :			

Remarks: The applicant must be

- a. the sole proprietor, if the applicant is a sole proprietorship;
- b. the partner authorized in writing by every partner, if the applicant is a partnership. The authorization letter should be attached;
- c. 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.

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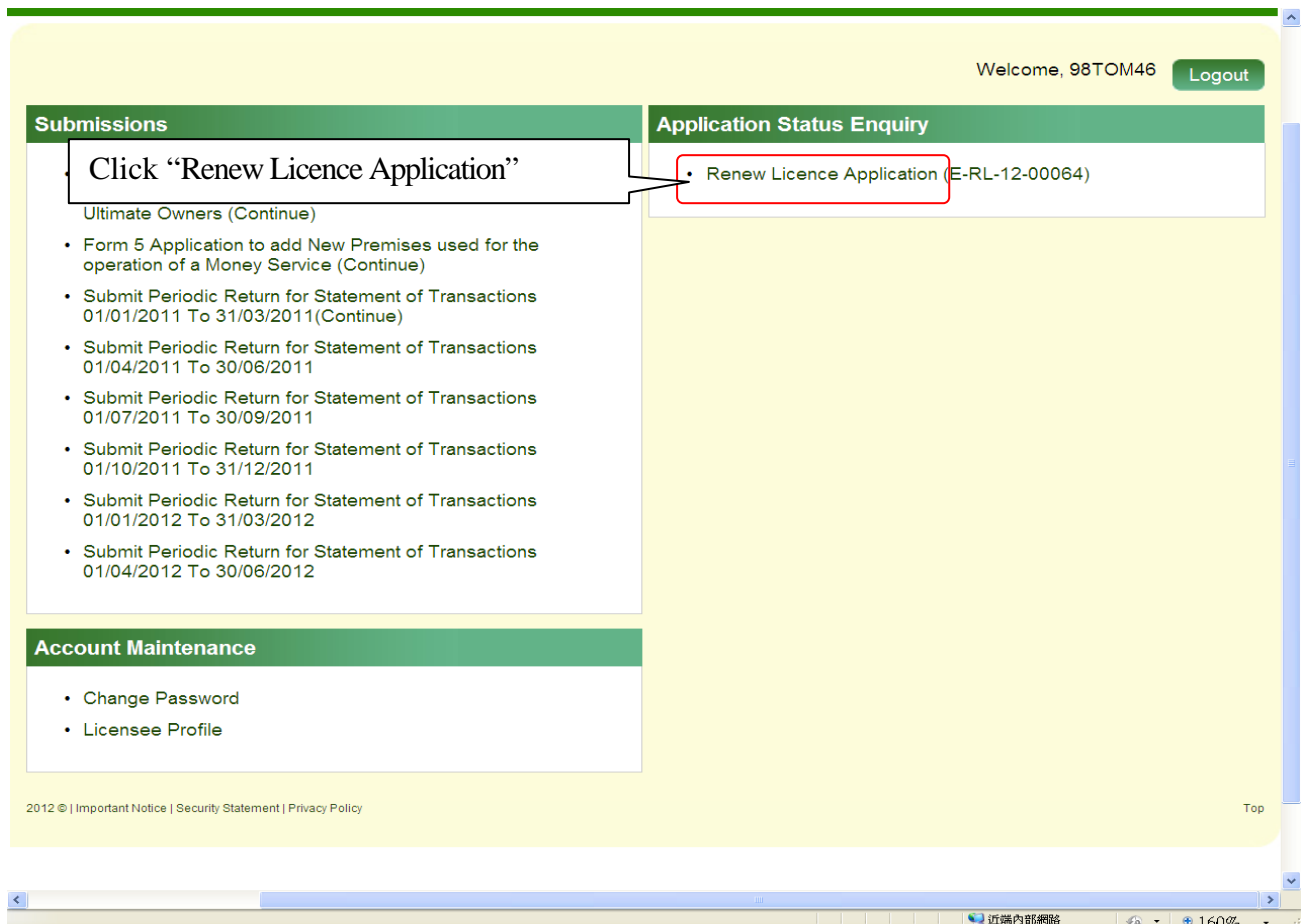
PRINT / SAVE BACK

Press “PRINT / SAVE” to print or save the details of application status

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9.3 Renew Licence Application Status Enquiry

(i) Click “Renew Licence Application” in the “Application Status Enquiry”



- (ii) Enter the webpage of “Renew Licence Status Enquiry”. View the details of application status.
- (iii) Press “PRINT / SAVE” to print or save the details of application status

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Renew Licence Application Status Enquiry

Application Status: Submitted

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[\[Part 2 - Principal Address of the Business / Corporation\]](#)
[\[Part 3 - Details of all the Particular Premises used for the operation of a Money Service\]](#)
[\[Part 4 - Particulars of Applicant who is a Sole Proprietor or Particulars of Individual Partner / Director of Applicant which is a partnership / corporation\]](#)
[\[Part 5 - Particulars of the corporate Partner / Director of Applicant \(if applicable\)\]](#)
[\[Part 6 - Particulars of Ultimate Owner\(s\) \(Please refer to Para. 11.1 of the Guidance Notes\) of the Applicant \(if any\)\]](#)
[\[Part 7 - Details of the Bank Account\(s\) used for operating the Applicant's Money Service\]](#)
[\[Part 8 - Additional Information of the business\]](#)
[\[Part 9 - Declaration by the person who submits this application form \(see Remarks in Part 9\)\]](#)
[\[Supporting Document\]](#)

Part 1 - Particulars of the Applicant's Business

License No.: 120819488
 Licence Expiry Date: (English) 19/11/2012 (Chinese)

Name of Business / Corporation: TOM HUGE (English) (Chinese)

Business Name: TOM HUGE (English) (Chinese)

Business Name (on Chinese): TOM HUGE (Chinese)

Business Registration No.: 33775599
 BR Expiry Date: 01/08/2013

Status of Business: Sole Proprietorship
 Number of Ultimate Owner: 0

Please indicate the nature of your money service:
 Remittance and money-changing services: No
 Please indicate whether the Applicant operates any money service at particular premises (Please refer to Para. 5.1 of the Guidance Notes) (Please provide the details of all the particular premises in Part 3): No

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Part 2 - Principal Address of the Business / Corporation
 (1) Address: (Please complete in English)

Standard: HONG KONG
 District*: ABERDEEN
 Street No.: 123 Street Name: ABC STREET
 Phase: #/12-12/12B Estate Name: --
 Block: BLOCK A
 Building Name: --
 Floor: 5/F Flat: A
 Unit: --

(2) Contact Information
 Business Website Address: --
 Email Address: tom_huge@tom.com
 Telephone No.: (852)-25775599 Fax No.: --

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Part 3 - Details of all the Particular Premises used for the operation of a Money Service
 No particular premises to be added.

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

Role: Sole Proprietor
 Name in English: Mr TOM HUGE
 Name in Chinese: TOM HUGE
 Chinese Commercial Codes: --
 Date of Birth: 01/05/1982 Place of Birth: HONG KONG
 Nationality: HONG KONG
 Education Level: Secondary Level
 Hong Kong Identity Card No.: H155274(A)

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Part 5 - Particulars of the corporate Partner / Director of Applicant (if applicable)
 No information to be added.

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Part 6 - Particulars of Ultimate Owner(s) (Please refer to Para. 11.1 of the Guidance Notes) of the Applicant (if any)
 No ultimate owner(s) to be added.

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

Name of Account Holder	Name of Bank	Account No.
TOM HUGE	BANK OF CHINA (HONG KONG) LIMITED	1123456789

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Part 8 - Additional Information of the business

Please provide the remittance volume in the past 12 months:
 (a) Remittance service (HK\$): 1000000
 (b) Money-changing service (HK\$): 1000000

Please provide the no. of staff currently employed by the Applicant for operating money service: 1-2
 Please provide the no. of staff to be employed in the coming 2 years by the Applicant for operating money service: 0

Please indicate whether the Applicant operates the money service with the use of a computer system: No

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Part 9 - Declaration by the person who submits this application form (see Remarks in Part 9)

(a) I declare that:-
 a. the particulars and information given in this application form (including supplementary sheets) consisting of previous page(s) are true and correct;
 b. I have read the Anti-Money Laundering and Counter-Terrorist Financing (Financial Institutions) Ordinance, Chapter 615 (AMLO), I understand that section 62 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, 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. I have read the Guidance Notes issued by the Commissioner of Customs and Excise to facilitate the filling of this application form 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. 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, 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 a licensee who without reasonable excuse contravenes this requirement commits an offence and is liable on conviction to a fine of \$50,000;
 e. 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 domestic 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;

Name of applicant/authorized person of the partnership/authorized person of the corporation: TOM HUGE
 Hong Kong Identity Card/Travel Document No.: A123456(1)
 Position in the Applicant's Business / Corporation: MANAGER
 Contact Telephone No.: (852)-37593429
 Witness Name: --
 Declaration Date: --
 Witness Post: --

Remarks: The person who submits this application form must be:
 a. the sole proprietor, if the applicant is a sole proprietorship;
 b. the partner/authorized in writing by every partner, if the applicant is a partnership. The authorization letter should be attached;
 c. 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.

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Supporting Document

Supporting Documents of the Applicant's Particulars (Sole Proprietorship)

Document Type	File Name	Remarks
A copy of valid Business Registration Certificate	BR.jpg (103 KB)	

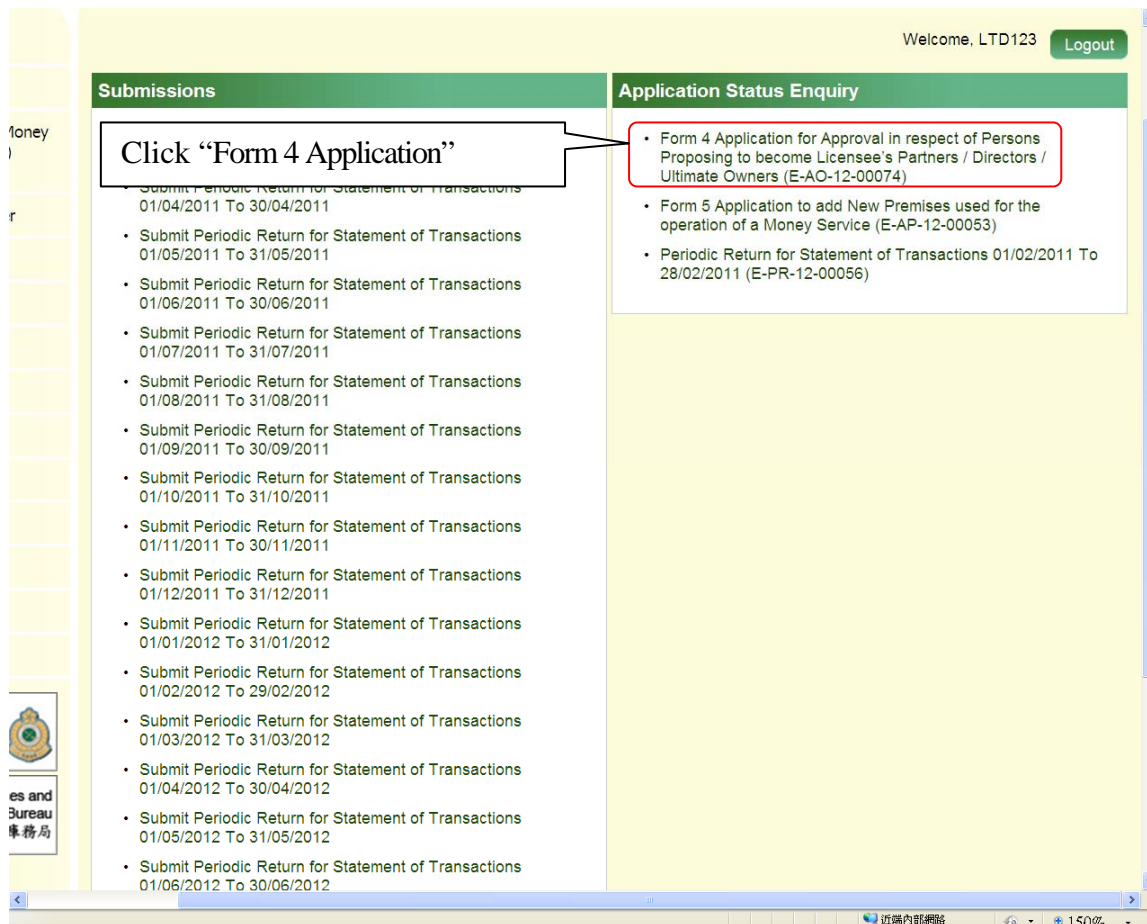
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[PRINT / SAVE](#) [BACK](#)

Press “PRINT / SAVE” to print or save the details of application status

9.4 Application Status Enquiry about Form 4 Application

- (i) Click “Form 4 Application for Approval in respect of Persons Proposing to become Licensee’s Partners/Directors/Ultimate Owners” in the “Application Status Enquiry”



- (ii) Enter the webpage of “Approval in respect of Persons Proposing to become Licensee’s Partners/Directors/Ultimate Owners”. View the details of application status.
- (iii) Press “PRINT / SAVE” to print or save the details of application status

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Application for Approval in respect of Persons Proposing to become Licensee’s Partners / Directors / Ultimate Owners

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Application Status: Submitted

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[\[Part 2 - Particulars of the proposed Individual to be Licensee’s Partners / Directors / Ultimate Owners\]](#)
[\[Part 3 - Particulars of the Proposed Corporate to be Licensee’s Partner / Director\]](#)
[\[Part 4 - Declaration by the Applicant\]](#)
[\[Supporting Document\]](#)
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Part 1 - General Information of the Applicant

Money Service Operator Licence No.	12-08-13497
Name of Business/Corporation (in English)	SALLY FREE LIMITED
Name of Corporation (in Chinese)	

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Part 2 - Particulars of the proposed Individual to be Licensee’s Partners / Directors / Ultimate Owners

No partner/Director to be declared

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Part 3 - Particulars of the Proposed Corporate to be Licensee’s Partner / Director

(1) Particulars of the Corporation

Role:	Director		
Name of Corporation:	BBC LTD		
Name of Corporation (in Chinese):			
Business Registration No.:	56841248 - 000	Expiry Date (dd/mm/yyyy):	01/12/2013
Company No.:	698745	Date of Incorporation (dd/mm/yyyy):	01/08/2012
Place of Incorporation:	HONG KONG		
Nature of Business:	INVESTMENT		
Email Address:			
Office Telephone No.:	(852)+68745611	Office Fax No.:	

(2) Registered Address of the Corporation:

Standard			
Area*:	KOWLOON		
District*:	HUNG HOM		
Street No.:	456	Street Name:	DEF STREET
	(e.g. 12B, 12A-14B)		
Phase:	--	Estate Name:	--
Block:	--		(e.g. 1, A, EAST)
Building Name:	SUN BUILDING		
Floor:	21/F		
Unit:	UNIT	A	

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Part 4 - Declaration by the Applicant

I declare that-

- the particulars and information given in this application form (including supplementary sheets) consisting of previous page(s) are true and correct.
- I understand that under section 40 of the Anti-Money Laundering and Counter-Terrorist Financing (Financial Institutions) Ordinance, Chapter 615 (AMLO), a licensee must notify the Commissioner of Customs and Excise in writing of any change in the particulars within one month beginning on the date on which the change takes place. I further understand that any breach of this requirement, without reasonable excuse, is an offence and is liable on conviction to a fine of \$50,000.
- I have read the Personal Information Collection Statement stated in Part C of the Guidance Notes on Form 4 Application for Approval in respect of Persons proposing to become Licensee’s Partners/Directors/Ultimate Owners and understand the contents stated therein.

Name of the licensee / authorized person of the licensed partnership / corporation :	SALLY CHAN	Hong Kong Identity Card/ Travel Document No. :	A123456(A)
Position in the Applicants Business / Corporation :	DIRECTOR	Contact Telephone No. :	(852)+22445566
Witness Name :		Witness Post :	
Declaration Date :			

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

- the partner authorized in writing by every partner, if the applicant is a partnership. The authorization letter should be attached;
- 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.

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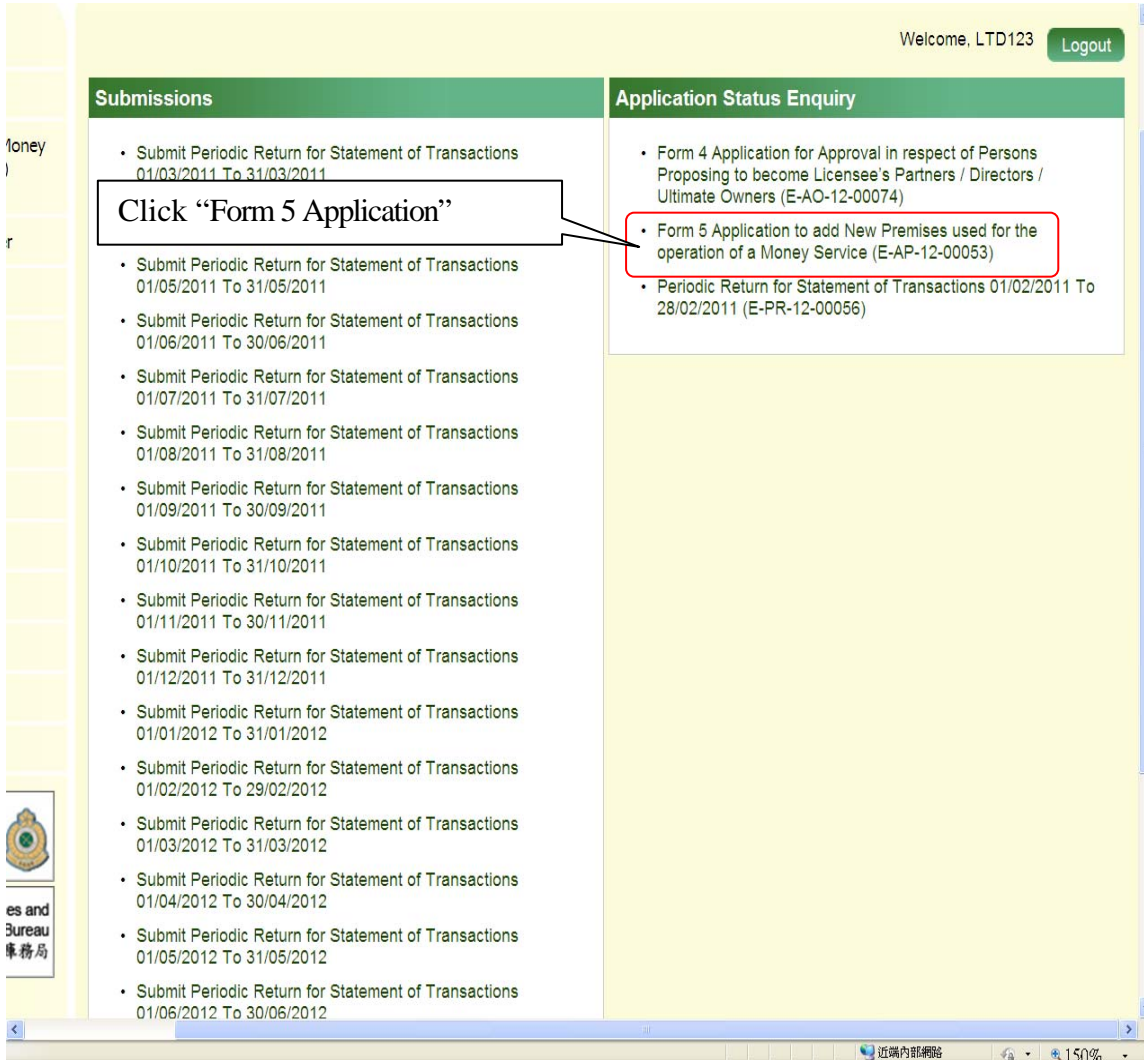
Supporting Document

Press “PRINT / SAVE” to print or save the details of application status

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9.5 Application Status Enquiry about Form 5 Application

- (i) Click “Form 5 Application to add New Premises used for the operation of a Money Service” in the “Application Status Enquiry”



- (ii) Enter the webpage of “Application to add New Premises used for the operation of a Money Service”. View the details of application status.
- (iii) Press “PRINT / SAVE” to print or save the details of application status

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Application to add New Premises used for the operation of a Money Service Status Enquiry

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Application Status: Submitted

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[\[Part 2 - Details of the Particular Premises to be added for the operation of a Money Service\]](#)
[\[Part 3 - Declaration by the person who submits this application form\(see Remarks in Part 3\)\]](#)
[\[Supporting Document\]](#)

Part 1 - General Information of the Applicant

Money Service Operation Licence No. : 12-08-13497
 Name of Business/Corporation (in English): SALLY FREE LIMITED
 Name of Business/Corporation (in Chinese):
 Business Registration No. :

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Part 2 - Details of the Particular Premises to be added for the operation of a Money Service

Premises Serial No.: 1

(1) Premises Information

The reason for adding new particular premises to operate a money service : Application to operate a money service at particular premises
 Business Registration No. :
 Area of the premises : 50(m²)
 The type of the premises where the money service is operated : Commercial Premises
 Business/Branch Name (in English) :
 Business/Branch Name (in Chinese) :
(2) Address: (Please complete in English)

Standard			
Area:	KOWLOON		
District:	HUNG HOM		
Street No.:	123	Street Name:	ABC STREET
(e.g. 12B, 12A-14B)			
Phase:	--	Estate Name:	--
Block:	--	(e.g. 1, A, EAST)	
Building Name:	ABC BUILDING		
Floor:	G/F		
Unit:	FLAT	D	

(3) Contact Information

Office Telephone No.: (852)+22777889 Office Fax No. :
(4) Is there any other business being run in this premises?(not applicable for adding business premises in trade fair / exhibition venue) No
(5) Occupant's Consent
 No occupant to be declared

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Part 3 - Declaration by the person who submits this application form(see Remarks in Part 3)

I declare that:-

- the particulars and information given in this application form (including supplementary sheets) consisting of previous page(s) are true and correct;
- 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 Part 2 within one month beginning on the date on which the change takes place. I understand that a licensee who without reasonable excuse contravenes this requirement commits an offence and is liable on conviction to a fine of \$50,000;
- I have instructed all responsible persons of the premises as mentioned in Part 2 of this application form and have obtained consent of every occupant of the premises (if the premises are domestic 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;
- I have read the Personal Information Collection Statement stated in Part C of the Guidance Notes on Form 5 Application to add New Premises used for the operation of a Money Service and understand the contents stated therein.

Name of the licensee / authorized person of the licensed partnership / corporation : SALLY CHAN
 Hong Kong Identity Card/Travel Document No. : A123456(A)
 Position in the Licensee's Business / Corporation : DIRECTOR
 Contact Telephone No. : (852)+37547897

Remarks: The person who submits this application form must be

- the sole proprietor, if the licensee is a sole proprietorship;
- the partner authorized in writing by every partner, if the licensee is a partnership. The authorization letter should be attached;
- the director or the person, authorized in writing by the Board of Directors, if the licensee is a corporation. The authorization letter should be attached.

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Supporting Document

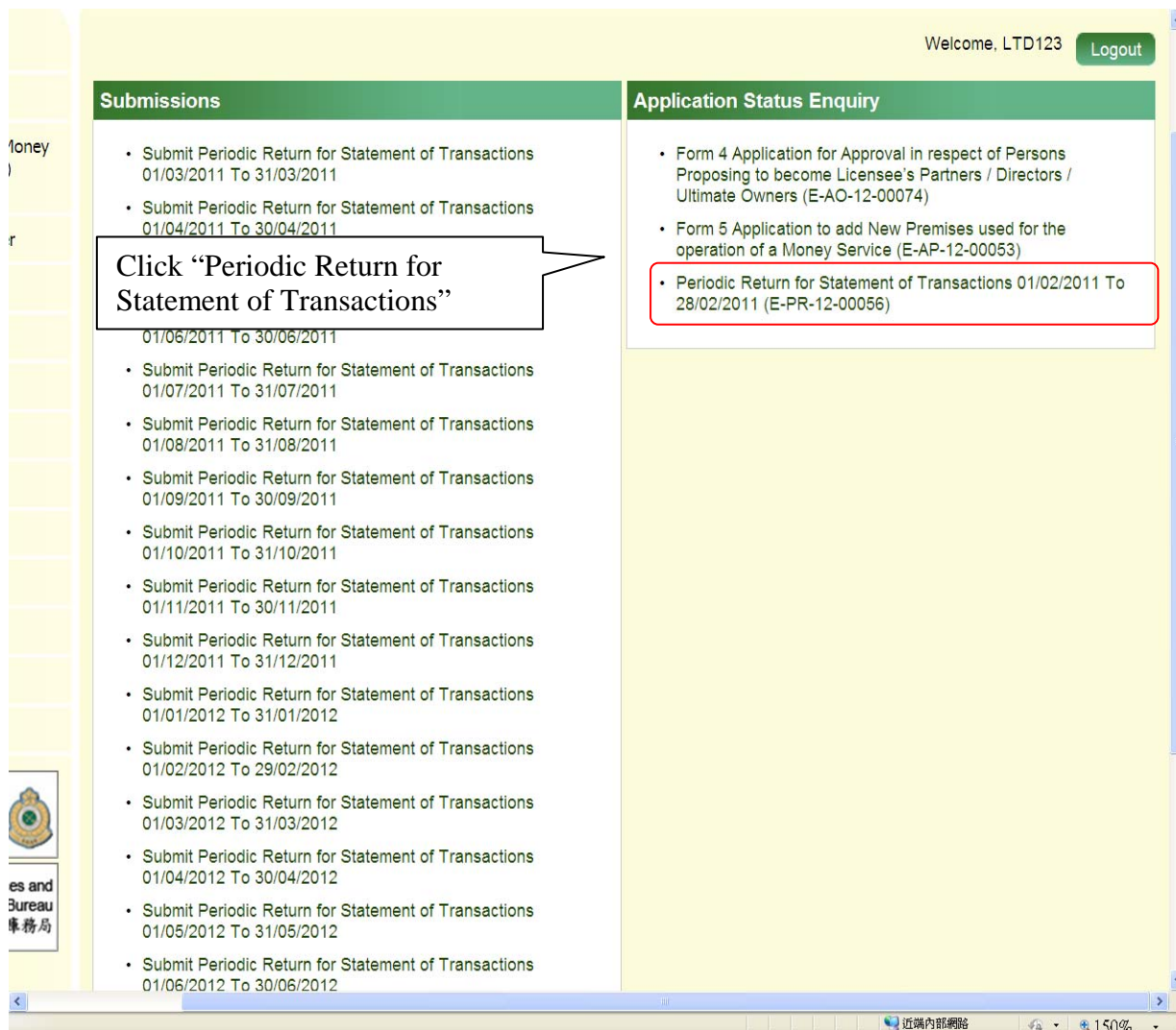
[\[Back to Top\]](#)

Press “PRINT / SAVE” to print or save the details of application status

[PRINT / SAVE](#) [BACK](#)

9.6 Application Status Enquiry about Periodic Return for Statement of Transactions

- (i) Click “Periodic Return for Statement of Transactions (Date) To (Date)” in the “Application Status Enquiry”



- (ii) Enter the webpage of “Periodic Return for Statement of Transactions”. View the details of application status.
- (iii) Press “PRINT / SAVE” to print or save the details of application status

Welcome, LTD123 [Logout](#)

Periodic Return for Statement of Transactions

Home > Periodic Return for Statement of Transactions

Application Status: Submitted

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[\[Part 1 - Money Changing Transactions\]](#)
[\[Part 2 - Remittance Transactions\]](#)
[\[Part 3 - Suspicious Transaction Report\]](#)
[\[Part 4 - Declaration by the person who submits this return\]](#)

Statement of Transactions

Periodic Return for the period from **01/02/2011 To 28/02/2011**

Name of licensee: SALLY FREE LIMITED

Money Service Operator Licence No.: 12-08-13497

Nature of business: Remittance service

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Part 1 - Money Changing Transactions

(A) Purchase and Sale Transactions

	Purchase		Sale	
	Amount in HKD	No. of Transactions	Amount in HKD	No. of Transactions
RMB	100,000	20	80,000	15
Other Currencies	0	0	0	0
Total	100,000	20	80,000	15

(B) Occasional Money Changing Transactions requiring Customer Due Diligence (CDD) measures

	No. of Successful Transaction	No. of Rejected Case#
RMB	0	0
Other Currencies	0	0
Total	0	0

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Part 2 - Remittance Transactions

(A) Outward Remittance Transactions and Inward Remittance Transactions

	Outward Remittance		Inward Remittance	
	Amount in HKD	No. of Transactions	Amount in HKD	No. of Transactions
(a) Other money service operators	100,000	20	100,000	20
(b) Individual persons	0	0	0	0
(c) Others	0	0	0	0
Total	100,000	20	100,000	20

(B) Number of Remittance Transactions requiring Customer Due Diligence (CDD) measures

	No. of Successful Transaction	No. of Rejected Case#
	0	0

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Part 3 - Suspicious Transaction Report

Number of suspicious transactions reported to the Joint Financial Intelligence Unit of the Hong Kong Police Force

0

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Part 4 - Declaration by the person who submits this return

Name of applicant/authorized person of the partnership/authorized person of the corporation : SALLY CHAN

Hong Kong Identity Card/Travel Document No. : A123456(A)

Position in the Applicant's Business / Corporation : DIRECTOR

Date : 29/08/2012

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PRINT / SAVE BACK

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Press “PRINT / SAVE” to print or save the details of application status

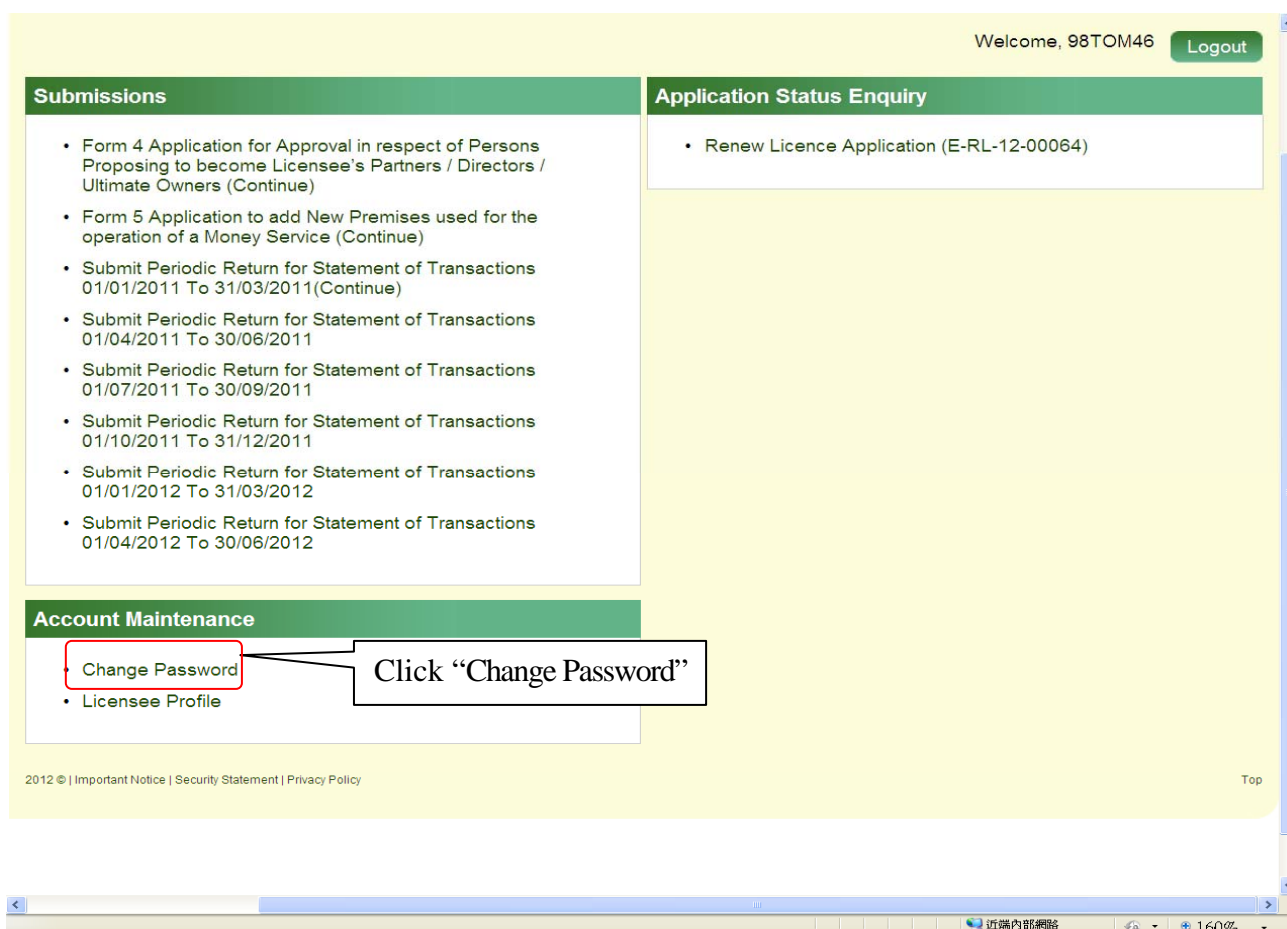
Chapter 10 Account Maintenance

10.1 Login the System

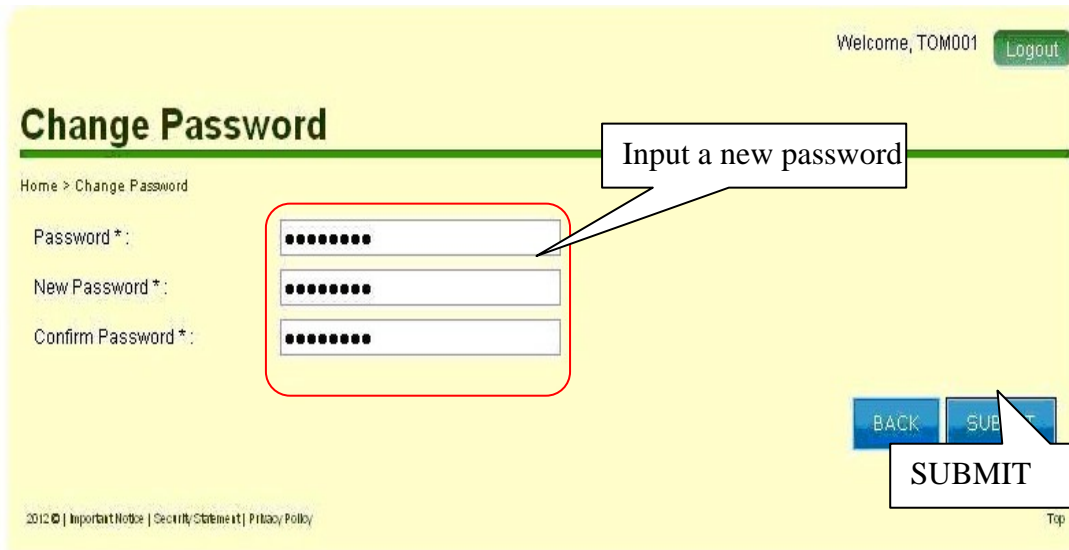
- (i) Click “User Login” in the “Online Functions for Money Service Operators (MSOs)” to enter the login page
- (ii) Input “User ID” and “Password”
- (iii) Press “LOGIN” to login the system

10.2 Change Password

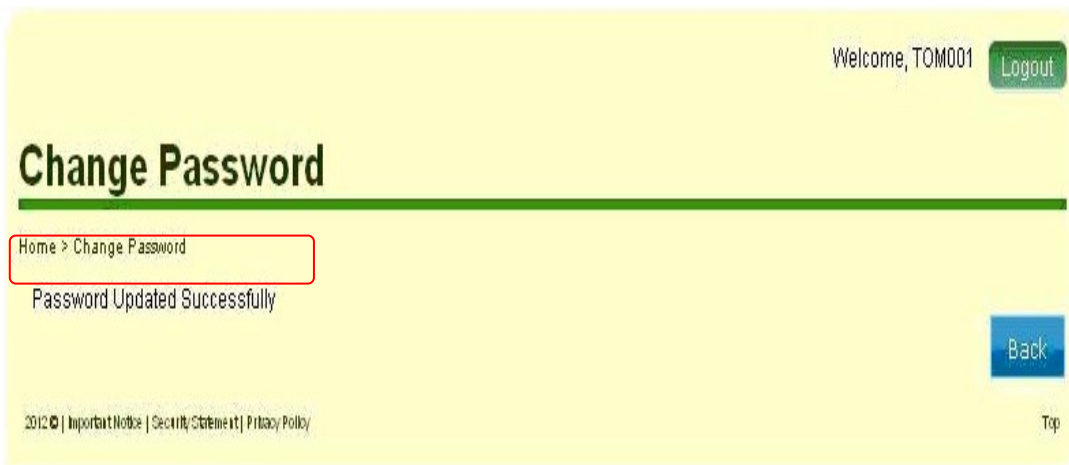
- (i) After login, enter the system page of MSOS
- (ii) Click “Change Password” in the “Account Maintenance”



- (iii) Enter the webpage of “Change Password” and input a new password
- (iv) Press “SUBMIT” to proceed to the next step

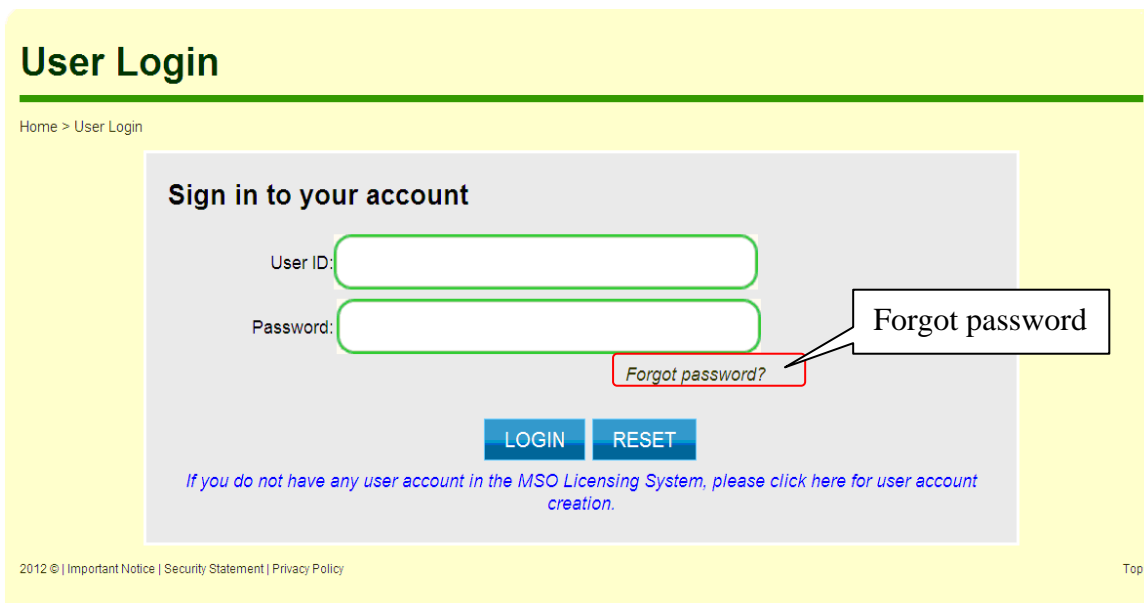


- (v) The webpage below shows a successful change of password

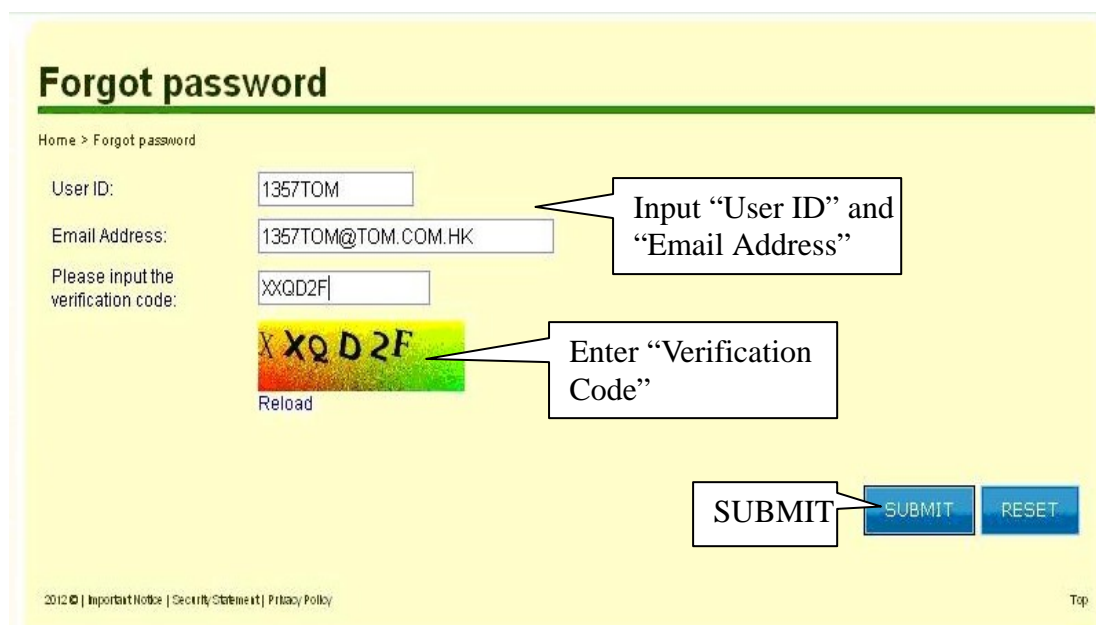


10.3 Forgot Password

- (i) Click “User Login” in the “Online Functions for Money Service Operators (MSOs)” to enter the login page
- (ii) Press “Forgot password” if the user forgot the password



- (iii) Input “User ID” and “Email Address”
- (iv) Enter “Verification Code”
- (v) Press “SUBMIT”



- (vi) The system message below shows “A new password is sending to your registered email account”



- (vii) An email message of ‘Reset of MSO Account Password’ will be sent to the applicant.

Reset of MSO Account Password

{Name of Applicant}

Dear Sir / Madam,

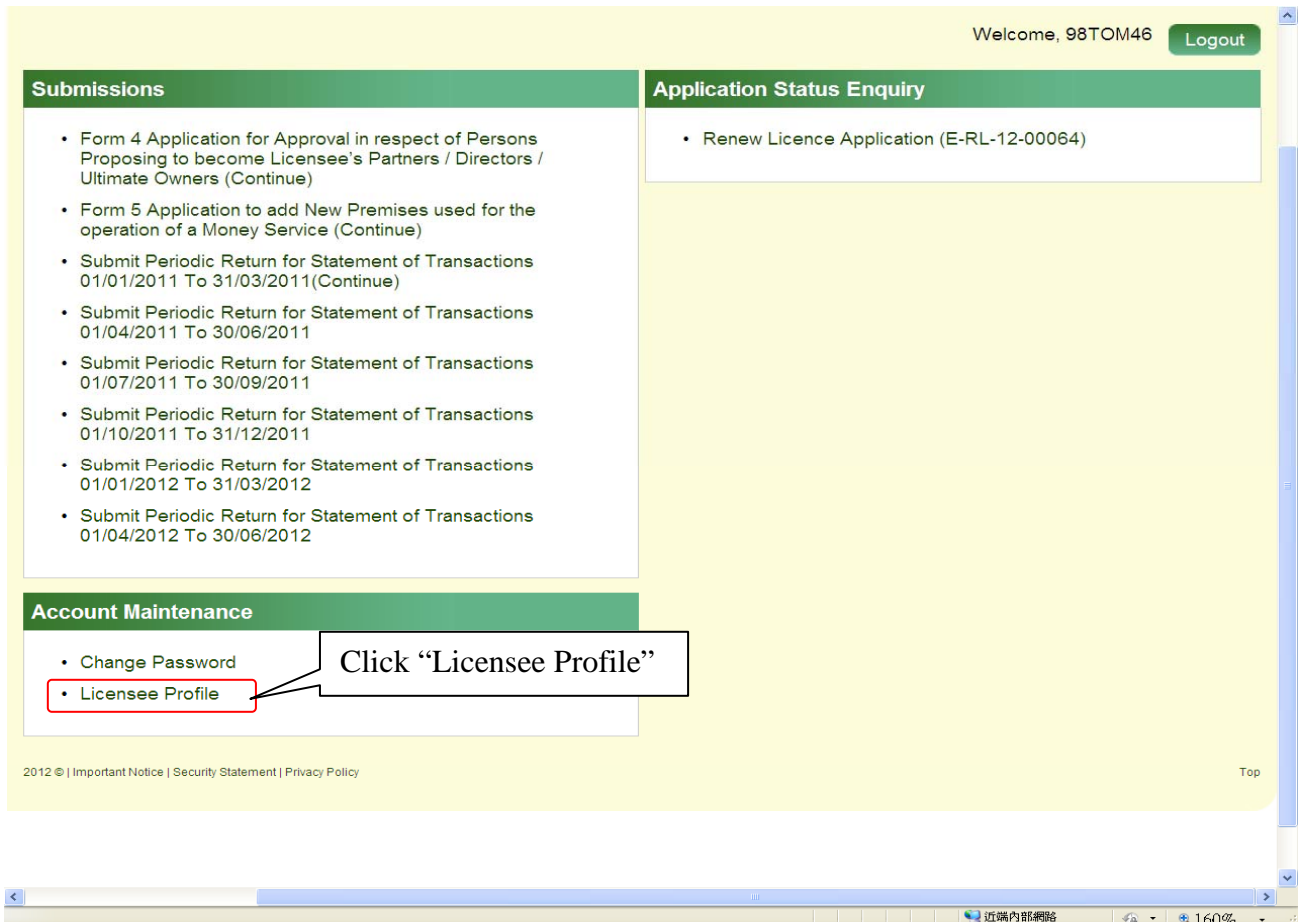
We have received your request for reset password. Please login again using the new password below and change it immediately once logged in. Thank you.

New Password: {password}

Licensing Office
Money Service Supervision Bureau
Customs and Excise Department

10.4 Licensee Profile

- (i) After login, enter the system page of MSOS
- (ii) Click “Licensee Profile” in the “Account Maintenance”



(iii) Enter the webpage of “Licensee Profile”. View the details of the Licensee Profile.

Welcome, LTD123 [Logout](#)

Licensee Profile

Home - Licensee Profile
[\[Go to Bottom\]](#)
[\[Validity Period\]](#)
[\[Part 1 - Particulars of the Applicant's Business\]](#)
[\[Part 2 - Principal address of the Business / Corporation\]](#)
[\[Part 3 - Details of all the Particular Premises used for the operation of a Money Service\]](#)
[\[Part 4 - Particulars of Applicant who is a Sole Proprietor or Particulars of Individual Partner / Director of Applicant which is a partnership / corporation\]](#)
[\[Part 5 - Particulars of the corporate Partner / Director of Applicant \(if applicable\)\]](#)
[\[Part 6 - Particulars of Ultimate Owner\(s\) \(Please refer to Para. 11.1 of the Guidance Notes\) of the Applicant \(if any\)\]](#)
[\[Part 7 - Details of the Bank Account\(s\) used for operating the Applicant's Money Service\]](#)

Validity Period

License No.: 12-09-13497
 Approval Date: 01/01/2011
 Expiry Date: 31/12/2012

Part 1 - Particulars of the Applicant's Business

(English) (Chinese)

Name of Business / Corporation: SALLY FREE LIMITED
 Business Name:
 Business Name (in Chinese):
 Business Registration No.:
 BR Expiry Date:
 Status of business: Corporation
 Number of Ultimate Owner: 0 Number of Director: 1
 Corporation Location: local company Place of Incorporation: HONG KONG
 Company No.: 35455 Date of Incorporation: 01/08/2012

Please indicate the nature of your money service:
 Remittance service:
 Please indicate whether the Applicant operates any money service at particular premises (Please refer to Para. 9.1 of the Guidance Notes) No
 (Please provide the details of all the particular premises in Part 3) 0

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Part 2 - Principal Address of the Business / Corporation
 (1) Address: (Please complete in English)

Standard
 Area: KOWLOON
 District: HUNG HOM
 Street No.: 123 Street Name: ABC STREET
 (e.g. 128-12A-14B)
 Phase: -- Estate Name: --
 Block: -- (e.g. 1, A, EAST)
 Building Name: ABC BUILDING
 Floor: G/F

District: HUNG HOM
 Street No.: 123 Street Name: ABC STREET
 (e.g. 128-12A-14B)
 Phase: -- Estate Name: --
 Block: -- (e.g. 1, A, EAST)
 Building Name: ABC BUILDING
 Floor: G/F
 Unit: FLAT C

(2) Contact Information
 Business Website Address:
 Email Address: ONE3TWO@ABC.COM
 Telephone No.: (852)+23451234 Fax No.:

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Part 3 - Details of all the Particular Premises used for the operation of a Money Service
 No particular premises to be applied

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

Role: Director
 Name in English: Ms SALLY CHAN
 Name in Chinese: Alias:
 Chinese Commercial Codes:

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Part 5 - Particulars of the corporate Partner / Director of Applicant (if applicable)
 No partner/director to be applied

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Part 6 - Particulars of Ultimate Owner(s) (Please refer to Para. 11.1 of the Guidance Notes) of the Applicant (if any)
 No ultimate owner(s) to be applied

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

Name of Account Holder	Name of Bank	Account No.
SALLY FREE LIMITED	BANK OF CHINA (HONG KONG) LIMITED	2245799123

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Chapter 11 Online Licensee Register

11.1 Search Licensed Money Service Operators

(i) Click “Licensed Money Service Operators” under the Online Licensee Register

The screenshot displays the 'Online Functions for Money Service Operators (MSOs)' and 'Online Licensee Register' sections. The 'Online Licensee Register' section is highlighted with a red box around the 'Licensed Money Service Operators' link. A callout box points to this link with the text 'Press 'Licensed Money Service Operators''. The interface also includes sections for 'Guidelines', 'Forms', 'Licensing Issues', and 'Online Demonstration'.

Online Functions for Money Service Operators (MSOs)

- Create User Account
- User Login
 - Apply for MSO Licence
 - Apply for renewal MSO Licence
 - Apply for Approval in respect of Persons Proposing to become Licensee's Partners / Directors / Ultimate Owners
 - Apply to add New Premises for Money Service
 - Periodic Return for Statement of Transactions
 - Enquire about application status
 - Re-submit supporting documents

Online Licensee Register

- **Licensed Money Service Operators**

Guidelines

- Licensing Guide
- AMLO Guideline
- Disciplinary Fining Guideline
- Guidelines on Criteria for Determining Fitness and Propriety
- Review Disciplinary Action and Specified Decision of CCE Guidelines (To be announced)

Forms

- Form 1 MSO Licence Application
- Form 3A Fit and Proper Person Declaration for Individual
- Form 3B Fit and Proper Person Declaration for Corporation

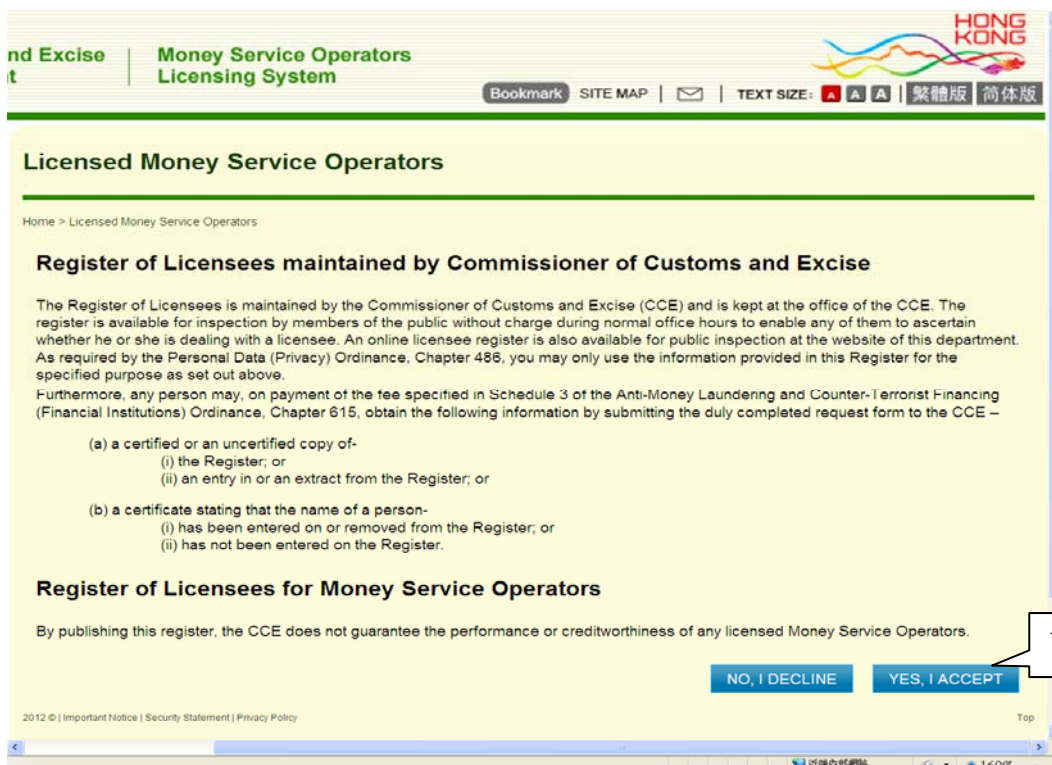
Licensing Issues

- User Manual
- Criteria of a Fit and Proper Person
- Application Fees
- Guidance Notes on Form 1
- Guidance Notes on Form 3A
- Guidance Notes on Form 3B

Online Demonstration

- Create User Account
- Form 1 MSO Licence Application
- Resubmit Missing Documents
- Form 4 Application for Approval in respect of Persons Proposing to become Licensee's Partners / Directors / Ultimate Owners
- Form 5 Application to add New Premises used for the operation of a Money Service
- Submit Periodic Return for Statement of Transaction

- (ii) Read the relevant sections under the Terms and Conditions of the Licensee Register
- (iii) Press “YES, I ACCEPT” to proceed to the next step



YES, I ACCEPT

- (iv) Search 'Licensed Money Service Operators' by inputting the business name or Licence No.
- (v) Press 'SEARCH' to search 'Licensed Money Service Operators'

Search Licensee Register List

Home > Search Licensee Register List

Search By Name of Licensee or Licence No. or Address

Name of Licensee (in English):

Name of Licensee (in Chinese):

Licence No.:

Address (in English):

Search By Alphabetical Order

[A](#) | [B](#) | [C](#) | [D](#) | [E](#) | [F](#) | [G](#) | [H](#) | [I](#) | [J](#) | [K](#) | [L](#) | [M](#) | [N](#) | [O](#) | [P](#) | [Q](#) | [R](#) | [S](#) | [T](#) | [U](#) | [V](#) | [W](#) | [X](#) | [Y](#) | [Z](#) | [ALL](#)

Search Result: 0 Records Update Date: 23/10/2013 09:42

Name of Licensee	Address	Address Type
Page 0 of 0		

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(vi) The webpage below shows the search result

Search By Name of Licensee or Licence No. or Address

Name of Licensee (in English):

Name of Licensee (in Chinese):

Licence No.:

Address (in English):

Search By Alphabetical Order

[A](#) | [B](#) | [C](#) | [D](#) | [E](#) | [F](#) | [G](#) | [H](#) | [I](#) | [J](#) | [K](#) | [L](#) | [M](#) | [N](#) | [O](#) | [P](#) | [Q](#) | [R](#) | [S](#) | [T](#) | [U](#) | [V](#) | [W](#) | [X](#) | [Y](#) | [Z](#) | [ALL](#)

Search Result: 4 Records Update Date: 23/10/2013 09

	Name of Licensee	Address	Address Type
1	ABC CO	18/F, AAA TOWER, YAU MA TEI, KOWLOON	Correspondence Address
2	CHAN TAIMAN TRADING AS ABC COMPANY	SHOP 1, 1/F, BLOCK A, LUCKY BUILDING, 100 LUCKY STREET, WONG CHUK HANG, HONG KONG	Specified Premises
3	CHAN TAIMAN TRADING AS ABC COMPANY	SHOP B, 2/F, BLOCK B, LUCKY BUILDING, 100 LUCKY STREET, WAN CHAI, HONG KONG	Specified Premises
4	CHAN TRADING AS ABC CO	FLAT 18/F, BLOCK AAA, PHASE 2, 12A FA YUEN STREET, MONG KOK, KOWLOON	Correspondence Address

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