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
Table of Contents

A  General Information  
1. Introduction  (3)  
2. Eligibility Criteria  (3)  
3. Validity of a renewed MSO Licence  (4)  
4. Application  (4)  
5. Processing of Application  (5) 

B  Notes on How to Complete the Application Form  
6. Part 1 – Particulars of the Applicant’s Business  (6)  
7. Part 2 – Principal Address of the Business / Corporation  (6)  
8. Part 3 - Details of all the Particular Premises used for the operation of a Money Service  (6)  
9. Part 4 - Particulars of Applicant who is a Sole Proprietor or Particulars of Individual Partner / Director of Applicant which is a partnership / corporation  (7)  
10. Part 5 - Particulars of the corporate Partner / Director of Applicant (if applicable)  (7)  
11. Part 6 - Particulars of Ultimate Owner(s) of the Applicant (if any)  (8) 
12. Part 7 – Details of the Bank Account(s) used for operating the Applicant’s Money Service  (8) 
13. Part 8 – Additional Information of the business  (8) 
14. Part 9 – Declaration by the person who submits the application form  (8) 
15. Specimen of a Completed Application Form 2 and Annex  (9) 

C  Personal Information Collection Statement  (9)  
16. Purpose of Collection  (9)  
17. Classes of Transferees  (9)  
18. Access to Personal Data  (9)  
19. Enquiries to Personal Data  (9) 

D  General Enquiry  (10)
## Appendix

<table>
<thead>
<tr>
<th></th>
<th>Reference Table on Application Fee</th>
<th>(11)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Criteria of a Fit and Proper Person</td>
<td>(12)</td>
</tr>
<tr>
<td>B</td>
<td>Specimen of a Completed Form 2 Application for Renewal of a Money Service Operator (MSO) Licence and the relevant Annex</td>
<td>(13)</td>
</tr>
<tr>
<td>C</td>
<td>Checklist for submission of supporting documents for Application for Renewal of a Money Service Operator (MSO) Licence</td>
<td>(25)</td>
</tr>
<tr>
<td>D</td>
<td>Format of a Letter of Consent from Occupants of Mixed Commercial and Residential Premises</td>
<td>(28)</td>
</tr>
</tbody>
</table>
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 provided in application form are mixed commercial and residential 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 https://eservices.customs.gov.hk/MSOS/index?request_locale=en.

   (ii) Type of Application Forms and Appendices:

   - Form 2 - Application Form for Renewal of a Money Service Operator (MSO) Licence and Annex
   - 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)
   - Supplementary Information Sheet

   (iii) An applicant is required to submit Forms 2 with relevant Annex, Supplementary Information Sheet 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**


4.3 **In person or by post**

   (i) Please note that there is no need to sign on the duly completed Form 2, Supplementary Information Sheet and Annex 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, Supplementary Information Sheet and Annex must be supported by copies of relevant documents. Applicant is therefore reminded to ensure that application is submitted together with all required supporting documents and a business plan and AML Policy (please refer to paragraph 5.2 of the Licensing Guide for its content). If the applicant fails to produce the documents within a specified period, the application is considered invalid and will not be processed by the C&ED. The existing licence will lapse automatically upon the expiry of the validity period. 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 by issuing a reminder letter where necessary. If the applicant fails to produce the documents within a specified period, the application is considered invalid and will not be processed by the C&ED.

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 and annex in capital letters and black ink according to the instructions stated in the application form, annex 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 owner¹ (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 local management office i.e. 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 local management office (LMO) (please refer to paragraph 4.7 of the Licensing Guide for details) in the Annex and 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.

¹ 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 All applicants must declare to the C&ED a local place for storage of books and records (LPS) (please refer to paragraph 4.11 of the Licensing Guide for details) in the Annex.

8.6 Please provide information on whether any other business is being run on the premises. Where other business is being run on the same premises of an applicant, the money service business of the MSO must be clearly partitioned and distinguished from the other business. Sharing the premises with other MSO to operate money service business will not be accepted by the CCE.

8.7 Where the premises used to operate a money service are mixed commercial and residential 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 formats of the Letters 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. The holder of bank account(s) used for operating the money service must be in the name of the applicant, its partner, director or ultimate owner. 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 and Annex (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 and Annex**

For further information on the requisite particulars and documents, the applicant should make reference to the “Specimen of Completed Form 2 and Annex - Application Form for Renewal of a Money Service Operator (MSO) Licence and Annex” 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 and annex as well as any updates will be used for facilitating processing of applications / record purpose / record update and investigations for the enforcement of the AMLO, Chapter 615.

16.2 It is obligatory for you to supply the personal data as required by the application form and annex. 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 and annex 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 and annex. 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 and annex, 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 https://eservices.customs.gov.hk/MSOS/index?request_locale=en for details of information on application. For enquiries on individual application, the applicant may write to 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 and Annex. Authorized officers of the C&ED will examine the original documents during the interview with the applicant.

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

<table>
<thead>
<tr>
<th>Address</th>
<th>Money Service Supervision Bureau</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Customs &amp; Excise Department</td>
</tr>
<tr>
<td></td>
<td>Units 1218-1222, 12/F., Nan Fung Commercial Centre, 19 Lam Lok Street, Kowloon Bay, Kowloon</td>
</tr>
</tbody>
</table>

WARNING

(1) Please read the Guidance Notes carefully before completing the Application Form and Annex. The data provided in the application form and Annex 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 and relevant Annex. 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

<table>
<thead>
<tr>
<th>Item</th>
<th>Particulars</th>
<th>Fee (HK$)</th>
</tr>
</thead>
</table>
| 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 |
Criteria of a “Fit and Proper Person”

[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.
**Customs and Excise Department**

**Form 2**

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

<table>
<thead>
<tr>
<th>Date of Expiry</th>
<th>Licence No.</th>
<th>Approval Date</th>
</tr>
</thead>
</table>

**Anti-Money Laundering and Counter-Terrorist Financing Ordinance, Chapter 615**

This application form must be submitted together with a duly completed annex. Please fill in capital letter and black ink and read the Guidance Notes and Licensing Guide before completing this form and annex.

### Part 1 - Particulars of the Applicant’s Business

<table>
<thead>
<tr>
<th>MSO Licence No.</th>
<th>12 - 04 - 9999</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Expiry</td>
<td>01 04 2014</td>
</tr>
</tbody>
</table>

Name of Business / Corporation (in English) (as shown in the Business Registration Certificate)

Name of Business / Corporation (in Chinese) (as shown in the Business Registration Certificate)

Business Name (in English) (if any)

Business Name (in Chinese) (if any)

Business Registration No.

Company No.

Company Registration No.

Date of Incorporation

Date of Registration

Company Code

Place of Incorporation

Place of Registration

*Please delete as appropriate*

*Please insert a "\(\checkmark\)" in the appropriate box*
**Form 2**
Application for Renewal of a Money Service Operator (MSO) Licence

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

Please indicate the nature of the money service:

- [ ] Remittance service
- [ ] Money changing service
- [x] Remittance and money changing services

Please indicate whether the Applicant operates any money service at particular premises (Please refer to Para. 8.1 of the Guidance Notes):

- [x] Yes
- [ ] No (If ‘No’, please go to Part 2)

Number of particular premises used for operating money service:

(Please provide the details of all the particular premises in Part 3)


**Part 2 – Principal Address of the Business / Corporation**

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

(1) **Address (Please complete in English)**

<table>
<thead>
<tr>
<th>室 / 店鋪號碼</th>
<th>Flat / Room / Shop No.</th>
<th>樓</th>
<th>Floor</th>
<th>1 8</th>
<th>1 8</th>
<th>坡</th>
<th>Block No.</th>
<th>1 8</th>
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<tbody>
<tr>
<td>大廈名稱</td>
<td>Building Name</td>
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<td>L U C K Y</td>
<td>B U I L D I N G</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>號邨 / 號苑名稱</td>
<td>Estate / Court Name</td>
<td>8</td>
<td>街道名稱</td>
<td>Street Name</td>
<td>L U C K Y</td>
<td>S T R E E T</td>
<td></td>
<td></td>
</tr>
<tr>
<td>地區 (例如灣仔)</td>
<td>District (e.g. Wanchai)</td>
<td></td>
<td>地區</td>
<td></td>
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</table>

(2) **Contact Information**

<table>
<thead>
<tr>
<th>商業網址</th>
<th>Business Website Address</th>
<th>http: / / <a href="http://www">www</a>. kam sheng. com</th>
</tr>
</thead>
<tbody>
<tr>
<td>電郵地址</td>
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<td>k c s @ k a m s h e n g . c o m</td>
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<tr>
<td>電話號碼</td>
<td>Telephone No.</td>
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<td>傳真號碼</td>
<td>Fax No.</td>
<td>8 5 2 4 3 2 1 4 3 2 2</td>
</tr>
</tbody>
</table>

香港海關
CUSTOMS AND EXCISE DEPARTMENT
表格 2
金錢服務經營者牌照續期申請

第 1 部 - 申請人的業務詳情

請述明金錢服務的性質：—

Remittance service
Money changing service
Remittance and money changing services

請述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：—

- [x] 是
- [ ] 否 (如「否」，請跳到第 2 部)

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)

Ver. 08/2021
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

<table>
<thead>
<tr>
<th>商業登記號碼</th>
<th>Business Registration Number</th>
<th>1 2 3 4 5 6 7 8</th>
<th>處所的面積</th>
<th>Area of the premises</th>
<th>1 0 0</th>
<th>(平方米) (m²)</th>
</tr>
</thead>
</table>

請詳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:-

☑ 商業處所
☐ 混合式商住處所

Commercial premises
Mixed commercial and residential premises

分行名稱(英文)(如有)
(Branch Name in English) (if any)
(as shown in the Business Registration Certificate)

分行名稱(中文)(如有)
(Branch Name in Chinese) (if any)
(as shown in the Business Registration Certificate)

<table>
<thead>
<tr>
<th>分行名稱</th>
<th>Branch Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>金錢找換店</td>
<td></td>
</tr>
</tbody>
</table>

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

*室 / 店鋪號碼
*Flat / Room / Shop No. | 1 8 |
樓 Floor | 1 8 |
座 Block No. | 1 8 |

大厦名稱
Building Name
LUCKY BUILDING

*屋邨 / 屋苑名稱
*Estate / Court Name

門牌號碼
Street No. | 8 |
街道名稱
Street Name
LUCKY STREET

地區 (例如灣仔)
District (e.g. Wan Chai)

是否香港
☐
是否九龍
☒
是否新界
☐

(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
☐ 否

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

<table>
<thead>
<tr>
<th></th>
<th>Run by other business entity, please provide the following information:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Particulars of the business sharing the premises:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Business / Corporation Name</th>
<th>Nature of Business</th>
<th>Business Registration Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

(5) **Occupant’s Consent** (only applicable for mixed commercial and residential 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.

<table>
<thead>
<tr>
<th>Name of Occupants</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>KAM CHIN SHENG</td>
<td>KAM WING YU</td>
</tr>
<tr>
<td>HO FUNG YU</td>
<td>LEE KA SHUN</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

**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.
<table>
<thead>
<tr>
<th>□</th>
<th>獨資經營者 Sole Proprietor</th>
<th>☑</th>
<th>合夥人 Partner</th>
<th>□</th>
<th>董事 Director</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>英文姓名(*先生/太太/小姐/女士) Name in English (*Mr/Mrs/Miss/Ms)</th>
<th>K A M C H I N S H E N G</th>
</tr>
</thead>
<tbody>
<tr>
<td>中文姓名(如適用) Name in Chinese (if applicable)</td>
<td>金錢 商</td>
</tr>
<tr>
<td>中文電碼(如適用) Chinese Commercial Codes (if applicable)</td>
<td>6 8 5 5 6 9 2 9 0 7 9 4</td>
</tr>
<tr>
<td>出生日期 Date of Birth</td>
<td>0 1 0 7 1 9 6 5</td>
</tr>
<tr>
<td>出生地點 Place of Birth</td>
<td>H O N G K O N G</td>
</tr>
<tr>
<td>國籍 Nationality</td>
<td>C H I N E S E</td>
</tr>
<tr>
<td>教育程度 Education Level</td>
<td>☑</td>
</tr>
</tbody>
</table>

### 香港居民適用 For Hong Kong Resident

| 香港身份證號碼 Hong Kong Identity Card No. | Z 1 2 3 4 5 6 ( 7 ) |

### 非香港居民適用 For non-Hong Kong Resident

<table>
<thead>
<tr>
<th>旅遊證件類別(例如護照) Travel Document Type (e.g. passport)</th>
</tr>
</thead>
<tbody>
<tr>
<td>旅遊證件號碼 Travel Document No.</td>
</tr>
<tr>
<td>簽發日期 Date of Issue</td>
</tr>
<tr>
<td>簽發國家/ 地點 Country/ Place of Issue</td>
</tr>
</tbody>
</table>

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.

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

Please insert a “✓” in the appropriate box

CED 401 (Rev. 08/2021)
### Particulars of the Corporation

<table>
<thead>
<tr>
<th>合夥人 Partner</th>
<th>董事 Director</th>
</tr>
</thead>
<tbody>
<tr>
<td>法團名稱(英文)</td>
<td>HAPPY BUSINESS LIMITED</td>
</tr>
<tr>
<td>Name of Corporation (in English)</td>
<td></td>
</tr>
<tr>
<td>法團名稱(中文)</td>
<td>快樂商業有限公司</td>
</tr>
<tr>
<td>Name of Corporation (in Chinese)</td>
<td></td>
</tr>
<tr>
<td>商業登記號碼</td>
<td>8 7 6 5 4 3 2 1 - 0 0 0</td>
</tr>
<tr>
<td>Business Registration No.</td>
<td></td>
</tr>
<tr>
<td>屆滿日期</td>
<td>0 2 1 2 0 1 5</td>
</tr>
<tr>
<td>Expiry Date</td>
<td></td>
</tr>
<tr>
<td>公司編號</td>
<td>8 7 6 5 4 3 2 1</td>
</tr>
<tr>
<td>Company No.</td>
<td></td>
</tr>
<tr>
<td>成立日期</td>
<td>0 1 0 1 2 0 1 2</td>
</tr>
<tr>
<td>Date of Incorporation</td>
<td></td>
</tr>
<tr>
<td>成立地點</td>
<td>HONG KONG</td>
</tr>
<tr>
<td>Place of Incorporation</td>
<td></td>
</tr>
<tr>
<td>業務性質</td>
<td>TRADING</td>
</tr>
<tr>
<td>Nature of Business</td>
<td></td>
</tr>
<tr>
<td>電郵地址</td>
<td><a href="mailto:happy@abc.com">happy@abc.com</a></td>
</tr>
<tr>
<td>E-mail Address</td>
<td></td>
</tr>
<tr>
<td>辦事處電話號碼</td>
<td>2 3 4 5 1 1 1 1</td>
</tr>
<tr>
<td>Office Telephone No.</td>
<td></td>
</tr>
<tr>
<td>辦事處傳真號碼</td>
<td>2 3 4 5 2 2 2 2</td>
</tr>
<tr>
<td>Office Fax No.</td>
<td></td>
</tr>
</tbody>
</table>

### Registered Address of the Corporation

<table>
<thead>
<tr>
<th>室 / 店鋪號碼 *Flat / Room / Shop No.</th>
<th>☑ 18</th>
</tr>
</thead>
<tbody>
<tr>
<td>樓 Floor</td>
<td>18</td>
</tr>
<tr>
<td>座 Block No.</td>
<td>18</td>
</tr>
<tr>
<td>大廈名稱</td>
<td>HAPPY MANSION</td>
</tr>
<tr>
<td>Building Name</td>
<td></td>
</tr>
<tr>
<td>*屋邨 / 庭苑名稱 *Estate / Court Name</td>
<td></td>
</tr>
<tr>
<td>郵牌號碼</td>
<td>18</td>
</tr>
<tr>
<td>Street No.</td>
<td></td>
</tr>
<tr>
<td>街道名稱</td>
<td>HAPPY STREET</td>
</tr>
<tr>
<td>Street Name</td>
<td></td>
</tr>
<tr>
<td>地區 (例如: 灣仔)</td>
<td>SHEUNG WAN</td>
</tr>
<tr>
<td>District (eg. Wanchai)</td>
<td></td>
</tr>
</tbody>
</table>

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.
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）

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

<table>
<thead>
<tr>
<th>英文姓名（先生/太太/小姐/女士）</th>
<th>K A M W I N G K W A I</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name in English (*Mr/Mrs/Miss/Ms)</td>
<td>Surname first then other names</td>
</tr>
<tr>
<td>中文姓名（如適用）</td>
<td>金永悸</td>
</tr>
<tr>
<td>Name in Chinese (if applicable)</td>
<td></td>
</tr>
<tr>
<td>中文電碼（如適用）</td>
<td>6 8 5 5 3 0 5 7 1 9 0 0</td>
</tr>
<tr>
<td>Chinese Commercial Codes (if applicable)</td>
<td></td>
</tr>
<tr>
<td>出生日期</td>
<td>0 8 0 6 1 9 6 0</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>D D M Y Y Y Y</td>
</tr>
<tr>
<td>出生地點</td>
<td>C H I N A</td>
</tr>
<tr>
<td>Place of Birth</td>
<td></td>
</tr>
<tr>
<td>國籍</td>
<td>C H I N E S E</td>
</tr>
<tr>
<td>Nationality</td>
<td></td>
</tr>
<tr>
<td>教育程度</td>
<td>中學程度</td>
</tr>
<tr>
<td>Education Level</td>
<td>Secondary level</td>
</tr>
<tr>
<td></td>
<td>專上程度</td>
</tr>
<tr>
<td></td>
<td>Post-secondary level</td>
</tr>
<tr>
<td></td>
<td>其他，請註明：—</td>
</tr>
<tr>
<td></td>
<td>Others, please specify:—</td>
</tr>
</tbody>
</table>

**香港居民適用 For Hong Kong Resident**

<table>
<thead>
<tr>
<th>香港身份證號碼</th>
<th>A 1 2 3 4 5 6 (7)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hong Kong Identity Card No.</td>
<td></td>
</tr>
</tbody>
</table>

**非香港居民適用 For non-Hong Kong Resident**

<table>
<thead>
<tr>
<th>旅遊證件類別（例如護照）</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel Document Type (e.g. passport)</td>
</tr>
<tr>
<td>旅遊證件號碼</td>
</tr>
<tr>
<td>Travel Document No.</td>
</tr>
<tr>
<td>簽發日期</td>
</tr>
<tr>
<td>Date</td>
</tr>
<tr>
<td>屆滿日期</td>
</tr>
<tr>
<td>Date</td>
</tr>
<tr>
<td>簽發國家/地點</td>
</tr>
<tr>
<td>Country / Place of Issue</td>
</tr>
</tbody>
</table>

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.
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

<table>
<thead>
<tr>
<th>帳戶名稱</th>
<th>銀行名稱</th>
<th>帳戶號碼</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) KAM CHIN SHENG</td>
<td>BANK OF KLN LTD</td>
<td>012-234-6789</td>
</tr>
<tr>
<td>(2) KAM WING KWAI</td>
<td>BANK OF HONG KONG LTD</td>
<td>011-133-5876-01</td>
</tr>
<tr>
<td>(3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(4)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(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.)

重要事項:

用以經營金錢服務的銀行帳戶必須以申請人、其合夥人、董事或最終擁有者名義持有。

Important Notes:
The holder of bank account(s) used for operating the money service must be in the name of the applicant, its partner, director or ultimate owner.

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

重要事項: 此申請表格必須連同已填妥的附件及有關證明文件一併遞交予香港海關金錢服務監理科。

Important Notes: This application form must be submitted together with a duly completed Annex and relevant supporting documents to the Money Service Supervision Bureau of C&ED.

*請刪除不適用者* Please delete as appropriate

請在適當方格內加上“☑”號 Please insert a “☑” in the appropriate box
本人謹此聲明：

I declare that:

(a) 在本申請表格及附件所提的所有詳情及資料(包括附加頁)共____10__頁，全屬確確無誤；

the particulars and information given in this application form and Annex (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及附件所作出的填表須知及牌照指引。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、合夥人及最終擁有者，亦不得在牌照內加入新的營業處所；

I have read the Guidance Notes and Licensing Guide issued by the Commissioner of Customs and Excise to facilitate the filling of this application form and Annex 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及附件內所提供的詳情(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 and Annex, 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 section 40 of the AMLO provides 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 section 39A of the AMLO provides 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(如該處所屬混合式商住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。如有造成持牌人不適當的負荷的，請補償有關費用。)我已指示所有責任人並同意，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。我已指示所有責任人並同意，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。如有造成持牌人不適當的負荷的，請補償有關費用。

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 mixed commercial and residential 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續期申請表格第2部的填表須知第8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.
Part 9 – Declaration by the person who submits this application form and Annex (see Remarks in Part 9) (Please sign and stamp at the time of interview) (Continued)

KAM CHING SHENG
(Name in block letters)

Z123456(1)
(*香港身份證 / 旅遊證件號碼)
(*HKID / Travel Doc. No.)

PARTNER
(Position in the Applicant’s Business / Corporation)

9875 9875
(Contact Telephone No.)

9875 9875
(Date)

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

(a) 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;

(b) 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;

(c) 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.

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

(a) 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;

(b) 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;

(c) 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.

Reminder: If the applicant fails to submit all the supporting documents, C&ED will remind the applicant in writing to submit the required documents in a specified period. If the applicant fails to submit the required documents in the specified period, the application will be deemed to be invalid and will not be processed by C&ED. The licence concerned will lapse automatically upon the expiry of the validity period.
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

请用正楷及黑色笔填写此附件。填写本附件前，请先阅读填表须知及牌照指引。
Please fill in this Annex in capital letter and black ink and read the Guidance Notes and Licensing Guide before completing this Annex.

第 1 部 - 本地储存帐目及纪录地點與本地管理办事处的资料
Part 1 - Details of Local place for storage of books and records and Local management office

(1) 本地储存帐目及纪录地點（請參閱《牌照指引》第 4.11 段）
Local place for storage of books and records (Please refer the Para. 4.11 in Licensing Guide)

<table>
<thead>
<tr>
<th>标题中文</th>
<th>标题英文</th>
</tr>
</thead>
<tbody>
<tr>
<td>地址</td>
<td>Address</td>
</tr>
<tr>
<td>（請用英文填寫）</td>
<td>(Please complete in English)</td>
</tr>
</tbody>
</table>

*複用正楷及黑色筆填寫此附件。填寫本附件前，請先閱讀填表須知及牌照指引。
*Please delete as appropriate

<table>
<thead>
<tr>
<th>标题中文</th>
<th>标题英文</th>
</tr>
</thead>
<tbody>
<tr>
<td>本地儲存帳目及紀錄地點位處的處所類別：</td>
<td>Type of premises at which the Local place for storage of books and records is situated:-</td>
</tr>
<tr>
<td>☐ 商業處所</td>
<td>☐ 商業處所</td>
</tr>
<tr>
<td>☐ 混合式商住處所</td>
<td>☐ 混合式商住處所</td>
</tr>
</tbody>
</table>

(2) 本地管理辦事處（只適用於沒有在特定處所經營金錢服務的申請人。詳情請參閱《牌照指引》第 4.7 段）
Local management office (Only applicable for applicant who operates money service without particular premises. 
For details, please refer the Para. 4.7 in Licensing Guide)

<table>
<thead>
<tr>
<th>标题中文</th>
<th>标题英文</th>
</tr>
</thead>
<tbody>
<tr>
<td>地址及電話號碼</td>
<td>Address and telephone no.</td>
</tr>
<tr>
<td>（請用英文填寫）</td>
<td>(Please complete in English)</td>
</tr>
</tbody>
</table>

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

(Rev. 08/2021)
Part 2 – Declaration by the person who submits this annex (see Remarks in Part 2)

I declare that:-

(h) in this annex (including supplementary sheets) consisting of 2 pages are true and correct;

(i) 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 and Annex, 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 section 40 of the Anti-Money Laundering and Counter-Terrorist Financing Ordinance, Chapter 615 provides that a licensee who without reasonable excuse contravenes this requirement commits an offence and is liable on conviction to a fine of $50,000.

KAM CHIN SHENG Z123456(1)

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

PARTNER

(Position in the Applicant’s Business / Corporation)

9875 9875

(*HKID / Travel Doc. No.)

Date

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

(d) the sole proprietor, if the applicant is a sole proprietorship;

(e) the partner authorized in writing by every partner, if the applicant is a partnership. The authorization letter should be attached;

(f) 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.

Reminder: If the applicant fails to submit all the supporting documents, C&ED will remind the applicant in writing to submit the required documents in a specified period. If the applicant fails to submit the required documents in the specified period, the application will be deemed to be invalid and will not be processed by C&ED.
**Checklist for submission of supporting documents for application for a Money Service Operator Licence**

**1. Supporting Documents of the Applicant’s Particulars**

<table>
<thead>
<tr>
<th>Sole Proprietorship</th>
<th>Partnership</th>
<th>Local Company</th>
<th>Non-Hong Kong Company</th>
</tr>
</thead>
<tbody>
<tr>
<td>A copy of Extract of information on the Business Register</td>
<td>A copy of Extract of information on the Business Register</td>
<td></td>
<td>A copy of Extract of information on the Business Register</td>
</tr>
<tr>
<td>A copy of the latest Annual Return (Form NAR1) and all documents filed with the Companies Registry after filing of the latest Annual Return</td>
<td>A copy of Incorporation Form - Form NNC1 (for company limited by shares) or Form NNC1G (for company not limited by shares) for new established company</td>
<td>A copy of the latest Annual Return (Form NAR1) and all documents filed with the Companies Registry after filing of the latest Annual Return</td>
<td>A copy of Certificate of Registration of non-Hong Kong Company</td>
</tr>
<tr>
<td>Information of group structure* and percentage of shareholdings of each group member*</td>
<td></td>
<td></td>
<td>A copy of Memorandum and Articles of Association</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**2. Supporting Documents of Particulars of each Premises**

<table>
<thead>
<tr>
<th>Premises Used for the Operation of a Money Service</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A copy of stamped tenancy agreement or record of ownership of the premises</td>
<td></td>
</tr>
<tr>
<td>The floor plan of the premises</td>
<td></td>
</tr>
<tr>
<td>Two 4R-sized photographs showing the exterior and interior of the premises</td>
<td></td>
</tr>
<tr>
<td>A copy of letter issued by the landlord to the applicant permitting the premises to be used for money service business</td>
<td></td>
</tr>
<tr>
<td>Copies of consent letters from every occupant of the premises (for mixed commercial and residential premises only)</td>
<td></td>
</tr>
</tbody>
</table>

*Please delete as appropriate

Pleas insert a "✓" in the appropriate box

CED-401 (Rev.08/2021)

Ver. 08/2021
## Checklist for submission of supporting documents for application for a Money Service Operator Licence (Continued)

### Local place for storage of books and records
- A copy of stamped tenancy agreement or record of ownership of the premises
- Floor plan of the premises
- Two 4R-sized photographs showing the exterior and interior of the premises
- A copy of letter issued by the landlord to the applicant permitting the premises to be used for local place for storage of books and records

### Local management office
- A copy of stamped tenancy agreement or record of ownership of the premises
- Floor plan of the premises
- Two 4R-sized photographs showing the exterior and interior of the premises
- A copy of letter issued by the landlord to the applicant permitting the premises to be used for local management office

### Supporting Documents of Particulars of the Sole Proprietor and each Individual Partner / Director / Ultimate Owner of the Applicant

#### Hong Kong resident
- Completed Fit and Proper Person Declaration Form 3A together with Appendices I & II
- A copy of Hong Kong Identity Card

#### Non-Hong Kong resident
- Completed Fit and Proper Person Declaration Form 3A together with Appendices I & II
- A copy of the Bio-data page of the Travel Document

### Supporting Documents of Particulars of each Corporate Partner / Director of the Applicant

#### Local company
- Completed Fit and Proper Person Declaration Form 3B
- A copy of valid Business Registration Certificate
- A copy of Certificate of Incorporation
- A copy of Memorandum and Articles of Association

#### Non-Hong Kong company
- Completed Fit and Proper Person Declaration Form 3B
- A copy of valid Business Registration Certificate
- A copy of Certificate of Registration of non-Hong Kong Company
- A copy of Memorandum and Articles of Association

#### Corporation not registered in Hong Kong
- Completed Fit and Proper Person Declaration Form 3B
- A copy of the Certificate of Incorporation or its equivalent certified in accordance with reg. 3 of the Companies (Forms) Regulations, Chapter 32B

---

*Please delete as appropriate*

*Please insert a "✓" in the appropriate box*
### Checklist for submission of supporting documents for application for a Money Service Operator Licence (Continued)

| 5. 授權書  
Authorization letter |
|------------------------|
| 合夥人  
Partner |
| ☐ 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 |
| ☐ 經董事局簽署的授權書複本  
A copy of the authorization letter signed by the Board of Directors |

| 6. 《牌照指引》訂明的其他所需文件  
Other requisite documents as specified in Licensing Guide |
|--------------------------------------------------------|
| ☐ 經獨資經營者 / 每一名(屬個人)合夥人 / 董事 / 最終擁有人確認的業務計劃  
Business Plan endorsed by sole proprietor / each individual partner / director / ultimate owner |
| ☐ 經獨資經營者 / 每一名(屬個人)合夥人 / 董事 / 最終擁有人確認的打擊洗錢及恐怖分子資金籌集政策  
Anti-money laundering and counter-terrorist financing policy endorsed by sole proprietor / each individual partner / director / ultimate owner |
| ☐ 與參與經營金錢服務的本地及／或外地第三方簽訂的協議／合約複本  
A copy of agreement / contract with each local and/or foreign third party involved in the process of money service |
| ☐ 合規主任及洗錢報告主任的香港身份證複本  
A copy of Hong Kong Identity Card of Compliance Officer (CO) and Money Laundering Reporting Officer (MLRO) |
| ☐ 合規主任及洗錢報告主任的有效僱傭合約複本  
A copy of valid employment contracts for CO and MLRO |
| ☐ 合規主任及洗錢報告主任的住址證明複本，例如在申請日期前三個月內發出的水、電、煤氣費用帳單、銀行結單  
A copy of residential address proof of CO and MLRO, e.g. utility bills, bank statement, issued within the last three months from the application date |
| ☐ 由銀行發出證明持有銀行帳戶的文件，例如由申請人持有用作經營金錢服務的銀行帳戶結單複本  
Proof of bank account ownership issued by bank concerned, e.g. a copy of statement of the bank account held by the applicant for money service business |
| ☐ 確認由申請人持有的銀行帳戶是用作經營金錢服務業務的銀行確認書  
An acknowledgement from bank that the bank account held by the applicant is used for operating money service business |

申請人須將填妥的申請表格、附件及補充資料表格連同已蓋上申請人公司印章的證明文件，遞交予香港海關金錢服務監理科辦理。海關的獲授權人員與申請人會面時將會查驗文件的正本。

Applicant is required to submit the completed application form, annex and supplementary information sheet together with the supporting documents (stamped with the applicant’s company chop) to the Money Service Supervision Bureau of C&ED. Authorized officers of C&ED will examine the originals during the interview with the applicant.

### 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 8:45 a.m. to 12:30 p.m.  
(Except Public Holidays) 1:30 p.m. to 5:30 p.m. |

*請刪去不適用者* Please delete as appropriate  
請在適當格內加上“✓”號 Please insert a “✓” in the appropriate box  
CED 401 (Rev.08/2021)  
Ver. 08/2021
To: Commissioner of Customs and Excise

Letter of Consent

Regarding the Operation of a Money Service Business

by

(Company Name)

---------------------------------------------------------------

at

(address)

---------------------------------------------------------------

*I / My child, (Name of the occupant), being an occupant of the premises at the above address, hereby give my consent to any authorized person as defined by section 8 of the Anti-Money Laundering and Counter-Terrorist Financing Ordinance (Chapter 615) to enter the above premises for the purpose of exercising the powers under section 9 of the said Ordinance in connection with the operation of the money service business by the above company at the above address.

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.

Signed by the occupant/the parent/guardian of the occupant: ()

HKID Card No./ Travel Document Type and No.

Occupant: ______________________

The parent/guardian of the occupant: ______________________

Date: ______________________

* Please delete as appropriate