

香港海關 CUSTOMS AND EXCISE DEPARTMENT

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條例》

香港海關專用 For Official Use Only

Receipt Date:

Application No.:

Approval Date:

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,請先閱讀填表須知及牌照指引。

Please fill in the form in capital letters and black ink and read the Guidance Notes and Licensing Guide 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 的情况: Please state the status for adding new particular premises to operate a money service:-												
□ 加入新的處所 □ 要求在 特定處所 經營金錢服務 Adding new premises Application to operate a money service at particular premis □ 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): 由 Date (dd/mm/yyyy)	至 to											
商業登記號碼 Business Registration Number	處所的面積 (平方米) Area of the premises (m ²)											
請述明經營金錢服務的處所類別: Please state the type of premises at which the	請述明經營金錢服務的處所類別: Please state the type of premises at which the money service is operated:-											
	混合式商住處所 Mixed commercial and residential premises											
分行名稱(英文) <i>(如有)</i> (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)												

註: 如有意改為在特定處所經營金錢服務,請遞交業務計劃及經修訂的打擊洗錢政策。 Remarks: If you wishes to make a change to operation of a money service at particular premises, please submit a

1

Business Plan and updated AML Policy.

*請删去不適用者*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)

	地址(請用英文填寫) Address (Please com		e in	Eng	;lis	h)																								
攤位 *Fla	E/店/鋪/ 立及會場號碼 at/Room/Shop/ ooth & Hall No.																	樓 loc						B	国 locl	荃 k N	lo.			
	夏名稱 lding Name																													
	·邨/屋苑名稱 state / Court name																													L
	卑號碼 eet No.						<u></u>		封道 reet			ا 																		L
	區(<i>例如灣仔</i>) trict (e.g. Wanchai)																					∮港 K	ξ C		九 i KLI				f界 VT	
	聯絡資料 Contact information	l																												
	事處電話號碼 ice Telephone No.															專真 Fax														
	有否其他業務在此處 Is there any other bu □ 有 Yes □ (如「有」,請提供 (If 'Yes', please provi	usine 否 类 下 表	ss b No 述賞	eing 新科	g ru	un i	in t	this	s pro								addi	ing b	busin	iess į	pren	rises	in tr	rade j	fair /	' exh	ibitio)n ve	nue	,)
Plea:	提共用處所的業務的 se provide the followin 由申請人公司經營, Run by the applicant,	ng in ,業系	forn 务性	matio 質為	on (뇽:					SS:	shaı	rinş	g the	e pr	rem	nise	s:-												_	
	由其他經營者經營	, 害,	担	- - - - - -		マポパ		_	_	_	_	_	_	_	_	_	_				_			_		_	_	_	_	
	Run by other busines	s ent	止穴 ity,	plea	se	pro	vid	le tl	he f	oll	owi	ng	info	orm	nati	on:														
	共用處所的業務的資 Particulars of the bus			arinş	g th	ıe p	rer	nise	es:-	-																				
	業務 / 法團名稱 Name of Business / Corporation						T	—									+													

香港海關 CUSTOMS AND EXCISE DEPARTMENT

表格5

要求加入新的用以經營金錢服務的處所申請書

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

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 used for the operation of a Money Service (Continued)

業務性質 Nature of Business			明 se s	: pec	ify:	-									
商業登記號碼 Business Registration Number															
(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 <i>(只適用於用以經營金錢服務的混合式商住處所)</i> Occupant's Consent (only applicable for <u>mixed commercial and residential premises</u> used for the operation of a money service)															
遞交申請時,你 <u>必須</u> 提供所有佔表須知第 C 部所載的收集個人資 You <u>must</u> provide the names of occ application. Please ensure that each	料聲 upa	閉 nts	° and	l ob	tain	the	e let	ters	of	cor	isen	t fr	om	all o	of them when you submit the

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: 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 Remarks:

form for filling in the particulars of the other business premises.

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

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)

	.謹此聲明:-														
	clare that:-		1), 共 頁, 全屬真確無誤。												
a)		共的所有詳情及資料(包括附加頁													
			lication form including additional sheet(s)	consisting of											
	page(s) are true			1											
b)			部所提供的詳情有任何改變,持牌人須												
	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 4	0 條,持牌人如無合											
	理辯解而違反此巧	頁規定,即屬犯罪,一經定罪,	可被判罰款 50,000 元;												
			the licensee must notify the Commissioner	of Customs and Excise											
			ovided in this application form Part 2 within												
			rstand that a licensee who without reasonab												
				ne execuse contravenes											
c)		his requirement commits an offence and is liable on conviction to a fine of \$50,000; 公人承諾採取措施,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													
()		人事語採取指施,以確保如獲發牌任有關牌照指明的處所經営並越服務,須任該指明的處所內的一處顯眼 片,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													
			酸條例第 39A 條,持牌人如無台埋辯解	違 反此項規定,即											
		罪,可被判罰款 50,000 元;													
			the licensee who is licensed to operate a m												
			e original of the licence in a conspicuous												
	premises. I unders	stand that a licensee who without re	easonable excuse contravenes this requireme	ent commits an offence											
	and is liable on co	onviction to a fine of \$50,000;													
d)	本人已指示本申記	請表格第 2 部提述的所有處所的	的負責人,亦已獲得有關處所(如該處所屬	屬往宅處所)的所有佔											
	用人的同意,讓	香港海關的獲授權人員進入有	F關的處所,以審核該處所是否適合用	作經營金錢服務;											
			mises as mentioned in Part 2 of this appli												
			(if the premises are domestic premises) to all												
			artment ("C&ED") to enter the said premises												
		able to be used for the operation of		o to appear whether the											
e)			所申請表格 5 的填表須知第 C 部所載的	此 集個人 資料聲明 ,											
<i>-</i>)	以及明白當中內領			(人) (日) (日) (日) (日) (日) (日) (日) (日) (日) (日											
			Annual Annual Control Control No.												
			tement stated in Part C of the Guidance Not												
	Application to add	I New Fleinises used for the operat	tion of a Money Service and understand the	contents stated therein.											
(*	:	人授權的合夥人/董事或人士領													
(1寸/件/八/1支1寸/件/	图 图 图 图 图 图 图 图 图 图 图 图 图 图 图 图 图 图 图		(*HKID No./											
(自及스 미대부) licensee / authorized person of th	(Name in block letters)	Travel Doc. No.)											
		authorized director or person of													
11)1	(*香港身份證/											
		rporation and company chop)		旅遊證件號碼)											
		見時簽署及蓋章)													
(to be signed and s	stamped at the time of interview)													
		.													
		、業務 / 法團擔任的職位)	(聯絡電話號	碼)											
	(Position i	n the Licensee's Business/	(Contact Telepho	ne No.)											
		Corporation)													
見	見證人:														
T 7 • .		/ Afr III \		/ □ #FN											
N1t	nessed by:	(簽署)	(海關人員的姓名及職位)	(日期)											
		(Signature)	(Name and Post of C&ED officer)	(Date)											
		` U /													

(A) (A) (B) 推用组

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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 應激於貿易展覽會場地經營金錢服務的激請文件及/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及照片 Floor plan and photographs of the business premises or booth in a trade fair / exhibition 由業主發出容許將該處所用作經營金錢服務的同意書複本 A copy of letter issued by the landlord to the applicant permitting the premises to be used for money service business 該處所內每一名佔用人的同意書的複本 (只限混合式商住處所) Copies of consent letters from every occupant of the premises (for mixed commercial and residential 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

辦公時間

九龍九龍灣常悅道11號新明大廈4樓402-403室

星期—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

香港海關

金錢服務監理科

Address

Money Service Supervision Bureau Customs and Excise Department Units 402-403, 4/F, Centre Parc,

11 Sheung Yuet Road, Kowloon Bay, Kowloon

Office hours

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