香 港 海 關
CUSTOMS AND EXCISE DEPARTMENT

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

表 格 5
要求加入新的用以經營金錢服務的處所申請書
Form 5
Application to add New Premises used for the operation of a Money Service

香港法例 第 615 章《打擊洗錢及恐怖分子資金籌集(金融機構)條例》
Anti-Money Laundering and Counter-Terrorist Financing (Financial Institutions) 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 letters 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

金錢服務經營者牌照號碼 Money Service Operator Licence No.	
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.	-

第 2 部 – 擬加入用以經營金錢服務的特定處所的資料
Part 2 - Details of the Particular Premises to be added for the operation of a Money Service

(1) 處所的資料
Premises information

請述明加入新的用以經營金錢服務的**特定處所**的情況：—
Please state the status for adding new particular premises to operate a money service :-

☐ 加入新的處所
Adding new premises

☐ 要求在**特定處所**經營金錢服務
Application to operate a money service at **particular premises**

☐ 在貿易展覽會場地加入新的處所 :-
Adding new premises in trade fair / exhibition venue:-

日期 (*日/月/年*) :
Date (*dd/mm/yyyy*)

由 From		至 to	

商業登記號碼 Business Registration Number	—	處所的面積 Area of the premises	(平方米) (m^2)

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:-

☐ 住宅處所
Domestic premises

☐ 商業處所
Commercial premises

☐ 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)* *(as shown in the Business Registration Certificate)*	
分行名稱(中文)*(如有)* *(商業登記證上所載名稱)* Branch Name (in Chinese) *(if any)* *(as shown in the Business Registration Certificate)*	

*請刪去不適用者*Please delete as appropriate
請在適當方格內加上 ☑ 號 Please ☑ as appropriate

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第 2 部 –擬加入用以經營金錢服務的特定處所的資料*(續)*

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

(2) 地址(請用英文填寫)
Address (Please complete in English)

*室 / 店 / 鋪 / 攤位及會場號碼 *Flat / Room / Shop / Booth & Hall No.																	樓 Floor							座 Block No.						
大厦名稱 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)*																				☐ 香港 HK				☐ 九龍 KLN				☐ 新界 NT		

(3) 聯絡資料
Contact information

辦事處電話號碼 Office Telephone No.									辦事處傳真號碼 Office Fax No.																					

(4) 有否其他業務在此處所內經營? *(不適用於在貿易展覽會場地加入新的營業處所)*
Is there any other business being run in this premises? ***(not applicable for adding business premises in trade fair / exhibition venue)***

☐ 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:-

☐ 由申請人公司經營，業務性質為：—
Run by the applicant, the nature of business is:- _____

☐ 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																												

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Part 2 - Details of the Particular Premises used for the operation of a Money Service ***(Continued)***

業務性質 Nature of Business	(a) ☐ 匯款服務 Remittance service (b) ☐ 貨幣兌換服務 Money-changing service (c) ☐ (a) 及 (b) 的服務 Both (a) and (b) (d) ☐ 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 1 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** 提供所有佔用人的姓名，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)

(如佔用人超過 6 名，請用另紙提供資料) (If more than six occupants are involved, please provide the information in a separate sheet.)

註: Remarks:	如有其他處所需作出申請，請影印本申請表格第 2 部，用以提供其他處所的資料。 If you have other business premises for application, please make a photocopy of Part 2 of this application form for filling in the particulars of the other business premises.

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第 3 部 –提交此申請表格人士的聲明 (見於第 3 部內的備註) *(請於會見時簽署及蓋章)*

Part 3 –Declaration by the person who submits this application form (see Remarks in Part 3) ***(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 additional sheet(s) consisting of _____page(s) are true and correct;

(b) 本人承諾採取措施，以確保如本申請表格內第 2 部所提供的詳情有任何改變，持牌人須在自改變發生之日起計的一個月內，藉書面向海關關長具報有關改變事項。本人明白根據打擊洗錢條例第 40 條，持牌人如無合理辯解而違反此項規定，即屬犯罪，一經定罪，可被判罰款 50,000 元；
I undertake that actions shall be taken to ensure that the licensee must notify the Commissioner of Customs and Excise in writing of any change in the particulars that are provided in this application form 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) 本人已指示本申請表格第 2 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用作經營金錢服務；
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) 本人已閱讀要求加入新的用以經營金錢服務的處所申請表格 5 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 5 Application to add New Premises used for the operation of a Money Service 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) (*Signature of the licensee / authorized person of the licensed partnership / authorized director or person of the licensed corporation and company chop) ***(會見時簽署及蓋章)*** ***(to be signed and stamped at the time of interview)***	(姓名(正楷)) (Name in block letters)	(*香港身份證 / 旅遊證件號碼) (*HKID No. / Travel Doc. No.)
(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.)	

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)

*請刪去不適用者*Please delete as appropriate

請在適當方格內加上 ☑ 號 Please ☑ as appropriate

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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.

申請要求加入新的用以經營金錢服務的特定處所的證明文件的核對清單

Checklist for submission of supporting documents for
Application to add New Premises used for the operation of a Money Service

- ☐ 有效商業登記證的複本
  A copy of the valid Business Registration Certificate
- ☐ 應邀於貿易展覽會場地經營金錢服務的邀請文件及/或合約複本
  A copy of the invitation document and/or agreement to operate a money service in trade fair / exhibition venue
- ☐ 該 處所已加蓋釐印的租約或業權紀錄的複本
  A copy of stamped tenancy agreement or record of ownership of the business premises
- ☐ 該 處所或展覽會場地經營攤位的平面圖
  Floor plan of the business premises or booth in a trade fair / exhibition
- ☐ 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)***

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。

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.

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。

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

地址
九龍九龍灣臨樂街19號
南豐商業中心12樓1218-1222室
香港海關
金錢服務監理科

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

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.