



香港海關  
CUSTOMS AND EXCISE DEPARTMENT

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

香港海關專用 For Official Use Only	
Receipt Date:	_____
Application No.:	_____
Licence No.:	_____
Approval Date:	_____

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

請用正楷及黑色筆填寫表格。填寫本表格前，請先閱讀填表須知。

Please fill in the form in capital letter and black ink and read the Guidance Notes before completing this form.

第 1 部 - 申請人的業務詳情

Part 1 - Particulars of the Applicant's Business

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

\*請刪去不適用者\*Please delete as appropriate

請在適當方格內加上“✓”號 Please insert a “✓” in the appropriate box  
CED 400 (Rev. 03/2018)



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Application for a Money Service Operator Licence

第 1 部 - 申請人的業務詳情(續)

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

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

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

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

是 Yes

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

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

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

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第 2 部 - 業務 / 法團的主要地址

Part 2 - Principal Address of the Business / Corporation

(此地址可以是經營金錢服務的特定處所或通訊地址, 並會顯示於有關牌照上。)

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

(1) 地址 (請用英文填寫)

Address (Please complete in English)

*室 / 店舖號碼 *Flat / Room / Shop No.		樓 Floor		座 Block No.	
大廈名稱 Building Name					
*屋邨 / 屋苑名稱 *Estate / Court Name					
門牌號碼 Street No.	街道名稱 Street Name				
地區(例如灣仔) District (e.g. Wanchai)			<input type="checkbox"/> 香港 HK	<input type="checkbox"/> 九龍 KLN	<input type="checkbox"/> 新界 NT

(2) 聯絡資料

Contact Information

業務網址 Business Website Address											
電郵地址 E-mail Address											
電話號碼 Telephone No.						傳真號碼 Fax No.					

\*請刪去不適用者\* Please delete as appropriate

請在適當方格內加上“√”號 Please insert a “√” in the appropriate box



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第 3 部 - 用以經營金錢服務的所有特定處所的資料

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

按編號排列的處所 \_\_\_\_\_ 之 \_\_\_\_\_ (例如 2 之 1, 如有兩處處所)

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

(1) 處所的資料

Premises information

商業登記號碼 Business Registration Number	<input type="text"/>	處所的面積 Area of the premises	<input type="text"/>	(平方米) (m <sup>2</sup> )
請述明經營金錢服務的處所類別：— Please state the type of premises where the money service is operated:-				
<input type="checkbox"/> 住宅處所 Domestic premises	<input type="checkbox"/> 商業處所 Commercial premises	<input type="checkbox"/> 混合住宅及商業處所 Mixed domestic and commercial premises		
分行名稱(英文)(如有) (商業登記證上所載名稱) Branch Name (in English) (if any) (shown in the respective Business Registration Certificate)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
分行名稱(中文)(如有) (商業登記證上所載名稱) Branch Name (in Chinese) (if any) (shown in the respective Business Registration Certificate)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

(2) 地址 (請用英文填寫)

Address (Please complete in English)

*室 / 店鋪號碼 *Flat / Room / Shop No.	<input type="text"/>	樓 Floor	<input type="text"/>	座 Block No.	<input type="text"/>
大廈名稱 Building Name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
*屋邨 / 屋苑名稱 *Estate / Court Name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
門牌號碼 Street No.	<input type="text"/>	街道名稱 Street Name	<input type="text"/>	<input type="text"/>	<input type="text"/>
地區(例如灣仔) District (e.g. Wanchai)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> 香港 HK	<input type="checkbox"/> 九龍 KLN
				<input type="checkbox"/> 新界 NT	

(3) 聯絡資料

Contact information

辦事處電話號碼 Office Telephone No.	<input type="text"/>	辦事處傳真號碼 Office Fax No.	<input type="text"/>
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(4) 有否其他業務在此處所內經營?

Is there any other business being run in this premises?

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

請提供共用處所的業務的以下資料：—  
Please provide the following information of the business sharing the premises:-

由申請人經營, 業務性質為：—

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



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第 3 部 - 用以經營金錢服務的所有特定處所的資料(續)

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

<input type="checkbox"/> 由其他經營者經營，請提供以下資料：— Run by other business entity, please provide the following information:-	
共用處所的業務的資料：— Particulars of the business sharing the premises:-	
業務 / 法團名稱 Name of Business / Corporation	
業務性質 Nature of Business	(a) <input type="checkbox"/> 匯款服務 Remittance service (b) <input type="checkbox"/> 貨幣兌換服務 Money changing Service (c) <input type="checkbox"/> (a) 及 (b) 的服務 Both (a) and (b) (d) <input type="checkbox"/> 其他，請述明：— Others, please specify:- _____
金錢服務經營者牌照號碼 (如適用) MSO Licence No. (if applicable)	

(如有超過一間公司共用處所，請用另紙提供資料)

(If more than one company shared the premises, please provide the information in a separate sheet.)

(5) 佔用人的同意 (只適用於用以經營金錢服務的住宅處所)

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

遞交申請時，你**必須**提供佔用人的姓名，並取得所有佔用人的同意書。請確保每位佔用人都已閱讀於填表須知第 C 部所載的收集個人資料聲明。

You **must** provide the names of occupants and obtain the letters of consent from all of them when you submit the application. Please ensure that each of the occupants has read the Personal Information Collection Statement in Part C of the Guidance Notes.

佔用人姓名 Name of Occupants	
(1)	(2)
(3)	(4)
(5)	(6)
(7)	(8)

(如佔用人超過 8 名，請用另紙提供資料)

(If more than eight occupants are involved, please provide the information in a separate sheet.)

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



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

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

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

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

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



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**第 5 部 - 申請人的法團合夥人 / 董事的詳情(如適用)**

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

**(1) 法團的資料**

**Particulars of the Corporation**

<input type="checkbox"/> 合夥人 Partner	<input type="checkbox"/> 董事 Director												
法團名稱(英文) Name of Corporation (in English)													
法團名稱(中文) Name of Corporation (in Chinese)													
商業登記號碼 Business Registration No.													
屆滿日期 Expiry Date	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">日</td> <td style="width: 10%; text-align: center;">月</td> <td style="width: 10%; text-align: center;">年</td> <td colspan="3"></td> </tr> <tr> <td style="text-align: center;">D</td> <td style="text-align: center;">D</td> <td style="text-align: center;">M</td> <td style="text-align: center;">M</td> <td style="text-align: center;">Y</td> <td style="text-align: center;">Y</td> </tr> </table>	日	月	年				D	D	M	M	Y	Y
日	月	年											
D	D	M	M	Y	Y								
公司編號 Company No.													
成立日期 Date of Incorporation	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">日</td> <td style="width: 10%; text-align: center;">月</td> <td style="width: 10%; text-align: center;">年</td> <td colspan="3"></td> </tr> <tr> <td style="text-align: center;">D</td> <td style="text-align: center;">D</td> <td style="text-align: center;">M</td> <td style="text-align: center;">M</td> <td style="text-align: center;">Y</td> <td style="text-align: center;">Y</td> </tr> </table>	日	月	年				D	D	M	M	Y	Y
日	月	年											
D	D	M	M	Y	Y								
成立地點 Place of Incorporation													
業務性質 Nature of Business													
電郵地址 E-mail Address													
辦事處電話號碼 Office Telephone No.	辦事處傳真號碼 Office Fax No.												

**(2) 法團的註冊地址**

**Registered Address of the Corporation**

*室 / 店舖號碼 *Flat / Room / Shop No.	樓 Floor	座 Block No.
大廈名稱 Building Name		
*屋邨 / 屋苑名稱 *Estate / Court Name		
門牌號碼 Street No.	街道名稱 Street Name	
地區(例如灣仔) District (e.g. Wanchai)	<input type="checkbox"/> 香港 HK <input type="checkbox"/> 九龍 KLN <input type="checkbox"/> 新界 NT <input type="checkbox"/> 香港特區以外 OTHER THAN HKSAR	

**備註:** 如有超過 1 名屬法團合夥人/董事, 請影印本申請表格的第 5 部, 用以填寫其他合夥人/董事的詳情。  
**Remarks:** If you have more than one corporate partner / director, please make a photocopy of Part 5 of this application form for filling in the particulars of the other corporate partner / director.



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

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

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

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



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第 7 部 - 用以經營申請人的金錢服務的銀行帳戶的資料

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

帳戶名稱 Name of Account Holder	銀行名稱 Name of Bank	帳戶號碼 Account No.
(1)		
(2)		
(3)		
(4)		

(如有超過 4 個銀行帳戶，請用另紙提供資料)

(If you have more than four bank accounts, please provide the information in a separate sheet.)

第 8 部 - 關於業務的額外資料

Part 8 - Additional Information of the business

(1) 請提供過去 12 個月的營業額：—

Please provide the transaction volume in the past 12 months:-

(a) 匯款服務(港元)

Remittance service (HK\$) \_\_\_\_\_

(b) 貨幣兌換服務(港元)

Money changing service (HK\$) \_\_\_\_\_

(2) 請提供申請人目前為經營金錢服務所聘用的僱員人數：—

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

0

1 – 2

3 – 5

6 – 10

11 或以上 or above

(3) 請提供申請人在未來兩年為經營金錢服務而計劃增聘的僱員人數：—

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

0

1 – 2

3 – 5

6 – 10

11 或以上 or above

(4) 請述明申請人有否使用電腦系統經營金錢服務：—

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

有 Yes

否 No





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

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

本人謹此聲明:-

I declare that:-

- (a) 在本申請表格提供的所有詳情及資料(包括附加頁)共 \_\_\_\_\_ 頁, 全屬真確無誤;  
the particulars and information given in this application form (including supplementary sheets) consisting of \_\_\_\_\_ page(s) are true and correct;
- (b) 本人已閱讀香港法例第 615 章《打擊洗錢及恐怖分子資金籌集條例》(打擊洗錢條例)。本人明白打擊洗錢條例第 52 條訂明任何人在與要求批給牌照或將牌照續期的申請有關連的情況下, (1) 作出在要項上屬虛假或具誤導性的陳述; 並知道該項陳述在要項上屬虛假或具誤導性, 或罔顧該項陳述是否在要項上屬虛假或具誤導性的; 或 (2) 在某項陳述中遺漏任何要項, 以致該項陳述成為虛假或具誤導性的陳述; 及知道該項陳述遺漏該要項, 或罔顧該項陳述是否遺漏該要項, 即屬犯罪, 一經定罪, 可被判罰款 50,000 元及監禁 6 個月;  
I have read the Anti-Money Laundering and Counter-Terrorist Financing Ordinance, Chapter 615 (AMLO). I understand that section 52 of the AMLO provides that any person who, in connection with an application for the grant or renewal of a licence, (1) makes a statement that is false or misleading in a material particular; and knows that, or is reckless as to whether, the statement is false or misleading in a material particular; or (2) omits a material particular from a statement with the result that the statement is rendered false or misleading; and knows that, or is reckless as to whether, the material particular is omitted from the statement, commits an offence and is liable on conviction to a fine of \$50,000 and to imprisonment for 6 months;
- (c) 本人已閱讀海關關長就協助有關人士填寫本表格而發出的填表須知。本人明白根據打擊洗錢條例, 經營金錢服務牌照的持牌人須獲海關關長批准, 否則任何人不得成為持牌人的董事、合夥人及最終擁有人, 亦不得在牌照內加入新的營業處所;  
I have read the Guidance Notes 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) 本人承諾採取措施, 以確保如本申請表格內所提供的詳情 (除在第 8 部提供的資料及上述(c)段提及的有關批准外)有任何改變, 持牌人須在自改變發生之日起計的一個月內, 藉書面向海關關長具報有關改變事項。本人明白根據打擊洗錢條例第 40 條, 持牌人如無合理辯解而違反此項規定, 即屬犯罪, 一經定罪, 可被判處罰款 50,000 元;  
I undertake that actions shall be taken to ensure that the licensee must notify the Commissioner of Customs and Excise in writing of any change in the particulars that are provided in this application form, 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) 本人承諾採取措施, 以確保如獲發牌在有關牌照指明的處所經營金錢服務, 須在該指明的處所內的一處顯眼地方, 展示該牌照的正本。本人明白根據打擊洗錢條例第 39A 條, 持牌人如無合理辯解而違反此項規定, 即屬犯罪, 一經定罪, 可被判罰款 50,000 元;  
I undertake that actions shall be taken to ensure that the licensee who is licensed to operate a money service at a premises specified in the licence must display the original of the licence in a conspicuous place at the specified premises. I understand that a licensee who without reasonable excuse contravenes this requirement commits an offence and is liable on conviction to a fine of \$50,000;
- (f) 本人已指示本申請表格第 3 部提述的所有處所的負責人, 亦已獲得有關處所(如該處所屬住宅處所)的所有佔用人的同意, 讓香港海關的獲授權人員進入有關的處所, 以審核該處所是否適合作經營金錢服務;  
I have instructed all responsible persons of the premises as mentioned in Part 3 of this application form and have obtained consent of every occupant of the premises (if the premises are 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;
- (g) 本人已閱讀金錢服務經營者牌照申請表格 1 的填表須知第 C 部所載的收集個人資料聲明, 以及明白當中內容  
I have read the Personal Information Collection Statement stated in Part C of the Guidance Notes on Form 1 Application for a Money Service Operator Licence and understand the contents stated therein



香港海關  
CUSTOMS AND EXCISE DEPARTMENT

表格 1  
申請金錢服務經營者牌照

Form 1  
Application for a Money Service Operator Licence

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

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

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

備註: 提交此申請表格的人士必須是: —

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

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

**申請金錢服務經營者牌照須遞交的證明文件的核對清單**

**Checklist for submission of supporting documents for**

**Application for a Money Service Operator Licence**

<b>1. 申請人詳情的證明文件 (與申請表格一併遞交)</b> <b>Supporting Documents of the Applicant's Particulars (submitted together with the Application Form)</b>	
獨資經營 Sole proprietorship	<input type="checkbox"/> 有效商業登記證的複本 A copy of valid Business Registration Certificate <input type="checkbox"/> 商業登記冊內資料的摘錄複本 A copy of Extract of information on the Business Register
合夥 Partnership	<input type="checkbox"/> 有效商業登記證的複本 A copy of valid Business Registration Certificate <input type="checkbox"/> 商業登記冊內資料的摘錄複本 A copy of Extract of information on the Business Register
本地公司 Local company	<input type="checkbox"/> 有效商業登記證的複本 A copy of valid Business Registration Certificate <input type="checkbox"/> 公司註冊證書的複本 A copy of Certificate of Incorporation <input type="checkbox"/> 最近的周年申報表(表格 AR1)的複本及在遞交最近的周年申報表後存檔於公司註冊處的所有文件 A copy of the latest Annual Return (Form AR1) and all documents filed with the Companies Registry after filing of the latest Annual Return <input type="checkbox"/> 新成立公司：法團成立表格 — 表格 NC1(股份有限公司) 或表格 NC1G(股份有限公司以外的公司)的複本 A copy of Incorporation Form - Form NC1 (for company limited by shares) or Form NC1G (for company not limited by shares) for new established company <input type="checkbox"/> 集團架構*及集團每一成員*的持股量百分率的資料 Information of group structure* and percentage of shareholdings of each group member* <input type="checkbox"/> 組織章程大綱及章程細則的複本 A copy of Memorandum and Articles of Association
非香港公司 Non-Hong Kong company	<input type="checkbox"/> 有效商業登記證的複本 A copy of valid Business Registration Certificate <input type="checkbox"/> 非香港公司的註冊證明書複本 A copy of Certificate of Registration of non-Hong Kong Company <input type="checkbox"/> 最近的周年申報表(表格 N3)的複本及在遞交最近的周年申報表後存檔於公司註冊處的所有文件 A copy of the latest Annual Return (Form N3) and all documents filed with the Companies Registry after filing of the latest Annual Return <input type="checkbox"/> 新成立公司：在香港註冊的非香港公司詳情 - 表格 N1 的複本 A copy of Particulars of a non-Hong Kong Company Registered in Hong Kong (Form N1) for new established company <input type="checkbox"/> 集團架構*及集團每一成員*的持股量百分率的資料 Information of group structure* and percentage of shareholdings of each group member* <input type="checkbox"/> 組織章程大綱及章程細則的複本 A copy of Memorandum and Articles of Association
<p>*備註：「集團架構」是指顯示直接或間接持有申請人的股份及/或有股份由申請人持有的所有公司的組織架構。「集團成員」則是指任何這些公司。</p> <p>* Remarks: "Group structure" refers the organizational structure showing all companies which directly or indirectly, hold the shareholdings of the applicant and / or have shareholdings held by the applicant. "Group member" refers to any of these companies.</p>	
<b>2. 每一處所詳情的證明文件(與申請表格一併遞交)</b> <b>Supporting Documents of Particulars of each premises (submitted together with the Application Form)</b>	
用作經營金錢服務的處所 Premises Used for the Operation of a Money Service	<input type="checkbox"/> 該處所的已加蓋釐印租約或業權紀錄的複本 A copy of stamped tenancy agreement or record of ownership of the premises <input type="checkbox"/> 該處所的平面圖 Floor plan of the premises <input type="checkbox"/> 該處所內每一名佔用人的同意書的複本(只限住宅處所) Copies of consent letters from every occupant of the premises (for domestic premises only)

**申請金錢服務經營者牌照須遞交的證明文件的核對清單**

**Checklist for submission of supporting documents for  
Application for a Money Service Operator Licence (續 Continued)**

<b>3. 獨資經營者及申請人的每一名(屬個人)合夥人 / 董事 / 最終擁有人詳情的證明文件 (於會面時遞交) Supporting Documents of Particulars of the sole proprietor and <i>each</i> individual partner / director / ultimate owner of the Applicant (submitted during the interview)</b>																												
香港居民 Hong Kong resident	<input type="checkbox"/> 已填妥的適當人選聲明表格 3A 連同附錄 I 及 II Completed Fit and Proper Person Declaration Form 3A together with Appendices I & II <input type="checkbox"/> 香港身份證複本 A copy of Hong Kong Identity Card																											
非香港居民 Non-Hong Kong resident	<input type="checkbox"/> 已填妥的適當人選聲明表格 3A 連同附錄 I 及 II Completed Fit and Proper Person Declaration Form 3A together with Appendices I & II <input type="checkbox"/> 旅遊證件的個人資料頁的複本 A copy of the Bio-data page of the Travel Document																											
<b>4. 每一名申請人的法團合夥人 / 董事的詳情的證明文件 (與申請表格一併遞交) Supporting Documents of Particulars of <i>each</i> corporate partner / director of the Applicant (submitted together with the Application Form)</b>																												
本地公司 Local company	<input type="checkbox"/> 已填妥的適當人選聲明表格 3B Completed Fit and Proper Person Declaration Form 3B <input type="checkbox"/> 有效商業登記證的複本 A copy of valid Business Registration Certificate <input type="checkbox"/> 公司註冊證書的複本 A copy of Certificate of Incorporation <input type="checkbox"/> 組織章程大綱及章程細則的複本 A copy of Memorandum and Articles of Association																											
非香港公司 Non-Hong Kong company	<input type="checkbox"/> 已填妥的適當人選聲明表格 3B Completed Fit and Proper Person Declaration Form 3B <input type="checkbox"/> 有效商業登記證的複本 A copy of valid Business Registration Certificate <input type="checkbox"/> 非香港公司的註冊證明書的複本 A copy of Certificate of Registration of non-Hong Kong Company <input type="checkbox"/> 組織章程大綱及章程細則的複本 A copy of Memorandum and Articles of Association																											
非在香港註冊的 法團 Corporation <b>not</b> registered in Hong Kong	<input type="checkbox"/> 已填妥的適當人選聲明表格 3B Completed Fit and Proper Person Declaration Form 3B <input type="checkbox"/> 公司註冊證書的複本或其根據香港法例第 32B 章《公司(表格)規例》第 3 條等同的經核證的公司註冊證書複本 A copy of the Certificate of Incorporation or its equivalent certified in accordance with reg. 3 of the Companies (Forms) Regulations, Chapter 32B																											
<b>5. 授權書 (與申請表格一併遞交) Authorization letter (submitted together with the Application Form)</b>																												
合夥人 Partner	<input type="checkbox"/> 經所有合夥人簽署的授權書複本 A copy of the authorization letter signed by all partners																											
法團 Corporation	<input type="checkbox"/> 經董事局簽署的授權書複本 A copy of the authorization letter signed by the Board of Directors																											
<p>請隨已填妥的申請表格夾附已蓋上申請人公司印章的證明文件。海關的獲授權人員會在與申請人會面時查驗文件的正本。</p> <p><i>Please attach the supporting documents (stamped with the applicant's company chop) to the completed application form. Authorized officers of C&amp;ED will examine the originals during the interview with the applicant.</i></p> <p>已填妥的申請表格連同證明文件，應遞交香港海關金錢服務監理科辦理。</p> <p><b>The completed application form together with the supporting documents should be submitted to the Money Service Supervision Bureau of the Customs and Excise Department.</b></p> <table border="0"> <tr> <td><b>地址</b></td> <td><b>辦公時間</b></td> <td></td> </tr> <tr> <td>九龍九龍灣臨樂街19號</td> <td>星期一至星期五</td> <td>上午 8 時 45 分至中午 12 時 30 分</td> </tr> <tr> <td>南豐商業中心12樓1218-1222室</td> <td>(公眾假期除外)</td> <td>下午 1 時 30 分至下午 5 時 30 分</td> </tr> <tr> <td>香港海關 金錢服務監理科</td> <td></td> <td></td> </tr> <tr> <td><b>Address</b></td> <td><b>Office hours</b></td> <td></td> </tr> <tr> <td>Money Service Supervision Bureau</td> <td>Monday to Friday</td> <td>8:45 a.m. to 12:30 p.m.</td> </tr> <tr> <td>Customs and Excise Department</td> <td>(Except Public Holidays)</td> <td>1:30 p.m. to 5:30 p.m.</td> </tr> <tr> <td>Units 1218-1222, 12/F., Nan Fung Commercial Centre</td> <td></td> <td></td> </tr> <tr> <td>19 Lam Lok Street, Kowloon Bay, Kowloon</td> <td></td> <td></td> </tr> </table>		<b>地址</b>	<b>辦公時間</b>		九龍九龍灣臨樂街19號	星期一至星期五	上午 8 時 45 分至中午 12 時 30 分	南豐商業中心12樓1218-1222室	(公眾假期除外)	下午 1 時 30 分至下午 5 時 30 分	香港海關 金錢服務監理科			<b>Address</b>	<b>Office hours</b>		Money Service Supervision Bureau	Monday to Friday	8:45 a.m. to 12:30 p.m.	Customs and Excise Department	(Except Public Holidays)	1:30 p.m. to 5:30 p.m.	Units 1218-1222, 12/F., Nan Fung Commercial Centre			19 Lam Lok Street, Kowloon Bay, Kowloon		
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