



CUSTOMS AND EXCISE DEPARTMENT

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

Guidance Notes

Form 6

Notification of Changes in Particulars

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CUSTOMS AND EXCISE DEPARTMENT

Anti-Money Laundering and Counter-Terrorist Financing (Financial Institutions) Ordinance Chapter 615, Laws of Hong Kong

Guidance Notes on Form 6 **Notification of Changes in Particulars**

Part A - General Information

1. Introduction

Under Section 40 of the Anti-Money Laundering and Counter-Terrorist Financing (Financial Institutions) Ordinance, Chapter 615 (AMLO), a licensee must report any changes in particulars to the Commissioner of Customs and Excise (CCE) in writing within one month beginning on the date on which the change takes place. The breach of this requirement is subject to the imposition of supervisory sanctions by the CCE. The maximum penalty is a fine of \$1,000,000. The licensee may also be prosecuted and is liable on conviction to a fine of \$50,000.

2. Change of particulars under Money Service Operator (MSO) Licence

A licensee needs to notify the CCE of the following changes in MSO registration particulars by completing a Notification of Changes in Particulars (Form 6):

- (i) Particulars of the Licensee business
 - (a) Name of Business / Corporation
 - (b) Business / Branch Name
 - (c) Nature of Money Service
 - (d) Principal (Correspondence) Address
 - (e) Contact Information

- (ii) Particulars of Premises used for the operation of a Money Service
 - (a) Business Premises Information
 - (b) Telephone and Fax No. of Business Premises
 - (c) Information of other Business being run in the Business Premises
 - (d) Occupants of Domestic Business Premises

- (iii) Particulars of the Licensee / Licensee's Partners / Directors / Ultimate Owners

- (iv) Incoming / Outgoing of Partners / Directors / Ultimate Owners

- (v) The "Fit and Proper" status of licensee / Licensee's Partners / Directors / Ultimate Owners

- (vi) Deletion / addition of the Bank Account used for operating your Money Service

3. Notification of Changes

3.1 Notification Forms

Application forms can be obtained from the Money Service Supervision Bureau (MSSB) of the Customs and Excise Department (C&ED) at 13/F, Customs Headquarters Building, 222 Java Road, North Point, Hong Kong or 3/F, Customs Headquarters Building or downloaded from the C&ED website at <http://www.customs.gov.hk>.

3.2 In person or by post

- (i) Please sign the duly completed Notification of Changes in Particulars when submitting it to the MSSB.
- (ii) After receiving the application submitted in person or by post, the CCE will issue an Acknowledgement of Receipt of the Notification Form within 7 working days from the submission or the postal date.
- (iii) Information provided by the licensee in the Notification of Changes in Particulars must be supported by copies of relevant documents. Licensee is therefore reminded to ensure that the notification is submitted together with all required supporting documents indicated in the notification form. Failure to do so may cause delay in processing the notification, or may result in deferment or termination processing of the notification. For details of the required documents, please refer to the notification. After termination processing the notification, record of the licensee in the C&ED will not be updated with the changes in particulars.

4. Processing of Notification

- 4.1 Upon receipt of a Notification of Changes in Particulars and the relevant documents, the CCE may also request the licensee to provide additional information to process the notification 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 termination processing of the notification. After termination processing the notification, record of the licensee in the C&ED will not be updated with the changes in particulars.
- 4.2 MSSB will undertake a number of checks to confirm the accuracy of the information provided. This will include vetting details against information held by the C&ED, other government departments and law enforcing agencies.
- 4.3 The processing time may vary depending on various factors including the time taken in collecting the requisite documents from the licensee.
- 4.4 Regarding the change in name of business / corporation, branch name and correspondence address, the licensee must return the licence to CCE for amendment.
- 4.5 A fresh licence application is required if there is a change in Licensee's Business / Corporation status, e.g. sole proprietorship to partnership or unlimited company to limited company.

Part B - Notes on How to Complete the Notification Form

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

5. Completing the Notification Form

- (i) Please provide the particulars of the licensee in the covering page and 'tick' as appropriate in the box related to the particular change.
- (ii) The licensee should only complete the Annex relevant to the changes and related supporting documents as stated in the Annex. Please fill in, **sign and stamp with company chop of the licensee** and return the relevant Annex to the CCE.

6. Declaration by the person who submits this notification form (see Remarks)

The person who submits this notification form should read the declaration in this part and fill in his / her particulars **and sign on it**.

7. Fill in Annex

7.1 For the following changes, please fill in and return Annex 1 and relevant supporting documents

Notification of change in particulars of Business / Corporation

- (a) Name of Business / Corporation
- (b) Business / Branch Name
- (c) Nature of Money Service
- (d) Principal Address

This address can be the particular premises used for operating money service or the correspondence address. The new correspondence address will be shown on the licence.

- (e) Contact Information

Please tick "✓" the types of notification you would like to make to the CCE and provide the information required in the Annex relevant to the changes in your company.

7.2 For the following changes, please fill in and return Annex 2 and relevant supporting documents

Particulars of change in particulars of Business Premises

- (a) Business Premises Information
- (b) Contact information
- (c) Information of other business being run in the premises
- (d) Change in occupants of domestic business premises

Please tick "✓" the types of notification you would like to make to the CCE and provide the information required in the Annex relevant to the changes in your company.

7.3 For the following changes, please fill in and return Annex 3 and relevant supporting documents

- (i) Notification of change in particulars of the licensee / licensee's Partners / Directors / Ultimate owner who is an Individual
 - (a) Changed particulars of the Individual

- (ii) Notification of change in particulars of licensee's Partner/ Director
 - (a) Changed particulars of the Corporation
 - (b) Changed registered address of the Corporation

Please tick "✓" the types of notification you would like to make to the CCE and provide the information required in the Annex relevant to the changes in your company.

7.4 For the following changes, please fill in and return Annex 4 and relevant supporting documents

Notification of particulars of the incoming / outgoing of licensee's Partners / Directors / Ultimate Owners

- (a) Particulars of the incoming licensee's Partner / Director / Ultimate Owner who is an individual
- (b) Particulars of the incoming licensee's corporate Partner / Director
- (c) Particulars of the outgoing licensee's Partner / Director / Ultimate Owner who is an individual
- (d) Particulars of the outgoing licensee's corporate Partner / Director

Please tick "✓" the types of notification you would like to make to the CCE and provide the information required in the Annex relevant to the changes in your company.

7.5 For the following changes, please fill in and return Annex 5 and relevant supporting documents

Notification of change in "Fit and Proper Person" status of licensee's / licensee's Partners / Directors / Ultimate Owners

- (a) Particulars of the Individual whose "Fit and Proper Person" status has been changed
- (b) Particulars of the corporate Partner / Director of which the "Fit and Proper Person" status has been changed.

Please tick "✓" the types of notification you would like to make to the CCE and provide the information required in the Annex relevant to the changes in your company.

7.6 For the following changes, please fill in and return Annex 6

Notification of Deletion / Addition of Bank Account used for operating the Licensee's Money Service

- (a) Particulars of the deletion of bank account for operating the licensee's money service
- (a) Particulars of the addition of bank account for operating the licensee's money service

Please tick "✓" the types of notification you would like to make to the CCE and provide the information required in the Annex relevant to the changes in your company.

8. Specimen of a Completed Notification Form 6

For further information on the requisite particulars and documents, the licensee should make reference to the "Specimen of Completed Form 6 – Notification of Changes in Particulars" at [Appendix A](#).

Part C - Personal Information Collection Statement

9. Purpose of Collection

- 9.1 The personal data provided in the notification form as well as any updates of them 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 (Financial Institutions) Ordinance, Chapter 615.
- 9.2 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 notification

10. Classes of Transferees

The personal data you provided 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 9.1 above; or any third parties under section 49 of the AMLO; or where such disclosure is authorized or required by law.

11. 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.

12. 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

Licensees may visit the C&ED website at <http://www.customs.gov.hk> for details of information on notification of changes in particulars. For enquiries on individual notification, licensees may write to msoenquiry@customs.gov.hk or call the following enquiry hotline:

Enquiry Hotline : 3759 3722 (during normal office hours)

Please attach the copies of the supporting documents (stamped with the applicant company's chop) to the completed notification form.

You should forward the duly completed notification form together with copies of the necessary supporting documents to the MSSB of the Customs and Excise Department.

Address ✕

**Money Service Supervision Bureau
Customs & Excise Department
13/F, Customs Headquarters Building
222 Java Road, North Point
Hong Kong**

WARNING

- (1) Please read the Guidance Notes carefully before completing the Notification Form. The data provided in the notification form must be true and correct. Under section 40 of the AMLO, a licensee must report any changes in registration particulars to the Commissioner of Customs and Excise (CCE) in writing within one month from the date on which the change takes place.**
- (2) 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 is 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 6 Notification of Changes in Particulars. In case of doubt about legal issues, you should refer to the Anti-Money Laundering and Counter-Terrorist Financing (Financial Institutions) Ordinance or if necessary, seek assistance from your legal advisor.



香港海關
CUSTOMS AND EXCISE DEPARTMENT

表格 6

要求加入新的用以經營金錢服務的處所申請書

Form 6

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

香 港 海 關	附錄 A Appendix A
Ed	
Re	
Application No.:	_____
Approval Date:	_____

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

請用正楷及黑色筆填寫表格。填寫本表格前，請先閱讀填表須知。

Please fill in the form in capital letter and black ink and read the Guidance Notes before completing this form.

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.

致：海關關長
To：The Commissioner of Customs and Excise

具報改變金錢服務經營者牌照的登記詳情
Notification of Changes in Particulars under Money Service Operator Licence

現具報海關關長 K A M CHIN SHENG COMPANY

(持牌人業務 / 法團)

(金錢服務經營者牌照號碼：12-04-99999)，下列在香港海關金錢服務經營者牌照的登記詳情改變。經修訂的資料現列述如下：-

This is to notify the Commissioner of Customs and Excise, K A M CHIN SHENG COMPANY
(Licensee's Business / Corporation)

(Money Service Operator (MSO) Licence No.: 12-04-99999) of the change of the following particular(s) under our Money Service Operator Licence in Customs and Excise Department. The revised information is now given below:-

(A) 關於以下改變，請填寫及交回附件 1

For the following changes, please fill in and return **Annex 1**.

- 業務 / 法團名稱
- 業務 / 分行名稱
- 金錢服務的性質
- 主要地址
- 聯絡資料

- Name of Business / Corporation
- Business / Branch Name
- Nature of Money Service
- Principal Address
- Contact Information

(B) 關於以下改變，請填寫及交回附件 2

For the following changes, please fill in and return **Annex 2**.

- 營業處所的資料
- 營業處所的電話及傳真號碼
- 在營業處所經營的其他業務的資料
- 住宅營業處所的佔用人

- Business Premises Information
- Telephone and Fax No. of Business Premises
- Information of other Business being run in the Business Premises
- Occupants of Domestic Business Premises

(C) 關於以下改變，請填寫及交回附件 3

For the following changes, please fill in and return **Annex 3**.

- 持牌人 / 持牌人的合夥人 / 董事 / 最終擁有人的詳情

- Particulars of Licensee / Licensee's Partners / Directors / Ultimate Owners

(D) 關於以下改變，請填寫及交回附件 4

For the following changes, please fill in and return **Annex 4**.

- 接任成為持牌人合夥人/董事/最終擁有人
- 卸任作為持牌人合夥人/董事/最終擁有人

- Incoming of Licensee's Partners / Directors / Ultimate Owners
- Outgoing of Licensee's Partners / Directors / Ultimate Owners

(E) 關於以下改變，請填寫及交回附件 5

For the following change, please fill in and return **Annex 5**.

- 持牌人 / 持牌人的合夥人/董事/最終擁有人的「適當人選」狀況有所改變

- The "Fit and Proper" status of Licensee / Licensee's Partners / Directors / Ultimate Owners



香港海關
CUSTOMS AND EXCISE DEPARTMENT

表格 6
具報詳情改變

Form 6
Notification of Changes in Particulars

- (F) 關於以下改變，請填寫及交回附件 6
- | | |
|---|--|
| <input checked="" type="checkbox"/> 刪除用以經營金錢服務的銀行帳戶 | <input checked="" type="checkbox"/> Deletion of Bank Account(s) used for Operating Money Service |
| <input checked="" type="checkbox"/> 加入用以經營金錢服務的銀行帳戶 | <input checked="" type="checkbox"/> Addition of Bank Account(s) used for operating Money Service |

重要事項：請於已填妥的附件蓋上持牌人公司印章並簽署

Important Notes: Please sign and stamp with company chop of the Licensee on the completed Annex

提交此具報改變表格人士的聲明 (見於備註)

Declaration by the person who submits this notification form (see Remarks)

2. 本人謹此聲明，就本人所知及相信，在上文第 1 段和相關附件 1.2.3.4.5.6 所提供的資料，均屬真實及正確，而*本人/本公司在申請金錢服務經營者牌照的批給 / 續期申請表上提供的其他資料仍然有效。本人明白此通知書為*本人/本公司申請金錢服務經營者牌照的批給 / 續期申請表的一部份。本人進一步承諾自任何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。

I hereby declare that the information provided in paragraph 1 above and the relevant Annex 1.2.3.4.5.6 is true and correct to the best of my knowledge and belief and other particulars of my company provided in the Application Form for Grant / Renewal of a Money Service Operator Licence remain valid. I understand that this notification forms part of my Application Form for Grant / Renewal of a Money Service Operator Licence. I further undertake to notify the Commissioner of Customs and Excise in writing of any changes within one month beginning on the date on which the change takes place.

3. 本人已閱讀具報詳情改變表格 6 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 6 Notification of Changes in Particulars and understand the contents stated therein.

Kam Chinsheng (Chop)

KAM CHIN SHENG

Z123456(1)

(*持牌人 / 獲持牌人授權的合夥人 / 董事或人士簽署及公司印章)

(姓名(正楷))
(Name in block letters)

(香港身份證 / 旅遊證件號碼)

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

(HKID No. / Travel Doc. No.)

PARTNER

9875 9875

01/09/2012

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

(聯絡電話號碼)
(Contact Tel. No.)

(日期)
(Date)

備註： 提交此具報改變表格的人士必須是：—

Remarks: The person who submits this notification of changes in particulars form must be:-

- (a) 如持牌人屬獨資經營，該獨資經營者；
the sole proprietor, if the licensee is a sole proprietorship;
- (b) 如持牌人屬合夥，則獲每名合夥人書面授權的合夥人，並應隨附授權書；
the partner authorized in writing by every partner, if the licensee is a partnership. The authorization letter should be attached;
- (c) 如申請人屬法團，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 licensee is a corporation. The authorization letter should be attached.

請將填妥的具報詳情改變表格 6 呈交:-

Please submit the completed Notification of Changes in Particulars Form 6 to:-

香港海關 金錢服務監理科 香港 北角 渣華道 222 號 海關總部大樓 13 樓

Money Service Supervision Bureau Customs and Excise Department

13/F, Customs Headquarters Building, 222 Java Road, North Point, Hong Kong



香港海關
CUSTOMS AND EXCISE DEPARTMENT

附件 1

Annex 1

表格 6
具報詳情改變

Form 6
Notification of Changes in Particulars

(請選擇需要修改的項目並在有關的方格內加上「✓」號及填上更新的資料。如某項目欄所提供的空位不敷應用，請另紙填寫。)
(Please select the item(s) that have to be amended by putting a tick in the square box and fill in the revised information and use separate sheet if the space provided for a particular item is insufficient.)

具報業務 / 法團的詳情改變

Notification of Change in Particulars of Business / Corporation

改變的生效日期(日/月/年) Effective Date of the change (dd/mm/yyyy)	1 5 0 8 2 0 1 2
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業務 / 法團名稱 (業務 / 法團名稱有所改變，持牌人須將牌照交還關長以作更新)

Name of Business / Corporation (Change in name of business / corporation, the licensee must return the licence to CCE for amendment)

業務/法團名稱(英文) (商業登記證上所載資料) 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 M O N E Y S E R V I C E S C O M P A N Y
業務/法團名稱(中文) (商業登記證上所載資料) Name of Business / Corporation (in Chinese) (as shown in the Business Registration Certificate)	金錢商金錢服務公司

請夾附以下證明文件： -

Please attach the following supporting documents

更改名稱證明書的複本(NC2)
A copy of the Certificate of Change of Name (NC2)

業務 / 分行名稱 (業務 / 分行名稱有所改變，持牌人須將牌照交還關長以作更新)

Business / Branch Name (Change in name of business / branch, the licensee must return the licence to CCE for amendment)

業務 / 分行商業登記號碼 Business / Branch Business Registration Number	-
業務 / 分行名稱(英文) (商業登記證上所載名稱) Business / Branch Name (in English) (as shown in the Business Registration Certificate)	
業務 / 分行名稱(中文) (商業登記證上所載名稱) Business / Branch Name (in Chinese) (as shown in the Business Registration Certificate)	

請夾附以下證明文件： -

Please attach the following supporting documents

更改名稱證明書的複本(NC2)
A copy of the Certificate of Change of Name (NC2)

金錢服務的性質
Nature of Money Service

<input type="checkbox"/> 匯款服務 Remittance service	<input type="checkbox"/> 貨幣兌換服務 Money-changing service	<input type="checkbox"/> 匯款及貨幣兌換服務 Remittance and money-changing services
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**香港海關
CUSTOMS AND EXCISE DEPARTMENT**

**表格 6
具報詳情改變**

**Form 6
Notification of Changes in Particulars**

主要地址 (此地址可以是經營金錢服務的特定處所或通訊地址，如更改通訊地址將會顯示於有關牌照上。)
Principal Address (This address can be the particular premises used for operating money service or the correspondence address. The change of correspondence address will be shown on the licence.)
 (通訊地址有所改變，持牌人須將牌照交還關長以作更新)
 (Change correspondence address the licensee must return the licence to CCE for amendment)

*室/店鋪/攤位及會場號碼 *Flat/Room/Shop/Booth & Hall No.																			樓 Floor											座 Block No.					
大廈名稱 Building Name																																			
*屋邨/屋苑名稱 *Estate / Court Name																																			
門牌號碼 Street No.																																			
地區(例如灣仔) District (e.g. Wanchai)																																			

請夾附以下證明文件： -
Please attach the following supporting document:-

新的商業登記證複本(IRDB101B) (更改通訊地址適用)
A copy of the new Business Registration Certificate (IRDB101B) (applicable for the change of correspondence address)

(請選擇需要修改的項目並在有關的方格內加上「✓」號及填上更新的資料。如某項目欄所提供的空位不敷應用，請另紙填寫。)
(Please select the item(s) that have to be amended by putting a tick in the square box and fill in the revised information and use separate sheet if the space provided for a particular item is insufficient.)

<input checked="" type="checkbox"/> 聯絡資料 Contact Information																																		
業務網址 Business Website Address	h	t	t	p	:	/	/	w	w	w	.	k	c	s	m	c	.	c	o	m														
電郵地址 E-mail Address																																		
辦事處電話號碼 Office Telephone No.																																		

重要事項:
如持牌人業務 / 法團的狀況改變，例如是由獨資經營轉為合夥經營或由無限公司轉為有限公司，則必須重新申請牌照。

IMPORTANT:
A fresh licence application is required if there is a change in Licensee's Business / Corporation status, e.g. sole proprietorship to partnership or unlimited company to limited company.



香港海關
CUSTOMS AND EXCISE DEPARTMENT

附件 2
Annex 2

表格 6
具報詳情改變

Form 6
Notification of Changes in Particulars

(請選擇需要修改的項目及在方格內加上「✓」號及填上經修訂的資料。如某項目提供的空位不敷應用，請另紙填寫。)

(Please select the item(s) that have to be amended by putting a tick in the square box and fill in the revised information and use separate sheet if the space provided for a particular item is insufficient.)

具報營業處所的登記詳情改變

Notification of Change in Particulars of Business Premises

以下營業處所的登記詳情有所改變 Particulars in relation to the following business premises have been changed												
商業登記號碼 Business Registration Number	1	2	3	4	5	6	7	8	-	0	0	0
改變的生效日期 (日/月/年) Effective Date of the change (dd/mm/yyyy)	1	5	0	8	2	0	1	2				

<input type="checkbox"/> 營業處所的資料 Business premises information												
經營金錢服務的處所類別： Type of premises where the money service is operated:-												
<input 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										
營業處所的面積 Area of the business premises												(平方米) (m ²)

<input type="checkbox"/> 聯絡資料 Contact information												
電話號碼 Telephone No.												傳真號碼 Fax No.

<input type="checkbox"/> 在此營業處所內經營的其他業務的資料 Information of other business being run in this premises												
有否其他業務在此處所內經營? (不適用於在貿易展覽會場地加入新的營業處所) Is there any other business being run in this premises? (not applicable for adding business premises in trade fair / exhibition venue)												
<input type="checkbox"/> 有 Yes <input type="checkbox"/> 否 No (如「有」，請提供下述資料) (If 'Yes', please provide the following details)												

請提供共用營業處所的業務的以下資料：— Please provide the following information of the business sharing the business premises:-												
<input type="checkbox"/> 由持牌人公司經營，業務性質為：— Run by the licensee's company, the nature of business is:- _____												



表格 6
具報詳情改變

Form 6
Notification of Changes in Particulars

(請選擇需要修改的項目並在有關的方格內加上「✓」號及填上更新的資料。如某項目欄所提供的空位不敷應用，請另紙填寫。)
(Please select the item(s) that have to be amended by putting a tick in the square box and fill in the revised information and use separate sheet if the space provided for a particular item is insufficient.)

<input type="checkbox"/> 由其他經營者經營，請提供共用營業處所的業務的以下資料：— Run by other business entity, please provide the particulars of the business sharing the business premises as follows:-													
業務 / 法團名稱 Name of Business / Corporation													

業務性質 Nature of Business	<input type="checkbox"/> (a) 匯款服務 Remittance service <input type="checkbox"/> (b) 貨幣兌換服務 Money-changing Service <input type="checkbox"/> (c) (a) 及 (b) 的服務 Both (a) and (b) <input type="checkbox"/> (d) 其他，請述明：— Others, please specify:- _____
金錢服務經營者牌照號碼 (如適用) MSO Licence No.(if applicable)	

<input checked="" type="checkbox"/> 住宅營業處所的佔用人資料 Change in occupants of domestic business premises	
遞交通知書時，你 必須 取得遷入的佔用人的同意書，並與通知書一併遞交。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 obtain the letter(s) of consent from Incoming occupants and submit it/them together with the notification. Please ensure that each of the occupants has read the Personal Information Collection Statement in Part C of the Guidance Notes.	
遷入的佔用人姓名 Name of Incoming Occupants	遷出的佔用人姓名 Name of Outgoing Occupants
(1)	(1) LEE SAI KAI
(2)	(2) LEE KAI SHUN
(3)	(3)
(4)	(4)



香港海關
CUSTOMS AND EXCISE DEPARTMENT

附件 3

Annex 3

表格 6
具報詳情改變

Form 6
Notification of Changes in Particulars

(請選擇需要修改的項目並在有關的方格內加上「✓」號及填上更新的資料。如某項目欄所提供的空位不敷應用，請另紙填寫。)
(Please select the item(s) that have to be amended by putting a tick in the square box and fill in the revised information and use separate sheet if the space provided for a particular item is insufficient.)

具報持牌人 / 持牌人的合夥人 / 董事 / 最終擁有人 (屬個人) 的詳情改變

Notification of Change in Particulars of the Licensee / Licensee's Partner/Director/Ultimate owner who is an Individual

以下人士的詳情有所改變 Particulars of the following Individual whose particulars have been changed	
姓名(*先生/太太/小姐/女士) Name (*Mr/Mrs/Miss/Ms)	K A M W I N G K W A I <small>先填寫姓氏再填寫名字 Surname first then other names</small>
香港身份證 / 旅遊證件號碼* HKID / Travel Document No.*	A 1 2 3 4 5 6 (3)
身分 Status	<input type="checkbox"/> 獨資經營者 Sole proprietor <input type="checkbox"/> 合夥人 Partner <input type="checkbox"/> 董事 Director <input checked="" type="checkbox"/> 最終擁有人 Ultimate owner
改變的生效日期 (日/月/年) Effective Date of the change (dd/mm/yyyy)	1 5 0 8 2 0 1 2

<input checked="" type="checkbox"/> 已改變的個人詳情 (請隨附證明文件) Changed Particulars of the Individual (Please attach copy of supporting documents)	
<input checked="" type="checkbox"/> 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 G W A I <small>先填寫姓氏再填寫名字 Surname first then other names</small>
<input checked="" type="checkbox"/> 中文姓名 (如適用) Name in Chinese (if applicable)	金 永 貴 別名 (如有) Alias (if any) ---
<input checked="" type="checkbox"/> 中文電碼 (如適用) Chinese Commercial Code (if applicable)	6 8 5 5 3 0 5 7 6 3 1 1
<input type="checkbox"/> 國籍 Nationality	
<input type="checkbox"/> 教育程度 Education Level	<input type="checkbox"/> 中學程度 Secondary level <input type="checkbox"/> 專上程度 Post-secondary level <input type="checkbox"/> 其他，請註明 Others, please specify:-
<input type="checkbox"/> 旅遊證件類別 (例如護照) Travel Document Type (e.g. passport)	
<input type="checkbox"/> 旅遊證件號碼 Travel Document No.	
<input type="checkbox"/> 簽發日期 Date of Issue	日 月 年 D D M M Y Y Y Y
<input type="checkbox"/> 屆滿日期 Date of Expiry	日 月 年 D D M M Y Y Y Y
<input type="checkbox"/> 簽發國家 / 地點 Country / Place of Issue	



香港海關
CUSTOMS AND EXCISE DEPARTMENT

附件 3

Annex 3

表格 6
具報詳情改變

Form 6
Notification of Changes in Particulars

(請選擇需要修改的項目並在有關的方格內加上「✓」號及填上更新的資料。如某項目欄所提供的空位不敷應用，請另紙填寫。)

(Please select the item(s) that have to be amended by putting a tick in the square box and fill in the revised information and use separate sheet if the space provided for a particular item is insufficient.)

具報持牌人的法團合夥人 / 董事 的詳情改變

Notification of Change in Particulars of Licensee's Corporate Partner/ Director

以下法團的詳情有所改變																				
Particulars of the following Corporation which particulars have been changed																				
法團名稱 Name of Business / Corporation	H	A	P	P	Y	B	U	S	I	N	E	S	S	L	I	M	I	T	E	D
商業登記證號碼 Business Registration No.	8	7	6	5	4	3	2	1	-	0	0	0								
身分 Status	<input type="checkbox"/> 合夥人 Partner					<input checked="" type="checkbox"/> 董事 Director														
改變的生效日期 (日/月/年) Effective Date of the change (dd/mm/yyyy)	1	5	0	8	2	0	1	2												

<input type="checkbox"/> 已改變的法團詳情 (如更改名稱，請隨附更改名稱的證明文件)												
Changed Particulars of the Corporation (Please attach copy of supporting documents for the change of name)												
<input type="checkbox"/> 法團名稱 (英文) Name of Business / Corporation (in English)												
<input type="checkbox"/> 法團名稱 (中文) Name of Business / Corporation (in Chinese)												
<input type="checkbox"/> 電郵地址 E-mail Address												
<input type="checkbox"/> 辦事處電話號碼 Office Telephone No.												
<input type="checkbox"/> 辦事處傳號碼 Office Fax No.												

<input checked="" type="checkbox"/> 已改變的法團的註冊地址 (請隨附更改地址的證明文件)																		
Changed Registered Address of the Corporation (Please attach copy of supporting documents for the change of address)																		
*室 / 店舖號碼 *Flat / Room / Shop No.	0	8	樓 Floor					2	8	座 Block No.			5					
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.	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					



香港海關
CUSTOMS AND EXCISE DEPARTMENT

附件 4
Annex 4

表格 6
具報詳情改變

Form 6
Notification of Changes in Particulars

(請選擇需要修改的項目並在有關的方格內加上「✓」號及填上更新的資料。如某項目欄所提供的空位不敷應用，請另紙填寫。)
(Please select the item(s) that have to be amended by putting a tick in the square box and fill in the revised information and use separate sheet if the space provided for a particular item is insufficient.)

具報接任成為持牌人/ 卸任作為持牌人的合夥人 / 董事 / 最終擁有人的詳情
Notification of Particulars of the Incoming / Outgoing of Licensee's Partner/Director/Ultimate Owner

改變的生效日期 (日/月/年) Effective Date of the change (dd/mm/yyyy)	0 5 0 9 2 0 1 2
--	-----------------

<input type="checkbox"/> 接任成為持牌人的合夥人 / 董事 / 最終擁有人 (屬個人) 的詳情 Particulars of the Incoming of Licensee's Partner/Director/Ultimate owner who is an individual	
姓名(*先生/太太/小姐/女士) Name (*Mr/Mrs/Miss/Ms)	<input type="text"/>
<small>先填寫姓氏再填寫名字 Surname first then other names</small>	
香港身份證 / 旅遊證件號碼* HKID / Travel Document No.*	<input type="text"/>
身分 Status	<input type="checkbox"/> 合夥人 Partner <input type="checkbox"/> 董事 Director <input type="checkbox"/> 最終擁有人 Ultimate owner
請夾附以下證明文件： - Please attach the following supporting documents:-	
<input type="checkbox"/> 海關關長批准加入成為持牌人的合夥人 / 董事 / 最終擁有人的函件 Approval letter from the Commissioner of Customs & Excise for the addition of licensee's partner / director / ultimate owner <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	

<input checked="" type="checkbox"/> 接任成為持牌人的法團合夥人 / 董事 的詳情 Particulars of the Incoming Licensee's Corporate Partner/Director	
法團名稱(英文) Name of Corporation (in English)	G O O D P A R T N E R C O M P A N Y L T D
商業登記號碼 Business Registration No.	1 1 1 1 1 1 1 1 - 0 0 0
身分 Status	<input type="checkbox"/> 合夥人 Partner <input checked="" type="checkbox"/> 董事 Director
請夾附以下證明文件： - Please attach the following supporting documents:-	
<input checked="" type="checkbox"/> 海關關長批准加入為合夥人 / 董事的函件 Approval letter from the Commissioner of Customs & Excise for the addition of partner / director <input checked="" type="checkbox"/> 秘書及董事更改通知書(委任 / 離任)(表格 D2A) 的複本 A copy of the Notification of Change of Secretary and Director (Form D2A)	



香港海關
CUSTOMS AND EXCISE DEPARTMENT

附件 4

表格 6
具報詳情改變

Annex 4

Form 6
Notification of Changes in Particulars

(請選擇需要修改的項目並在有關的方格內加上「✓」號及填上更新的資料。如某項目欄所提供的空位不敷應用，請另紙填寫。)
(Please select the item(s) that have to be amended by putting a tick in the square box and fill in the revised information and use separate sheet if the space provided for a particular item is insufficient.)

卸任作為持牌人的合夥人 / 董事 / 最終擁有人 (屬個人) 的詳情
Particulars of the Outgoing of licensee's Individual Partner / Director / Ultimate owner

姓名(*先生/太太/小姐/女士) Name (*Mr/Mrs/Miss/Ms)										
	<small>先填寫姓氏再填寫名字 Surname first then other names</small>									
*香港身份證 / 旅遊證件號碼 *HKID / Travel Document No.										
請夾附以下證明文件： - Please attach the following supporting documents:-										
<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										

卸任作為持牌人的法團合夥人 / 董事 的詳情
Particulars of the Outgoing of licensee's Corporate Partner / Director

法團名稱(英文) Name of Corporation (in English)										
商業登記號碼 Business Registration No.										
請夾附以下證明文件： - Please attach the following supporting documents:-										
<input type="checkbox"/> 秘書及董事辭職通知書 (表格 D4) 的複本 A copy of the Notification of Resignation of Secretary and Director (Form D4)										



香港海關
CUSTOMS AND EXCISE DEPARTMENT

附件 5
Annex 5

表格 6
具報詳情改變

Form 6
Notification of Changes in Particulars

(請選擇需要修改的項目並在有關的方格內加上「✓」號及填上更新的資料。如某項目欄所提供的空位不敷應用，請另紙填寫。)
(Please select the item(s) that have to be amended by putting a tick in the square box and fill in the revised information and use separate sheet if the space provided for a particular item is insufficient.)

具報持牌人 / 持牌人的合夥人 / 董事 / 最終擁有人的「適當人選」狀況改變

Notification of Change in "Fit and Proper" Status of Licensee / Licensee's Partners / Directors / Ultimate Owners

<input checked="" type="checkbox"/> 個人的「適當人選」狀況所改變的詳情 Particulars of the Individual whose "Fit and Proper" status has been changed	
<input type="checkbox"/> 持牌人 Licensee	<input type="checkbox"/> 持牌人的合夥人 Licensee's Partner
<input type="checkbox"/> 持牌人的董事 Licensee's Director	<input checked="" type="checkbox"/> 持牌人的最終擁有人 Licensee's Ultimate owner
姓名(*先生/太太/小姐/女士) Name (*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
香港身份證號碼 (適用於香港居民) Hong Kong Identity Card No. (for Hong Kong resident)	A 1 2 3 4 5 6 (3)
旅遊證件號碼 (適用於非香港居民) Travel Document No. (for non-Hong Kong resident)	(e.g. passport)
具報事項 Matters to be notified	
<input checked="" type="checkbox"/> 除交通違例事項外，上述人士在香港或別處地方曾被定罪 The person mentioned above has been convicted of an offence, other than a traffic offence, in Hong Kong or elsewhere	2 8 0 8 2 0 1 2 日D 日D 月M 月M 年Y 年Y 年Y 年Y
<input type="checkbox"/> 上述人士曾被頒佈破產及破產仍未被解除? The person mentioned above has been adjudged bankrupt and not yet been discharged?	日D 日D 月M 月M 年Y 年Y 年Y 年Y
<input type="checkbox"/> 上述人士是第 6 章《破產條例》下的破產程序的標的 The person mentioned above is the subject of any bankruptcy proceedings under the Bankruptcy Ordinance (Cap. 6)	日D 日D 月M 月M 年Y 年Y 年Y 年Y

請夾附以下證明文件(於會面時遞交):- Please attach the following supporting documents (於會面時遞交):-
<input checked="" type="checkbox"/> 已填妥的狀況改變的持牌人/持牌人的合夥人/董事/最終擁有人適當人選聲明表格 3A 連同附錄 I 及 II Completed Fit and Proper Person Declaration Form 3A together with Appendices I & II of Licensee / Licensee's Partners / Directors / Ultimate Owners whose status has been changed. (填寫表格 3A 的詳情，請參閱表格 3A 的填表須知。) (For details of how to complete Forms 3A, please refer to the relevant Guidance Notes.)



香港海關
CUSTOMS AND EXCISE DEPARTMENT

附件 5

Annex 5

表格 6
具報詳情改變

Form 6
Notification of Changes in Particulars

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(Please select the item(s) that have to be amended by putting a tick in the square box and fill in the revised information and use separate sheet if the space provided for a particular item is insufficient.)

<input type="checkbox"/> 法團合夥人 / 董事的「適當人選」狀況所改變的詳情 Particulars of the Corporate Partner / Director of which the "Fit and Proper" status has been changed	
<input type="checkbox"/> 持牌人的合夥人 Licensee's Partner	<input type="checkbox"/> 持牌人的董事 Licensee's Director
<input type="checkbox"/> 持牌人的最終擁有人 Licensee's Ultimate owner	
法團名稱 Name of Corporation	
商業登記號碼 Business Registration No.	
具報事項 Matters to be notified	*定罪/清盤令/自動清盤日期 Date of *conviction / winding-up order/ voluntary winding-up
<input type="checkbox"/> 上述公司在香港或別處地方曾被定罪 The company mentioned above has been convicted of an offence in Hong Kong or elsewhere	日D 日D 月M 月M 年Y 年Y 年Y 年Y
<input type="checkbox"/> 上述公司正在清盤 The company mentioned above is in liquidation	日D 日D 月M 月M 年Y 年Y 年Y 年Y
<input type="checkbox"/> 上述公司是清盤令的標的或已就該公司委任接管人 The company mentioned above is the subject of a winding up order or there is a receiver appointed in relation to it	日D 日D 月M 月M 年Y 年Y 年Y 年Y

請夾附以下文件 (與申請表格一併遞交):- Please attach the following supporting documents (submitted together with the application form):-
<input type="checkbox"/> 已填妥狀況改變的法團合夥人 / 董事的適當人選聲明表格 3B Completed Fit and Proper Person Declaration Form 3B of the corporate Partner / Director of which the "Fit and Proper" status has been changed. (填寫表格 3B 的詳情，請參閱表格 3B 的填表須知。) (For details of how to complete Forms 3B, please refer to the relevant Guidance Notes.)



香港海關
CUSTOMS AND EXCISE DEPARTMENT

附件 6

Annex 6

表格 6
具報詳情改變

Form 6
Notification of Changes in Particulars

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(Please select the item(s) that have to be amended by putting a tick in the square box and fill in the revised information and use separate sheet if the space provided for a particular item is insufficient.)

具報刪除 / 加入用以經營持牌人的金錢服務的銀行帳戶

Notification of Deletion / Addition of Bank Account used for operating the Licensee's Money Service

<input checked="" type="checkbox"/> 刪除用以經營持牌人的金錢服務的銀行帳戶的詳情 Particulars of the Deletion of bank account used for operating the Licensee's Money Service																						
改變的生效日期 Effective Date of the change	1	5	0	8	2	0	1	2														
	日	日	月	月	年	年	年	年														
帳戶名稱 Name of Account Holder	K	A	M		W	I	N	G	F	U												
銀行名稱 Name of Bank	B	A	N	K		O	F		G	O	B	A	L		L	T	D					
帳戶號碼 Account No.	0	1	1	-	1	3	3	-	5	8	7	9	-	0	1							
理由 Reasons	<input type="checkbox"/> 結束帳戶 Closed												<input checked="" type="checkbox"/> 商業理由 Commercial reason					<input type="checkbox"/> 主管當局下令凍結帳戶 Ordered to be frozen by a competent authority				

<input checked="" type="checkbox"/> 加入用以經營持牌人的金錢服務的銀行帳戶的詳情 Particulars of the Addition of bank account used for operating the Licensee's Money Service																											
改變的生效日期 Effective Date of the change	1	5	0	8	2	0	1	2																			
	日	日	月	月	年	年	年	年																			
帳戶名稱 Name of Account Holder	K	A	M		C	H	I	N	S	H	E	N	G		M	O	N	E	Y	S	E	R	V	I	C	E	S
	C	O	M	P	A	N	N	Y																			
銀行名稱 Name of Bank	B	A	N	K		O	F		G	O	B	A	L		L	T	D										
帳戶號碼 Account No.	0	1	1	-	1	3	3	-	5	5	5	5	-	0	5												