CUSTOMS AND EXCISE DEPARTMENT

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

Guidance Notes

Form 6

Notification of Changes in Particulars
# Table of Contents

## A General Information Page No.
1. Introduction (2)
2. Change of particulars under Money Service Operator (MSO) Licence (2)
3. Notification of Changes (3)
4. Processing of Notification (3)

## B Notes on How to Complete the Application Form
5. Completing the Notification Form (4)
6. Declaration by the person who submits this notification form (4)
7. Fill in Annex (4)
8. Specimen of a Completed Notification Form 6 (5)

## C Personal Information Collection Statement
9. Purpose of Collection (6)
10. Classes of Transferees (6)
11. Access to Personal Data (6)
12. Enquiries to Personal Data (6)

## D General Enquiry (7)

**Appendix**

A Specimen of Completed Form 6 – Notification of Changes in Particulars (8)
1. **Introduction**

Under Section 40 of the Anti-Money Laundering and Counter-Terrorist Financing 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) Principal (Correspondence) Address
   (d) 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 mixed commercial and residential 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**

(vii) **Information of Local place for storage of books and records and Local management office**

(viii) **Particulars of the Licensee's Compliance Officer and Money Laundering Reporting Officer**
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 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.

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.

4.6 If a licensee operating a money service at particular premises wishes to make a change to operation of a money service without particular premises, the licensee needs to submit an application to notify the CCE of the cessation of its existing business and submit a new application to apply for a licence to operate a money service without particular premises.

If a licensee wishes to change the nature of money service business, e.g. money changing service to remittance service, the licensee is required to file a written submission with the CCE for a review of its fit and proper status for the provision of the proposed money service.
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) 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.
   (d) 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 or 7 and relevant supporting documents**

   Particulars of change in particulars of Premises
   (a) Business Premises Information [please fill in Annex 2]
   (b) Contact information [please fill in Annex 2]
   (c) Information of other business being run in the premises [please fill in Annex 2]
   (d) Change in occupants of mixed commercial and residencial premises [please fill in Annex 2]
   (e) Local Management Office (applicable to licensees without any particular premises for money service business) [please fill in Annex 7]
   (f) Local place for storage of books and records [please fill in Annex 7]

   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
   (b) 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.

7.7  **For the following changes, please fill in and return Annex 8 and relevant supporting documents**

Notification of change in the licensee’s Compliance Officer/Money Laundering Reporting Officer
   (a) Particulars of licensee's compliance officer and money laundering reporting officer
   (b) Incoming/Outgoing of licensee's compliance officer and money laundering reporting officer

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 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 https://eservices.customs.gov.hk/MSOS/index?request.locale=en 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: 2707 7837 (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
Units 1218-1222, 12/F., Nan Fung Commercial Centre
19 Lam Lok Street, Kowloon Bay, Kowloon

WARNING

(1) Please read the Guidance Notes carefully before completing the Notification Form. The data provided in the notification from 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 Ordinance or if necessary, seek assistance from your legal advisor.
**Notification of Changes in Particulars under Money Service Operator Licence**

This is to notify the Commissioner of Customs and Excise  
KAM CHIN SHENG COMPANY  
(Licensee’s Business / Corporation)  
(Money Service Operator (MSO) Licence No.: 12-04-03333) 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:

<table>
<thead>
<tr>
<th>(A)</th>
<th>For the following changes, please fill in and return Annex 1.</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>□ 業務 / 法團名稱</td>
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<tr>
<td></td>
<td>□ 業務 / 分行名稱</td>
</tr>
<tr>
<td></td>
<td>□ 主要地址</td>
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<tr>
<td></td>
<td>□ 聯絡資料</td>
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<thead>
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<th>For the following changes, please fill in and return Annex 2.</th>
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<td>✔ 營業處所的資料</td>
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<tr>
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<td>□ 營業處所的電話及傳真號碼</td>
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<tr>
<td></td>
<td>□ 在營業處所經營的其他業務的資料</td>
</tr>
<tr>
<td></td>
<td>✔ 混合商業及住宅處所的佔用人</td>
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<th>(C)</th>
<th>For the following changes, please fill in and return Annex 3.</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>✔ 持牌人 / 持牌人的合夥人 / 董事 / 最終擁有人的詳情</td>
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<thead>
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<td>✔ 接任成為持牌人合夥人 / 董事 / 最終擁有人</td>
</tr>
<tr>
<td></td>
<td>□ 卸任作為持牌人合夥人 / 董事 / 最終擁有人</td>
</tr>
</tbody>
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* 請删除不適用者 *  Please delete as appropriate

<table>
<thead>
<tr>
<th>附錄 A</th>
<th>Appendix A</th>
</tr>
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<tbody>
<tr>
<td>Specimen</td>
<td>Specimen</td>
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</table>

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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

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

請用正楷及黑色筆填寫表格。填寫本表格前，請先閱讀填表須知及牌照指引。
Please fill in the form in capital letter and black ink and read the Guidance Notes and Licensing Guide before completing this form.

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

具報具體 enamel 魚子牌照的登記詳情
Notification of Changes in Particulars under Money Service Operator Licence

現具報海關關長 KAM CHIN SHENG COMPANY
(Holder’s Business / Corporation)

(金錢服務經營者牌照號碼： 12-04-03333)

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 KAM CHIN SHENG COMPANY

(Licensee’s Business / Corporation)  
(Money Service Operator (MSO) Licence No.: 12-04-03333) 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:

---

【注意】

在本表格填寫資料時，如有空格，請以“/”隔開，並於最後一個字添加“/”。

【注意】

凡於此表格內填報資料屬虛構，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.
表格 6
具 報 詳 情 改 變
Form 6
Notification of Changes in Particulars

(E) 關於以下改變，請填寫及交回附件 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

(F) 關於以下改變，請填寫及交回附件 6
☒ 刪除用以經營金錢服務的銀行帳戶
☒ 加入用以經營金錢服務的銀行帳戶

(G) 關於以下改變，請填寫及交回附件 7
☒ 本地儲存帳目及紀錄地點的資料
☐ 本地管理辦事處的資料

(H) 關於以下改變，請填寫及交回附件 8
☒ 合規主任的詳情
☒ 洗錢報告主任的詳情

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

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 1,2,3,4,5,6,7,8 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 1,2,3,4,5,6,7,8 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. 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 CHIN SHENG
(*Signature of the licensee / authorized person of the licensed partnership / corporation and company chop)

KAM CHIN SHENG
(Name in block letters)

Z123456(1)
(HKID No. / Travel Doc. No.)

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

98759875
(Contact Tel. No.)

01/09/2021
(Date)

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

(a) the sole proprietor, if the licensee is a sole proprietorship;
(b) the partner authorized in writing by every partner, if the licensee is a partnership. The authorization letter should be attached;
(c) 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.

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

Money Service Supervision Bureau Customs and Excise Department
Units 1218-1222, 12/F., Nan Fung Commercial Centre, 19 Lam Lok Street, Kowloon Bay, Kowloon
### Notification of Changes in Particulars

**Form 6**

| Effective Date of the change (dd/mm/yyyy) | 3 1 0 8 2 0 2 1 |

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

| Name of Business / Corporation (in Italian) (as shown in the Business Registration Certificate) |
| Name of Business / Corporation (in Spanish) (as shown in the Business Registration Certificate) |

| Business / Branch Name (in English) (as shown in the Business Registration Certificate) |
| Business / Branch Name (in Chinese) (as shown in the Business Registration Certificate) |

| Business / Branch Name (in French) (as shown in the Business Registration Certificate) |
| Business / Branch Name (in Italian) (as shown in the Business Registration Certificate) |
| Business / Branch Name (in Spanish) (as shown in the Business Registration Certificate) |

### Supporting Documents

- A copy of the new Business Registration Certificate
- A copy of the Certificate of Change of Name
- A copy of the new Business Registration Certificate
- A copy of the Certificate of Change of Name

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

請在適當方格內加上 "✓" 號及填入更新的資料。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.
<table>
<thead>
<tr>
<th>香港海關</th>
<th>CUSTOMS AND EXCISE DEPARTMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>表格6</td>
<td>Annex 1</td>
</tr>
<tr>
<td>具報詳情改變</td>
<td>Form 6</td>
</tr>
<tr>
<td>Notification of Changes in Particulars</td>
<td></td>
</tr>
</tbody>
</table>

**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 | 樓/Floor | 座/Block No. |
| Flat/Room/Shop/Booth & Hall No. | | |
| 大厦名稱 | Building Name | |
| *屋邨/屋苑名稱 | *Estate / Court Name | |
| 門牌號碼 | Street No. | 街道名稱 | Street Name |
| 地區 (例如灣仔) | District (e.g. Wanchai) | 香港 | KLN | NT |

請附以下證明文件：
Please attach the following supporting document:

- 新的商業登記證複本
  A copy of the new Business Registration Certificate

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.)

**聯繫資料**
Contact Information

| 業務網址 | Business Website Address |
| 電郵地址 | E-mail Address |
| K C S M C @ G M A I L . C O M |
| 辦事處電話號碼 | Office Telephone No. |
| 3 4 1 2 3 4 1 2 |
| 辦事處傳真號碼 | Office Fax No. |
| 3 6 6 6 2 2 2 2 |

重要事項：
(a) 如持牌人業務/法團的狀況改變，例如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。
(b) 如持牌人有意改變金錢服務業務性質，例如從貨幣兌換服務轉為匯款服務，持牌人須向關長遞交書面陳詞，供關長檢視其擬提供的金錢服務的適當人選資格。

IMPORTANT:
(a) 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.
(b) If a licensee wishes to change the nature of money service business, e.g. money changing service to remittance service, the licensee is required to file a written submission with the CCE for a review of its fit and proper status for the provision of the proposed money service.
## Notification of Change in Particulars of Business Premises

**Particulars in relation to the following business premises have been changed**

<table>
<thead>
<tr>
<th>商業登記號碼</th>
<th>Business Registration Number</th>
<th>1</th>
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<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
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<th>0</th>
<th>0</th>
</tr>
</thead>
<tbody>
<tr>
<td>改變的生效日期</td>
<td>Effective Date of the change (dd/mm/yyyy)</td>
<td>3</td>
<td>1</td>
<td>0</td>
<td>8</td>
<td>2</td>
<td>0</td>
<td>2</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Business premises information

- **經營金錢服務的處所類別：**
  - [ ] 商業處所
  - [ ] 混合商業及住宅處所

- **營業處所的面積**
  - (平方米) (m²)

### Contact information

- 電話號碼
- 傳真號碼

### Information of other business being run in this premises

- **有否其他業務在此處所內經營?** (not applicable for adding business premises in trade fair / exhibition venue)
  - [ ] Yes
  - [ ] No

  (If Yes, please provide the following details)

- 請提供共用營業處所的業務的以下資料：—
- Run by the licensee’s company, the nature of business is:-
<table>
<thead>
<tr>
<th>業務 / 法團名稱</th>
<th>Name of Business / Corporation</th>
</tr>
</thead>
<tbody>
<tr>
<td>名稱</td>
<td>名稱</td>
</tr>
<tr>
<td>性質</td>
<td>性質</td>
</tr>
<tr>
<td>Nature of Business</td>
<td>Nature of Business</td>
</tr>
<tr>
<td>業務性質</td>
<td>Nature of Business</td>
</tr>
<tr>
<td>商業登記號碼</td>
<td>Business Registration Number</td>
</tr>
<tr>
<td>Name of Business / Corporation</td>
<td></td>
</tr>
<tr>
<td>Please specify:</td>
<td></td>
</tr>
<tr>
<td>Business Registration Number</td>
<td></td>
</tr>
</tbody>
</table>

混合商業及住宅處所的佔用人資料
Change in occupants of mixed commercial and residential 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.

<table>
<thead>
<tr>
<th>遷入的佔用人姓名</th>
<th>遷出的佔用人姓名</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Incoming Occupants</td>
<td>Name of Outgoing Occupants</td>
</tr>
<tr>
<td>CHEUNG CHI MING</td>
<td>CHAN WAI MAN</td>
</tr>
<tr>
<td>(1)</td>
<td>(1)</td>
</tr>
<tr>
<td>(2)</td>
<td>(2)</td>
</tr>
<tr>
<td>(3)</td>
<td>(3)</td>
</tr>
<tr>
<td>(4)</td>
<td>(4)</td>
</tr>
</tbody>
</table>
**Notification of Change in Particulars of the Licensee's Partner/Director/Ultimate owner who is an Individual**

<table>
<thead>
<tr>
<th>Name (*Mr/Mrs/Miss/Ms)</th>
<th>K A M W I N G K W A I</th>
</tr>
</thead>
<tbody>
<tr>
<td>HKID / Travel Document No.*</td>
<td>A 1 2 3 4 5 6 ( 3 )</td>
</tr>
<tr>
<td>Status</td>
<td>ấ獨資經營者 Sole proprietor ☑ 合夥人 Partner  ❌ 董事 Director ❌ 最終擁有人 Ultimate owner</td>
</tr>
<tr>
<td>Effective Date of the change (dd/mm/yyyy)</td>
<td>3 1 0 8 2 0 2 1</td>
</tr>
</tbody>
</table>

**Changd Particulars of the Individual (Please attach copy of supporting documents)**

- **英文姓名 (*Mr/Mrs/Miss/Ms)**
- **中文姓名 (if applicable)**
- **別名 (if any)**
- **中文電碼 (if applicable)**
- **國籍**
- **教育程度 Education Level**
- **旅遊證件類別 (example: passport)**
- **旅遊證件號碼 Travel Document No.**
- **簽發日期 Date of Issue**
- **屆滿日期 Date of Expiry**
- **簽發國家 / 地點 Country / Place of Issue**

* 請删去不適用者 * Please delete as appropriate
### Notification of Changes in Particulars

(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.)

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

<table>
<thead>
<tr>
<th>Particulars of the following Corporation which particulars have been changed</th>
<th>HAPPY EXCHANGE LIMITED</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>商業登記證號碼</strong></td>
<td>33221100-000</td>
</tr>
<tr>
<td><strong>身分</strong></td>
<td>☑ 合夥人 / Partner ☐ 董事 / Director</td>
</tr>
<tr>
<td><strong>改變的生效日期</strong></td>
<td>31082021</td>
</tr>
</tbody>
</table>

####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）

(Please attach copy of supporting documents for the change of name)

<table>
<thead>
<tr>
<th>法團名稱 (英文)</th>
<th>Name of Business / Corporation (in English)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>法團名稱 (中文)</th>
<th>Name of Business / Corporation (in Chinese)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>電郵地址</th>
<th>E-mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>辦事處電話號碼</td>
<td>Office Telephone No.</td>
</tr>
<tr>
<td>辦事處傳號碼</td>
<td>Office Fax No.</td>
</tr>
</tbody>
</table>

#### 已改變的法團的註冊地址（請隨附地址的證明文件）

(Please attach copy of supporting documents for the change of address)

<table>
<thead>
<tr>
<th><strong>地區 (例如灣仔)</strong></th>
<th>District (e.g. Wanchai)</th>
<th>CENTRAL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>幢 / 座號碼</strong></td>
<td>Flat / Room / Shop No.</td>
<td>08</td>
</tr>
<tr>
<td><strong>樓層</strong></td>
<td>Floor</td>
<td>28</td>
</tr>
<tr>
<td><strong>大廈名稱</strong></td>
<td>Building Name</td>
<td>HAPPY MANSION</td>
</tr>
<tr>
<td><strong>屋邨 / 庭苑名稱</strong></td>
<td>Estate / Court Name</td>
<td></td>
</tr>
<tr>
<td><strong>門牌號碼</strong></td>
<td>Street No.</td>
<td>A</td>
</tr>
<tr>
<td><strong>街道名稱</strong></td>
<td>Street Name</td>
<td>E</td>
</tr>
</tbody>
</table>

**香港 HK ☐ 九龍 KLN ☐ 新界 NT ☐**

**香港特區以外 OTHER THAN HKSAR ☐**
### Notification of Changes in Particulars

#### Form 6

**Effective Date of the change**

<table>
<thead>
<tr>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>31/08/2021</td>
</tr>
</tbody>
</table>

**Particulars of the Incoming / Outgoing of Licensee’s Partner / Director / Ultimate Owner**

**Particulars of the Incoming of Licensee’s Partner/Director/Ultimate owner who is an individual**

<table>
<thead>
<tr>
<th>Name (*Mr/Mrs/Miss/Ms)</th>
<th>Surname first then other names</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| HKID / Travel Document No.* | D 2 3 0 0 1 1 ( 9 ) |

- **Status**
  - Partner
  - Director
  - Ultimate owner

- **Please attach the following supporting documents:**
  - Approval letter from the Commissioner of Customs & Excise for the addition of partner / director / ultimate owner
  - A copy of extract of information on the Business Register / A copy of the Notice of Change of Company Secretary and Director (Appointment/Cessation) (ND2A)

**Particulars of the Incoming Licensee’s Corporate Partner/Director**

<table>
<thead>
<tr>
<th>Name of Corporation (in English)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Business Registration No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>-</td>
</tr>
</tbody>
</table>

- **Status**
  - Partner
  - Director

- **Please attach the following supporting documents:**
  - Approval letter from the Commissioner of Customs & Excise for the addition of partner / director
  - A copy of the Notice of Change of Company Secretary and Director (Appointment/Cessation) (ND2A)
| 香港海關  
CUSTOMS AND EXCISE DEPARTMENT  
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白不敷應用，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) |
| *香港身份證 / 旅遊證件號碼  
*HKID / Travel Document No. |
| 身分  
Status |
| □ 合夥人  
Partner |
| □ 董事  
Director |
| □ 最終擁有人  
Ultimate owner |

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

| □ 商業登記冊內資料的摘錄複本 / 公司秘書及董事辭職通知書 (ND4) 的複本  
A copy of extract of information on the Business Register / A copy of the Notice of Resignation of Company Secretary and Director (ND4) |

| □ 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:

| □ 公司秘書及董事辭職通知書 (ND4) 的複本  
A copy of the Notice of Resignation of Company Secretary and Director (ND4) |
香海関
CUSTOMS AND EXCISE DEPARTMENT
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

☑ 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

<table>
<thead>
<tr>
<th>持牌人</th>
<th>持牌人的合夥人</th>
<th>董事</th>
<th>最終擁有人</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name (*Mr/Mrs/Miss/Ms)</td>
<td>K A M W I N G K W A I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>香港身份證號碼 (適用於香港居民)</td>
<td>A 1 2 3 4 5 6 ( 7 )</td>
<td></td>
<td></td>
</tr>
<tr>
<td>旅遊證件號碼 (適用於非香港居民)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

☑ 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 in Hong Kong or elsewhere

☑ 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?

☑ 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)

請附以下證明文件 (於會面時遞交):
Please attach the following supporting documents (於會面時遞交):
☑ 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.

(For details of how to complete Forms 3A, please refer to the relevant Guidance Notes.)
### Notification of Changes in Particulars

**Form 6**

**Customs and Excise Department**

(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。如有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.)

| ☐ | 法團合夥人 / 董事的 "適當人選" 狀況所改變的詳情 |
| ☐ | 部分 the Corporate Partner / Director of which the “Fit and Proper” status has been changed |
| ☐ | 持牌人的合夥人 |
| ☐ | Licensee’s Partner |
| ☐ | 持牌人的董事 |
| ☐ | Licensee’s Director |
| ☐ | 持牌人的最終擁有人 |
| ☐ | Licensee’s Ultimate owner |

#### 具報事項

**Matters to be notified**

| ☐ | 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 |
| ☐ | Date of conviction / winding-up order / voluntary winding-up |

| ☐ | 上述公司正在清盤 |
| ☐ | The company mentioned above is in liquidation |
| ☐ | Date of winding-up |

| ☐ | 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 |
| ☐ | Date |

**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):

| ☐ | 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. |

(For details of how to complete Forms 3B, please refer to the relevant Guidance Notes.)
附件 6

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

### Particulars of the Deletion of bank account used for operating the Licensee’s Money Service

<table>
<thead>
<tr>
<th>改變的生效日期</th>
<th>2008-2-21</th>
</tr>
</thead>
<tbody>
<tr>
<td>帳戶名稱</td>
<td>KAM WING KWA I</td>
</tr>
<tr>
<td>銀行名稱</td>
<td>BANK OF GLOBE LTD</td>
</tr>
<tr>
<td>帳戶號碼</td>
<td>012-323-6611-01</td>
</tr>
<tr>
<td>理由</td>
<td>商業理由</td>
</tr>
</tbody>
</table>

### Particulars of the Addition of bank account used for operating the Licensee’s Money Service

<table>
<thead>
<tr>
<th>改變的生效日期</th>
<th>2008-2-21</th>
</tr>
</thead>
<tbody>
<tr>
<td>帳戶名稱</td>
<td>KAM CHIN SHENG COMPANY</td>
</tr>
<tr>
<td>銀行名稱</td>
<td>ABC BANK LTD</td>
</tr>
<tr>
<td>帳戶號碼</td>
<td>044-660-5522-01</td>
</tr>
</tbody>
</table>

請夾附以下證明文件：

- 由銀行發出證明持有銀行帳戶的文件，例如由持牌人持有擬加入用作經營金錢服務的銀行帳戶結單副本
- 確認由持牌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

**重要事項：**

用以經營金錢服務的銀行帳戶必須以持牌人、其合夥人、董事或最終擁有人名義持有。

**IMPORTANT:**

The holder of bank account(s) used for operating the money service must be in the name of the licensee, its partner, director or ultimate owner.
### Notification of Change in Information of Local place for storage of books and records / Local management office

**本地儲存帳目及紀錄地點**

**Local place for storage of books and records**

<table>
<thead>
<tr>
<th>改變的生效日期</th>
<th>25082021</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>地址 (請用英文填寫)</th>
<th>Address (Please complete in English)</th>
</tr>
</thead>
<tbody>
<tr>
<td>室/店鋪編號</td>
<td>Flat / Room / Shop No.</td>
</tr>
<tr>
<td>大廈名稱</td>
<td>Building Name</td>
</tr>
<tr>
<td>栋 / 樓</td>
<td>Floor</td>
</tr>
<tr>
<td>座 / Block No.</td>
<td></td>
</tr>
<tr>
<td>街名</td>
<td>Street Name</td>
</tr>
<tr>
<td>參考門牌號碼</td>
<td>Street No.</td>
</tr>
<tr>
<td>地區 (例如: Wanchai)</td>
<td>District</td>
</tr>
</tbody>
</table>

**本地儲存帳目及紀錄地點的處所類別：**

- 商業處所
- 混合商業及住宅處所

**請夾附以下證明文件：**

- 该處所的已蓋監印租約或業權紀錄的複本
- 该處所的平面圖
- 兩張顯示該處所外部及內部的4R照片
- 由業主發出容許將該處所用作本地儲存帳目及紀錄地點的同意書複本

- 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
**Notification of Changes in Particulars**

<table>
<thead>
<tr>
<th>Local management office</th>
<th>(Only applicable for licensee who operates money service without particular premises)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Effective Date of the change</strong></td>
<td><em>DD / MM / YY</em></td>
</tr>
</tbody>
</table>

**Address (Please complete in English)**

- **Flat / Room / Shop No.**
- **Building Name**
- **Street No.**
- **Street Name**
- **District** (e.g. Wanchai)
- **Business Registration No.**
- **Telephone No.**
- **Fax No.**

**Type of premises where the Local management office is located:**
- **Commercial premises**
- **Mixed commercial and residential premises**

**Please attach the following supporting documents:**
- 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 valid Business Registration Certificate
- A copy of letter issued by the landlord to the applicant permitting the premises to be used for local management office

* Please delete as appropriate
### Notification of Changes in Particulars

**Form 6**

**Notification of Change in Particulars of the Licensee’s Compliance Officer (“CO”) / Money Laundering Reporting Officer (“MLRO”)**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Effective Date of the change</strong> (dd/mm/yyyy)</td>
<td>21082021</td>
</tr>
</tbody>
</table>

### Changed Particulars of the Licensee’s Compliance Officer / Money Laundering Reporting Officer

- **Name in English**: KAM WING
- **Name in Chinese**: 金永仁
- **Hong Kong Identity Card No.** A123456 (0)
- **Travel Document Type**: Passport
- **Travel Document No.**: EA123456
- **Position in Company**: Manager
- **Date of Appointment (dd/mm/yyyy)**: 21082021
- **Contact Telephone No.**: 99112233
- **Education Level**: Secondary level
- **Status**: Compliance Officer

### Please attach the following supporting documents:

- A copy of valid employment contracts and Hong Kong Identity Card of CO and MLRO
- A copy of residential address proof of CO and MLRO

### Outgoing of Licensee’s Compliance Officer / Money Laundering Reporting Officer

- **Name**: CHAN S I U M I N G
- **HKID / Travel Document No.**: B2345678 (0)
- **Status**: Compliance Officer

---

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

請在適當方格內加上 "√" 號 Please "✓" as appropriate

CED 404 (Rev.08/2021)