



# **CUSTOMS AND EXCISE DEPARTMENT**

**Anti-Money Laundering and Counter-Terrorist  
Financing Ordinance  
Chapter 615, Laws of Hong Kong**

## **Guidance Notes**

### **Form 2**

**Application for Renewal of a  
Money Service Operator (MSO) Licence**

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## CUSTOMS AND EXCISE DEPARTMENT

### Anti-Money Laundering and Counter-Terrorist Financing Ordinance Chapter 615, Laws of Hong Kong

## Guidance Notes on Form 2 Application for Renewal of a Money Service Operator (MSO) Licence

### Part A - General Information

#### 1. Introduction

##### 1.1 Statutory Requirements

Under section 31 of the Anti-Money Laundering and Counter-Terrorist Financing Ordinance, Chapter 615 (AMLO), a licensee may apply to the Commissioner of Customs and Excise (CCE) for a renewal of his/her licence. Under section 29 of the AMLO, any person who operates a money service without a valid licence commits an offence and is liable on conviction to a fine of \$100,000 and to imprisonment for 6 months.

1.2 The application for renewal of an MSO licence must be made within 90 days but not later than 45 days before the licence is due to expire. Otherwise, the licensee needs to apply for a fresh new MSO licence.

1.3 A licence in respect of which an application for renewal is made before the 45 days of the expiry of the licence and which expires before the determination of the application by the CCE remains in force—

- (i) until the licence is renewed; or
- (ii) if the renewal is refused, until the CCE's decision to refuse to renew the licence takes effect,

unless the application is withdrawn or the licence is revoked or suspended under section 34 of the AMLO

#### 2. Eligibility Criteria

2.1 Under section 31 of the AMLO, an application for renewal of an MSO licence must be made to the CCE in the specified form and manner and accompanied by an application fee specified in Schedule 3 of the AMLO. For details of the application fee, please refer to [Appendix A](#). The CCE may renew the licence only if the CCE is satisfied that the sole proprietor / each partner / each director and the ultimate owner (if any) of the applicant is a “fit and proper person” and the particular premises for the operation of the MSO business are considered by CCE to be suitable. For details of the Fit and Proper Person Criteria, please refer to [Appendix B](#).

2.2 Particular premises intended to be used for the operation of a money service should be suitable for such use. In case where the premises are domestic premises, the applicant should obtain a written consent from every occupant, (a person who usually resides at the premises) for any authorized person as defined by section 8 of the AMLO to enter the premises for the purpose of exercising the powers under section 9 of the AMLO.

### **3. Validity of a renewed MSO Licence**

- 3.1 A renewal granted under section 31 of the AMLO takes effect on the day following the expiration of the licence, no matter the approval of renewal is granted by the CCE before or after the expiry date of the licence of which an application for renewal is made.
- 3.2 Subject to section 34 of the AMLO, a licence renewed under section 31 is valid for 2 years or, if the CCE considers it appropriate in any particular case, any shorter period determined by the CCE, beginning on the date on which it is renewed.

### **4. Application**

#### **4.1 Application Forms and Appendices**

- (i) Application forms can be obtained from the Money Service Supervision Bureau (MSSB) of the Customs and Excise Department (C&ED) at Units 1218-1222, 12/F., Nan Fung Commercial Centre, 19 Lam Lok Street, Kowloon Bay, Kowloon or downloaded from the C&ED website at <http://www.customs.gov.hk>.
- (ii) Type of Application Forms and Appendices:  
Form 2 - Application Form for Renewal of a Money Service Operator (MSO) Licence  
Form 3A - Fit and Proper Person Declaration Form for sole proprietor / partner / director / ultimate owner  
Form 3B - Fit and Proper Person Declaration Form for corporate Partner / Director  
Appendix I - Authorization (for retrieving personal information from the Hong Kong Police Force)  
Appendix II - Authorization (for retrieving personal information from the Official Receiver)
- (iii) An applicant is required to submit Forms 2 and 3A together with Appendices I & II for the sole proprietor, partner, director and ultimate owner, if any, who is an individual. Where there is any partner or director which is a corporation, an applicant is also required to submit Form 3B for such partner / director.
- (iv) For details of how to complete Forms 3A and 3B, please refer to the relevant Guidance Notes.

#### **4.2 Online Application**

An applicant may submit an electronic application form through the C&ED website at <http://www.customs.gov.hk>.

#### **4.3 In person or by post**

- (i) Please note that there is no need to sign on the duly completed Form 2 when submitting it to the CCE. The applicant will be asked to sign on it during an interview with an officer of the C&ED at a later stage.
- (ii) After receiving the application submitted in person or by post, the CCE will issue an Acknowledgement of Receipt of the application within 7 working days from the submission or the postal date.

- (iii) Information provided by the applicant in the application form must be supported by copies of relevant documents. Applicant is therefore reminded to ensure that application is submitted together with all required supporting documents. Failure to do so may cause delay in processing the application, or may result in deferment or rejection of the application. In case some of the required supporting documents are not available before the submission deadline, an applicant should submit his/her duly completed application form first before the submission deadline, but such application will not be processed until all outstanding supporting documents have been subsequently submitted by the applicant. For details of the required documents, please refer to the “Checklist for submission of supporting documents” in the application form or Appendix D.
- (iv) If there is any change to the information contained in the application after its submission, the applicant should submit a written request to the CCE promptly. Likewise, if an applicant wishes to withdraw the application, the applicant shall submit a written request to the CCE. Applicants are reminded that any amendments shall form an integral part of their applications. The supplementary information must be submitted together with copies of relevant supporting documents to the CCE.

## **5. Processing of Application**

- 5.1 Upon receipt of an application and the relevant documents, the CCE may also request the applicant to provide additional information to process the application where necessary. Failure to do so within a period as specified by the CCE may cause delay in processing the application, or even result in deferment or rejection of the application.
- 5.2 The applicant will receive a notice for an interview together with a demand note for the payment of fees regarding the application for the renewal of a licence. An application without full payment will be rejected. The fees are non refundable irrespective of whether the application for renewal is successful or not.
- 5.3 The applicant is required to bring along with him/her the notice, receipt of payment and the relevant original documents for verification during an interview with the authorized officers of the C&ED with the date, time and venue as specified by the CCE. During the interview, the applicant is required, among others, to sign on Form 2 in the presence of an authorized officer of the C&ED.
- 5.4 The accuracy of the information provided will be checked through various means which include but not limited to the information held by the C&ED, other government departments and law enforcing agencies.
- 5.5 The processing time may vary depending on various factors including the time taken in collecting the requisite documents from the applicant and the time required in obtaining records from other authorities to perform a fit and proper person test.
- 5.6 After the renewal of the MSO licence, the name and the registered address(es) of the licensee will be published in the Register of Licensees maintained by the CCE. The register will be kept and made available for inspection by members of the public at the MSSB’s office and the C&ED’s website.

## **Part B - Notes on How to Complete the Application Form**

Please fill in the form in **capital letters** and **black ink** according to the instructions stated in the application form and the Guidance Notes. An illegible handwritten form may be rejected.

### **6. Part 1 – Particulars of the Applicant’s Business**

6.1 Please provide the particulars of the Applicant and the related information including:-

- (i) the number of the ultimate owner<sup>1</sup> (if any), for sole proprietorship;
- (ii) the number of partner and ultimate owner (if any), for partnership;
- (iii) the number of director and ultimate owner (if any), for corporation;
- (iv) the nature of the money service business, i.e. remittance service or money changing service or both;
- (v) the status of registration with the Hong Kong Police Force under the pre-amended Organized and Serious Crime Ordinance, Chapter 455 as a remittance agent and / or a money changer;
- (vi) whether the applicant operates any money service at particular premises (Please refer to paragraph 8.1 below). If yes, please indicate the number of particular premises and provide the address of all the particular premises in Part 3.

### **7. Part 2 – Principal Address of the Business / Corporation**

7.1 Please provide the CCE with a principal address of the business / corporation. This address can be the particular premises used for operating a money service or serve as a correspondence address.

### **8. Part 3 – Details of all the Particular Premises used for the operation of a Money Service**

8.1 Applicants are NOT required to complete this part unless the applicant is operating a money service in particular premises as stated in this Part. The following examples of modes of operation are not considered as operating a money service at particular premises:

- (i) operating a money service without any fixed premises, e.g., door-to-door service;
- (ii) meeting customers at a customer office; or
- (iii) conducting transactions only with the use of mobile electronic devices.

8.2 If there are no particular premises for operating applicant’s money service, the applicant must provide a correspondence address at Part 2.

8.3 Please provide the details of all the particular premises in which the applicant operates a money changing service and / or a remittance service. Here are some examples of Particular Premises for operating a money service business:

- (i) the premises are holding out for operating a money service there;
- (ii) the premises are advertised (including a name plate on display) for meeting customers there; and
- (iii) the premises are regularly controlled by the licensee, e.g. being a landlord or a tenant;

However, premises are not treated as particular premises for operating a money service if the applicant is only a visitor or a customer at premises such as dining establishments or banks, or at accountant or solicitor firms merely for processing accounting or legal documents for the applicant.

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<sup>1</sup> see paragraph 11.1 on the definition of an ultimate owner

- 8.4 Particular premises should be accessible by C&ED officers for the enforcement of the AMLO.
- 8.5 Premises falling within the following categories need not be registered:
- (i) which are located outside Hong Kong;
  - (ii) which are not mainly used to operate a money service, e.g. premises solely used for:
    - storage of business records
    - staff training
- 8.6 Please provide information on whether any other business is being run on the premises. Where independent money service businesses are being run on the same premises, the area for business operation as well as the storage of business and transaction records for different MSOs sharing the same premises should be clearly distinguished. It should be apparent to visitor upon entering the premises which MSO they are dealing with. Applicants should be able to demonstrate to the CCE how their business would not be mixed with those run by other MSOs sharing the same premises.
- 8.7 Where the premises used to operate a money service are domestic premises, the applicant must list out the names of all the occupants. Separate sheet may be used if space in the application is insufficient. The applicant should secure the written consent of every occupant of the premises for any authorized person to enter the premises for conducting a routine inspection. The applicant should also ensure that each of the occupants has read the Personal Information Collection Statement in Part C of the Guidance Notes. The format of the Letter of Consent is at Appendix E for reference.
- 8.8 The applicant must list out all the particular premises in which the applicant operates the money service in the application for registration and the applicant will need to pay a fee for each additional one. If the applicant has more than one premises for registration, please make a photocopy of the respective page of the application form for filling in the particulars for the other premises.

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

- 9.1 For the applicant who is a sole proprietor and individual partner / director of the applicant which is a partnership / corporation, please complete Form 3A as well as Appendices I and II.
- 9.2 The applicant must list out the sole proprietor and all the partners and directors of the applicant, and have to pay a fee for fit and proper person test for each of them. If the applicant has more than one partner or director, please make a photocopy of the page and fill in the information as an additional sheet for the partner or director.

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

- 10.1 For corporate partner(s) / director(s) of the applicant, please complete Form 3B.
- 10.2 The applicant must list out all the corporate partners and directors of the applicant and have to pay a fee for fit and proper person test for each of them. If the applicant has more than one corporate partner or director, please make a photocopy of the page and fill in the information as an additional sheet for the corporate partner or director.



**11. Part 6 - Particulars of Ultimate Owner(s) of the Applicant (if any)**

**11.1 Ultimate owner:**

- (i) In relation to a sole proprietorship:
  - (a) means another individual who ultimately owns or controls the money service business of the sole proprietor;  
or
  - (b) means the other person if the sole proprietor is acting on behalf of another person,
  
- (ii) In relation to a partnership means an individual who:
  - (a) is entitled to or controls, directly or indirectly, more than a 25% share of the capital or profits of the partnership;
  - (b) is, directly or indirectly, entitled to exercise or control the exercise of more than 25% of the voting rights of the partnership; or
  - (c) exercises ultimate control over the management of the partnership.
  
- (iii) In relation to a corporation means an individual who:
  - (a) owns or controls, directly or indirectly, including through a trust or bearer share holding, more than 25% of the issued share capital of the body corporate;
  - (b) is, directly or indirectly, entitled to exercise or control the exercise of more than 25% of the voting rights at general meetings of the body corporate; or
  - (c) exercises ultimate control over the management of the corporation.

11.2 For ultimate owner(s) of the applicant, please complete Form 3A as well as Appendices I and II.

11.3 The applicant must list out the ultimate owner(s) of the applicant and have to pay a fee for each for a fit and proper person test. If the applicant has more than one ultimate owner, please make a photocopy of the page and fill in the information as an additional sheet.

**12. Part 7 – Details of the Bank Account(s) used for operating the Applicant’s Money Service**

Please provide the particulars of the bank accounts used for operating the applicant’s money service, including the name of the account holder, name of bank and account number. Separate sheet may be used if space in the application form is insufficient.

**13. Part 8 – Additional Information of the business**

Please provide the information of the business in relation to the transaction volume, number of staff and use of computer system.

**14. Part 9 – Declaration by the person who submits the application form (see Remarks in Part 9 of the form)**

The person who submits the application form should read the declaration in Part 9 and fill in his/her particulars **without signing on it**. The application form is to be signed and stamped with the applicant’s company chop in the presence of an authorized officer of the C&ED during an interview.

**15. Specimen of a Completed Application Form 2**

For further information on the requisite particulars and documents, the applicant should make reference to the “Specimen of Completed Form 2 - Application Form for Renewal of a Money Service Operator (MSO) Licence” at Appendix C, “Checklist for submission of supporting documents for application for Renewal of a Money Service Operator (MSO) Licence” at Appendix D.

## **Part C - Personal Information Collection Statement**

**16. Purpose of Collection**

- 16.1 The personal data provided in the application form as well as any updates will be used for facilitating processing of applications / record purpose / record update and investigations for the enforcement of the Anti-Money Laundering and Counter-Terrorist Financing Ordinance (AMLO), Chapter 615.
- 16.2 It is obligatory for you to supply the personal data as required by the application form. If you do not provide sufficient information, we may not be able to process your application.

**17. Classes of Transferees**

The personal data you provide in the application form as well as any updates of them may be disclosed to other Government departments / bureaux or organizations for the purposes mentioned in paragraph 16.1 above; or any third parties under section 49 of the AMLO; or where such disclosure is authorized or required by law.

**18. Access to Personal Data**

You have the right of access to and correction of your personal data as provided for in the Personal Data (Privacy) Ordinance (PDPO). Your right of access includes the right to obtain a copy of your personal data provided in this form. In accordance with the provisions of the PDPO, we have the right to charge a reasonable fee for the processing of any data access request.

**19. Enquiries to Personal Data**

Enquiries concerning the personal data collected by the application form, including the request for access to and correction of personal data, should be addressed to:

**Departmental Secretary  
Office of Departmental Administration  
Customs and Excise Department  
31/F, Customs Headquarters Building  
222 Java Road, North Point, Hong Kong**

## Part D - General Enquiry

Applicants may visit the C&ED website at <http://www.customs.gov.hk> for details of information on application. For enquiries on individual application, the applicant may write to [msoenquiry@customs.gov.hk](mailto:msoenquiry@customs.gov.hk) or call the following enquiry hotline:

**Enquiry Hotline: 2707 7837 (during normal office hours)**

*Please attach the copies of the supporting documents (stamped with the applicant company's chop) to the completed application form. Authorized officers of the C&ED will examine the original documents during the interview with the applicant.*

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

Address ✕

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

### **WARNING**

- (1) Please read the Guidance Notes carefully before completing the Application Form. The data provided in the application form must be true and correct. Under section 52 of the Anti-Money Laundering and Counter-Terrorist Financing Ordinance, Chapter 615 (AMLO), any person who provides false or misleading information in connection with an application for grant or renewal of a Money Service Operator Licence commits an offence and is liable on conviction to a fine of \$50,000 and to imprisonment for 6 months.
- (2) According to sections 35(1), 36(1) and 37(1) of the AMLO, the licensee of a money service operator licence must obtain the approval of the Commissioner of Customs and Excise (CCE) before a person may become the licensee's director, partner or ultimate owner.
- (3) According to sections 38(1) and 39(1) of the AMLO, the licensee of a money service operator licence must obtain prior approval from the CCE for adding a new premises used for operating a money service or operating a money service at any particular premises. Any breach of the requirements under sections 35(1), 36(1), 37(1), 38(1) and 39(1) of the AMLO is subject to the imposition of disciplinary actions by the CCE. **The maximum penalty is a fine of \$1,000,000.** The licensee may also be prosecuted and liable on conviction to a fine of \$50,000 and to imprisonment for 6 months.
- (4) According to sections 39A(1) of the AMLO, the licensee of a money service operator licence must display the original of the licence in a conspicuous space at the specified premises. Any breach of the requirement under sections 39A(1) of the AMLO is subject to the imposition of disciplinary actions by the CCE. **The maximum penalty is a fine of \$1,000,000.** The licensee may also be prosecuted and liable on conviction to a fine of \$50,000.
- (5) According to section 40 of the AMLO, a licensee must report any changes in registration particulars to the CCE in writing within one month from the date on which the change takes place. Any breach of the requirement under section 40 is subject to the imposition of disciplinary actions by the CCE. **The maximum penalty is a fine of \$1,000,000.** The licensee may also be prosecuted and liable on conviction to a fine of \$50,000.

*This Guidance Note is not a legal document. It only serves as a guide in completing the Form 2 Application for Renewal of a Money Service Operator (MSO) Licence. In case of doubt about legal issues, you should refer to the Anti-Money Laundering and Counter-Terrorist Financing Ordinance or if necessary, seek assistance from your legal advisor.*

**Reference Table on Application Fee**

Item	Particulars	Fee (HK\$)
1.	Application for the grant of a licence plus for each additional business premises plus for each person who is subject to the fit and proper person test	3,310 2,220 860
2.	Application for the renewal of a licence plus for each additional business premises plus for each person who is subject to the fit and proper person test	790 355 860
3.	Application for an approval to become a licensee's director	860 for each person in relation to whom the application is made
4.	Application for an approval to become a licensee's ultimate owner	860 for each person in relation to whom the application is made
5.	Application for an approval to become a licensee's partner	860 for each person in relation to whom the application is made
6.	Application to add new business premises	2,220 for each new business premises
7.	Application to operate a money service at particular premises	2,220 for each business premises

[Section 30(4) of the Anti-Money Laundering and Counter-Terrorist Financing Ordinance, Chapter 615 (AMLO)]

In determining whether a person is a fit and proper person, the Commissioner of Customs and Excise (CCE) must, in addition to any other matter that he considers relevant, have regard to the following:

- (a) whether the person has been convicted of —
  - (i) an offence under section 5(5), (6), (7) or (8), 10(1), (3), (5), (6), (7) or (8), 13(1), (3), (5), (6), (7) or (8), 17(9), 20(1), 61(2) or 66(3) of the AMLO;
  - (ii) an offence under section 14 of the United Nations (Anti-Terrorism Measures) Ordinance, Chapter 575;
  - (iii) an offence under section 25(1), 25A(5) or (7) of, or any offence specified in Schedule 1 to the Drug Trafficking (Recovery of Proceeds) Ordinance, Chapter 405; or
  - (iv) an offence under section 25(1), 25A(5) or (7) of, or any offence specified in Schedule 1 or 2 to the Organized and Serious Crimes Ordinance, Chapter 455;
- (b) whether the person has a conviction in a place outside Hong Kong —
  - (i) for an offence in respect of an act that would have constituted an offence specified in AMLO section 30(4)(a)(i), (ii), (iii) or (iv) had it been done in Hong Kong;
  - (ii) for an offence relating to money laundering or terrorist financing; or
  - (iii) for an offence for which it was necessary to find that the person had acted fraudulently, corruptly or dishonestly;
- (c) whether the person has persistently failed to comply with any requirement imposed under the AMLO or any regulation made by the CCE under section 51 of the AMLO;
- (d) whether the person, being an individual, is an undischarged bankrupt or is the subject of any bankruptcy proceedings under the Bankruptcy Ordinance, Chapter 6;
- (e) whether the person, being a corporation, is in liquidation or is the subject of a winding up order, or there is a receiver appointed in relation to it.



**香港海關**  
**CUSTOMS AND EXCISE DEPARTMENT**  
**表格 2**  
**金錢服務經營者牌照續期申請**  
**Form 2**  
**Application for Renewal of a**  
**Money Service Operator (MSO) Licence**

香港海關專用 For Official Use	<b>附錄 C</b> <b>Appendix C</b>
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**

在此樣本表格內填報的資料全屬虛構，如有雷同，實屬巧合。  
All the particulars filled in this specimen form are fictitious. Any resemblance to individuals or companies is entirely coincidental.

金錢服務經營者牌照號碼 MSO Licence No.	1 2 - 0 4 - 9 9 9 9	
屆滿日期(日/月/年) Date of Expiry (dd/mm/yyyy)	0 1 0 4 2 0 1 4	
業務/法團名稱(英文)(商業登記證上記載名稱) Name of Business / Corporation (in English) (as shown in the Business Registration Certificate)	K A M C H I N S H E N G C O M P A N Y	
業務/法團名稱(中文)(商業登記證上記載名稱) Name of Business / Corporation (in Chinese) (as shown in the Business Registration Certificate)	金 錢 商 公 司	
業務名稱(英文)(如有) Business Name (in English)(if any) (只適用於法團) (for corporation only)		
業務名稱(中文)(如有) Business Name (in Chinese)(if any) (只適用於法團)(for corporation only)		
商業登記號碼 Business Registration No.	1 2 3 4 5 6 7 8 - 0 0 0	屆滿日期 Expiry Date 0 1 1 2 2 0 1 5 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 checked="" type="checkbox"/> 合夥 (合夥人數目：2 及 最終擁有人數目：1 (如有)) Partnership (number of Partner: _____ and number of #Ultimate Owner: _____, if any)		
<input type="checkbox"/> 法團 (董事數目：_____(如有) 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. (for corporation only)	成立地點 (只適用於法團) Place of Incorporation (for corporation only)	
成立日期 (只適用於法團) Date of Incorporation (for corporation only)	註冊日期 (只適用於非香港公司) Date of Registration (for non-Hong Kong company only)	



香港海關  
CUSTOMS AND EXCISE DEPARTMENT

表格 2  
金錢服務經營者牌照續期申請

Form 2  
Application for Renewal of a Money Service Operator (MSO) Licence

第 1 部 - 申請人的業務詳情(續)

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

請說明金錢服務的性質：—  
Please indicate the nature of the money service:-

匯款服務 Remittance service       貨幣兌換服務 Money changing service       匯款及貨幣兌換服務 Remittance and money changing services

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)

		1
--	--	---

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.	1	8									樓 Floor	1	8			座 Block No.	1	8			
大廈名稱 Building Name	L	U	C	K	Y	B	U	I	L	D	I	N	G								
*屋邨 / 屋苑名稱 *Estate / Court Name																					
門牌號碼 Street No.	8					街道名稱 Street Name					L	U	C	K	Y	S	T	R	E	E	T
地區 (例如灣仔) District (e.g. Wanchai)	Y	A	U			M	A											<input type="checkbox"/> 香港 HK	<input checked="" 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	h t t p : // w w w . k a m c h i n s h e n g . c o m																									
電郵地址 E-mail Address	k c s @ k a m c h i n s h e n g . c o m																									
電話號碼 Telephone No.	8	5	2	-	4	3	2	1	4	3	2	1		傳真號碼 Fax No.	8	5	2	-	4	3	2	1	4	3	2	1



香港海關  
CUSTOMS AND EXCISE DEPARTMENT

表格 2  
金錢服務經營者牌照續期申請

Form 2  
Application for Renewal of a Money Service Operator (MSO) Licence

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 1 之 1 (例如 2 之 1, 如有兩處處所)

Premises Serial No. 1 of 1 (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	1	2	3	4	5	6	7	8	-	0	0	1	處所的面積 Area of the premises			1	0	0	(平方米) (m <sup>2</sup> )
請說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 checked="" 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) (as shown in the Business Registration Certificate)										M O N E Y E X C H A N G E S H O P									
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)										金 錢 找 換 店									

(2) 地址 (請用英文填寫)

Address (Please complete in English)

*室 / 店舖號碼 *Flat / Room / Shop No.	1	8								樓 Floor	1	8						座 Block No.	1	8	
大廈名稱 Building Name	L	U	C	K	Y	B	U	I	L	D	I	N	G								
*屋邨 / 屋苑名稱 *Estate / Court Name																					
門牌號碼 Street No.	8					街道名稱 Street Name				L	U	C	K	Y	S	T	R	E	E	T	
地區(例如灣仔) District (e.g. Wanchai)	Y	A	U	M	A	T	E	I							<input type="checkbox"/> 香港 HK	<input checked="" 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.	4	3	2	1	4	3	2	1	辦事處傳真號碼 Office Fax No.	5	6	7	8	5	6	7	8
---------------------------------	---	---	---	---	---	---	---	---	---------------------------	---	---	---	---	---	---	---	---

(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:- **Trading of Indonesian products**





香港海關  
CUSTOMS AND EXCISE DEPARTMENT

表格 2  
金錢服務經營者牌照續期申請

Form 2  
Application for Renewal of a Money Service Operator (MSO) Licence

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) KAM CHIN SHENG	(2) KAM WING FU
(3) HO FUGN YING	(4) LEE KAI SHUN
(5) LEE SAI KAI	(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.



**香港海關  
CUSTOMS AND EXCISE DEPARTMENT**

**表格 2  
金錢服務經營者牌照續期申請**

**Form 2  
Application for Renewal of a Money Service Operator (MSO) Licence**

**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 checked="" 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)	K A M C H I N S H E N G
	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)	金錢商     別名(如有) Alias (if any) -----
中文電碼(如適用) Chinese Commercial Codes (if applicable)	6 8 5 5 6 9 2 9 0 7 9 4
出生日期 Date of Birth	0 1 0 7 1 9 7 0 <small>日 月 年</small> <small>D D M M Y Y Y Y</small>
出生地點 Place of Birth	H O N G K O N G
國籍 Nationality	C H I N E S E
教育程度 Education Level	<input type="checkbox"/> 中學程度 Secondary level <input checked="" 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.	Z 1 2 3 4 5 6 ( 1 )
<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	屆滿日期 Date of Expiry
<small>日 月 年</small> <small>D D M M Y Y Y Y</small>	<small>日 月 年</small> <small>D D M M Y Y Y Y</small>
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.



香港海關  
CUSTOMS AND EXCISE DEPARTMENT

表格 2  
金錢服務經營者牌照續期申請

Form 2  
Application for Renewal of a Money Service Operator (MSO) Licence

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 checked="" type="checkbox"/> 合夥人 Partner	<input type="checkbox"/> 董事 Director
法團名稱(英文) Name of Corporation (in English)	H A P P Y B U S I N E S S L I M I T E D
法團名稱(中文) Name of Corporation (in Chinese)	快樂商業有限公司
商業登記號碼 Business Registration No.	8 7 6 5 4 3 2 1 - 0 0 0
屆滿日期 Expiry Date	3 1 1 2 2 0 1 5 日 月 年 D D M M Y Y Y Y
公司編號 Company No.	1 8 8 8 8 8 8 8
成立日期 Date of Incorporation	0 1 0 1 2 0 1 0 日 月 年 D D M M Y Y Y Y
成立地點 Place of Incorporation	H O N G K O N G
業務性質 Nature of Business	T R A D I N G
電郵地址 E-mail Address	h a p p y @ a b c . c o m
辦事處電話號碼 Office Telephone No.	2 3 4 5 1 1 1 1
辦事處傳真號碼 Office Fax No.	2 3 4 5 2 2 2 2

(2) 法團的註冊地址

Registered Address of the Corporation

*室 / 店鋪號碼 *Flat / Room / Shop No.	1 8	樓 Floor	1 8	座 Block No.	1 8
大廈名稱 Building Name	H A P P Y M A N S I O N				
*屋邨 / 屋苑名稱 *Estate / Court Name					
門牌號碼 Street No.	1 8	街道名稱 Street Name	H A P P Y S T R E E T		
地區(例如灣仔) District (e.g. Wanchai)	S H E U N G W A N		<input checked="" 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.



**香港海關  
CUSTOMS AND EXCISE DEPARTMENT**

**表格 2  
金錢服務經營者牌照續期申請**

**Form 2  
Application for Renewal of a Money Service Operator (MSO) Licence**

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)	K A M W I N G K W A I																					
	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)	金永悒										別名(如有) Alias (if any)		----									
中文電碼(如適用) Chinese Commercial Codes (if applicable)	6	8	5	5	3	0	5	7	1	9	0	0										
出生日期 Date of Birth	0	8	0	6	1	9	6	5														
	日		月		年																	
	D D		M M		Y Y																	
出生地點 Place of Birth	C H I N A																					
國籍 Nationality	C H I N E S E																					
教育程度 Education Level	<input checked="" 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.	A	1	2	3	4	5	6	(	3	)												
<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		屆滿日期 Date of Expiry															
	D D		M M		Y Y		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.



香港海關  
CUSTOMS AND EXCISE DEPARTMENT

表格 2  
金錢服務經營者牌照續期申請

Form 2  
Application for Renewal of a Money Service Operator (MSO) Licence

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) KAM WING KWAI	BANK OF HONG KONG LTD	012-345-6789
(2) KAM WING FU	BANK OF GOBAL LTD	011-133-5879-01
(3) KAM CHIN SHEUNG	BANK OF KLN LTD	008-01-22-35478
(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\$) 5,000,000

(b) 貨幣兌換服務(港元)

Money changing service (HK\$) 3,500,000

(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

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

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請在適當方格內加上“√”號 Please insert a “√” in the appropriate box  
CED 401 (Rev. 03/2018)



香港海關  
CUSTOMS AND EXCISE DEPARTMENT

表格 2  
金錢服務經營者牌照續期申請

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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 10 頁, 全屬真確無誤;  
the particulars and information given in this application form (including supplementary sheets) consisting of 10 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) 本人已閱讀香港海關就協助有關人士填寫本表格而作出的填表須知。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) 本人已閱讀金錢服務經營者牌照續期申請表格 2 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 2 Application for Renewal of a Money Service Operator Licence and understand the contents stated therein





香港海關  
CUSTOMS AND EXCISE DEPARTMENT

表格 2  
金錢服務經營者牌照續期申請

Form 2  
Application for Renewal of a Money Service Operator (MSO) 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)

	KAM CHIN SHENG	Z123456(1)
(*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) (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 / Travel Doc. No.)
PARTNER (在申請人業務 / 法團擔任的職位) (Position in the Applicant's Business / Corporation)	9875 9875 (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:-

- 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**

附錄 D  
Appendix D

<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 checked="" type="checkbox"/> 有效商業登記證的複本 A copy of valid Business Registration Certificate <input checked="" 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)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的複本 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的複本 A copy of 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)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的複本 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的複本 A copy of 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 checked="" 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 checked="" type="checkbox"/> 該處所的平面圖 Floor plan of the premises <input checked="" 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 checked="" 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 checked="" 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 checked="" type="checkbox"/> 已填妥的適當人選聲明表格 3B Completed Fit and Proper Person Declaration Form 3B <input checked="" type="checkbox"/> 有效商業登記證的複本 A copy of valid Business Registration Certificate <input checked="" type="checkbox"/> 公司註冊證書的複本 A copy of Certificate of Incorporation <input checked="" 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 checked="" 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。 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.</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。 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><b>地址</b> 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</td> <td><b>辦公時間</b> 星期一至星期五 (公眾假期除外)</td> <td>上午 8 時 45 分至中午 12 時 30 分 下午 1 時 30 分至下午 5 時 30 分</td> </tr> <tr> <td><b>Address</b> Money Service Supervision Bureau Customs and Excise Department Units 1218-1222, 12/F., Nan Fung Commercial Centre 19 Lam Lok Street, Kowloon Bay, Kowloon</td> <td><b>Office hours</b> Monday to Friday (Except Public Holidays)</td> <td>8:45 a.m. to 12:30 p.m. 1:30 p.m. to 5:30 p.m.</td> </tr> </table>		<b>地址</b> 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	<b>辦公時間</b> 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 分至下午 5 時 30 分	<b>Address</b> Money Service Supervision Bureau Customs and Excise Department Units 1218-1222, 12/F., Nan Fung Commercial Centre 19 Lam Lok Street, Kowloon Bay, Kowloon	<b>Office hours</b> Monday to Friday (Except Public Holidays)	8:45 a.m. to 12:30 p.m. 1:30 p.m. to 5:30 p.m.
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