



香港海關
CUSTOMS AND EXCISE DEPARTMENT

表格 4

要求批准擔任持牌人的合夥人 / 董事 / 最終擁有人申請書
Form 4

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

香港海關專用
For Official Use Only
Receipt Date:
Application 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 - 申請人的一般資料
Part 1 - General Information of the Applicant

Table with 4 rows for applicant information: Money Service Operator Licence No., Name of Business / Corporation (English), Name of Business / Corporation (Chinese), Business Registration No.

第 2 部 - 個人擬任持牌人的合夥人 / 董事 / #最終擁有人的詳情
Part 2 - Particulars of the proposed Individual to be Licensee's Partner / Director / #Ultimate Owner

#(最終擁有人 - 請參閱填表須知第 1.3 段) (Ultimate Owner - Please refer to Para. 1.3 of the Guidance Notes)

(1) 個人擬任合夥人 / 董事 / 最終擁有人的詳情
Particulars of the proposed Individual Partner / Director / Ultimate Owner

Form with checkboxes for Partner, Director, or Ultimate Owner, and fields for Name in English, Name in Chinese, Alias, Chinese Commercial Codes, Date of Birth, Place of Birth, and Nationality.



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第 2 部 - 個人擬任持牌人的合夥人 / 董事 / 最終擁有人的詳情(續)

Part 2 - Particulars of the proposed Individual to be Licensee's Partner / Director / Ultimate Owner (Continued)

(1) 個人擬任合夥人 / 董事 / 最終擁有人的詳情(續)

Particulars of the proposed Individual Partner / Director / Ultimate Owner (Continued)

教育程度 Education Level	<input type="checkbox"/> 中學程度 Secondary level
	<input type="checkbox"/> 專上程度 Post-secondary level
	<input type="checkbox"/> 其他, 請註明 Others, please specify: - _____
香港居民適用 For Hong Kong Resident	
香港身份證號碼 Hong Kong Identity Card No.	()
非香港居民適用 For non-Hong Kong Resident	
旅遊證件類別(例如護照) Travel Document Type(e.g.Passport)	
旅遊證件號碼 Travel Document No.	
簽發日期 Date of Issue	屆滿日期 Date of Expiry
日 月 年 D D M M Y Y Y Y	日 月 年 D D M M Y Y Y Y
簽發國家 / 地點 Country / Place of Issue	

(2) 在申請人業務 / 法團擔任的職位及聯絡資料

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

在公司擔任的職位 Position in Company	受聘日期 Date of Appointment
	日 月 年 D D M M Y Y Y Y
聯絡電話號碼 Contact Telephone No.	

(3) 同意擔任持牌人的合夥人 / 董事 / 最終擁有人

Consent to act as a partner / director / ultimate owner of the licensee

本人同意擔任持牌人的*合夥人 / 董事 / 最終擁有人，以海關關長批准此申請為準。 I consent to act as a *partner / director / ultimate owner of the licensee subject to the approval to be granted by the Commissioner of Customs and Excise in respect of this application.		
(擬任 *合夥人 / 董事 / 最終擁有人 簽署) (Signature of the proposed *partner / director / ultimate owner)	(姓名(正楷)) (Name in block letters)	(日期) (Date)

註: Remarks:	如有超過 1 名合夥人 / 董事 / 最終擁有人(屬個人)，請影印本申請表格第 2 部，以填寫其他合夥人 / 董事 / 最終擁有人的詳情。 If there is more than one partner / director / ultimate owner who is an individual, please make a photocopy of Part 2 of this application form for filling in the particulars of the other partner / director / ultimate owner.
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第 3 部 - 法團擬任持牌人的合夥人 / 董事的詳情

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

(1) 法團擬任合夥人 / 董事的詳情

Particulars of the proposed Corporate Partner / Director

<input type="checkbox"/> 合夥人 Partner	<input type="checkbox"/> 董事 Director
業務 / 法團名稱 (英文) Name of Business / Corporation (in English)	
業務 / 法團名稱 (中文) Name of Business / Corporation (in Chinese)	
商業登記號碼 Business Registration No.	
屆滿日期 (日/月/年) Expiry Date (dd/mm/yyyy)	
公司編號 Company No.	
成立日期 (日/月/年) Date of Incorporation (dd/mm/yyyy)	註冊日期 (日/月/年) (只適用於非香港公司) Date of Registration (dd/mm/yyyy) (for non-Hong Kong company only)
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 / 店鋪號碼 *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.		道路 / 街道名稱 Road/Street Name			
地區 / 區域 (例如灣仔) District / Area (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



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Licensee's Partners / Directors / Ultimate Owners

第 3 部 - 擬任持牌人的法團合夥人 / 董事的詳情(續)

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

(3) 同意擔任合夥人 / 董事

Consent to act as a partner / director

本人已獲 _____ (該公司) 授權，證實該公司同意擔任持牌人的
(擬任法團的名稱)

*合夥人 / 董事，以海關關長批准此申請為準。現夾附有關授權書。

I, being authorised by the _____ (the Company), confirm that the Company
(Name of the Proposed Corporation)

consents to become a partner / director* of the licensee subject to the approval to be granted by the Commissioner of
Customs and Excise in respect of this application. The authorization letter is attached.

(擬任法團的獲授權人士簽署)
(Signature of the authorized person
of the Proposed Corporation)

(姓名(正楷))
(Name in block letters)

(日期)
(Date)

註： 如有超過 1 名屬法團合夥人 / 董事，請影印本申請表第 3 部，以填寫其他合夥人 / 董事的詳情。

Remarks: If there is more than one corporate partner/director, please make a photocopy of Part 3 of this application
form for filling in the particulars of the other partner / director.



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第 4 部 – 提交此申請表格人士的聲明 (見於第 4 部內的備註) (請於會見時簽署及蓋章)

Part 4 – Declaration by the person who submits this application form (see Remarks in Part 4) (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) 本人明白根據香港法例第 615 章《打擊洗錢及恐怖分子資金籌集條例》(打擊洗錢條例)第40條，持牌人必須在自資料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。本人更明白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 understand that under section 40 of the Anti-Money Laundering and Counter-Terrorist Financing 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) 本人已閱讀要求批准擔任持牌人的合夥人 / 董事 / 最終擁有人申請表格4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 4 Application for Approval in respect of Persons proposing to become Licensee's Partners/Directors/Ultimate Owners and understand the contents stated therein.

(*持牌人 / 獲持牌人授權的合夥人 / 董事或人士
簽署及公司印章)

(姓名(正楷))
(Name in block letters)

(*香港身份證 /
旅遊證件號碼)

(*Signature of the licensee / authorized person of the licensed
partnership / authorized director or person of the licensed
corporation and company chop)

(*HKID /
Travel Doc. No.)

(會見時簽署及蓋章)

(to be signed and stamped at the time of interview)

(在持牌人業務 / 法團擔任的職位)
(Position in the Licensee's Business / Corporation)

(聯絡電話號碼)
(Contact Telephone No.)

(日期)
(Date)

見證人：

Witnessed by :

(簽署)
(Signature)

(海關人員的姓名及職位)
(Name and Post of C&ED officer)

(日期)
(Date)

備註： 提交此申請表格的人士必須是：

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

- (a) 如持牌人屬獨資經營，該獨資經營者；
the sole proprietor, if the licensee is a sole proprietorship;
- (b) 如持牌人屬合夥，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 licensee is a partnership. The authorization letter should be attached;
- (c) 如持牌人屬法團，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 licensee is a corporation. The authorization letter should be attached

要求批准擔任持牌人的合夥人 / 董事 / 最終擁有人申請須遞交的證明文件的核對清單
Checklist for submission of supporting documents for Application for Approval in respect of Persons
Proposing to become Licensee's Partners / Directors / Ultimate Owners

1. 每一個人擬任合夥人 / 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 <i>each</i> proposed individual partner / director / ultimate owner (submitted during the interview)									
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								
2. 每一法團擬任合夥人 / 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> proposed corporate partner / director (submitted together with the application form)									
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 not registered in Hong Kong	<input type="checkbox"/> 已填妥的適當人選聲明表格 3B Completed Fit and Proper Person Declaration Form 3B <input type="checkbox"/> 公司註冊證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								
3. 授權書 (與申請表格一併遞交) Authorization letter (submitted together with the Application Form)									
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&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>The completed application form together with the supporting documents should be submitted to the Money Service Supervision Bureau of the Customs and Excise Department.</p> <table border="0"> <tr> <td>地址</td> <td>辦公時間</td> </tr> <tr> <td>九龍九龍灣常悅道11號 新明大廈4樓402-403室 香港海關 金錢服務監理科</td> <td>星期一至星期五 上午 8 時 45 分至中午 12 時 30 分 (公眾假期除外) 下午 1 時 30 分至 5 時 30 分</td> </tr> <tr> <td>Address</td> <td>Office hours</td> </tr> <tr> <td>Money Service Supervision Bureau Customs and Excise Department Units 402-403, 4/F, Centre Parc, 11 Sheung Yuet Road, Kowloon Bay, Kowloon</td> <td>Monday to Friday 8:45 a.m. to 12:30 p.m. (Except public holidays) 1:30 p.m. to 5:30 p.m.</td> </tr> </table>		地址	辦公時間	九龍九龍灣常悅道11號 新明大廈4樓402-403室 香港海關 金錢服務監理科	星期一至星期五 上午 8 時 45 分至中午 12 時 30 分 (公眾假期除外) 下午 1 時 30 分至 5 時 30 分	Address	Office hours	Money Service Supervision Bureau Customs and Excise Department Units 402-403, 4/F, Centre Parc, 11 Sheung Yuet Road, Kowloon Bay, Kowloon	Monday to Friday 8:45 a.m. to 12:30 p.m. (Except public holidays) 1:30 p.m. to 5:30 p.m.
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