



# 香港海關 CUSTOMS AND EXCISE DEPARTMENT

## 持牌金錢服務經營者的補充資料表格 Supplementary Information Sheet for Licensed Money Service Operators

香港海關專用

For Official Use Only

Receipt Date: \_\_\_\_\_

Sheet No. \_\_\_\_\_

Data Input date: \_\_\_\_\_

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

請用正楷及黑色筆填寫表格。

Please fill in the form in capital letter and black ink.

#### 第 1 部 - 持牌金錢服務經營者的一般資料

##### Part 1 - General Information of the Licensed Money Service Operator (MSO)

金錢服務經營者牌照號碼 MSO Licence No.	
業務 / 法團名稱 (英文) Name of Business / Corporation (in English)	
業務 / 法團名稱 (中文) Name of Business / Corporation (in Chinese)	
商業登記號碼 Business Registration No.	-

#### 第 2 部 - 持牌金錢服務經營者委任的合規主任的詳情 [見於註 1]

##### Part 2 - Particulars of the Compliance Officer (CO) appointed by the Licensed MSO [see Note 1]

英文姓名(*先生/太太/小姐/女士) Name in English (*Mr/Mrs/Miss/Ms)	(先寫姓氏後寫名字 Surname first then other names)												
中文姓名(如適用) Name in Chinese (if applicable)													
香港身份證號碼 <u>或</u> Hong Kong Identity Card No. <u>or</u>	( )												
旅遊證件 Travel Document	類別 Type	<input type="checkbox"/> 護照 <input type="checkbox"/> 其他，請註明：— Passport      Others, please specify:- _____											
	號碼 No.												
<input type="checkbox"/> 獨資經營者兼任 Sole Proprietor serves as CO	<input type="checkbox"/> 合夥人兼任 Partner serves as CO	<input type="checkbox"/> 董事兼任 Director serves as CO				<input type="checkbox"/> 最終擁有人兼任 Ultimate Owner serves as CO				<input type="checkbox"/> 僱員 Employee			
在公司擔任的職位 Position in Company													
受聘日期 (日/月/年) Date of Appointment (dd/mm/yyyy)						聯絡電話號碼 Contact Telephone No.							
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:- _____												

註： 如有超過 1 名合規主任，請影印本頁，以填寫其他合規主任的詳情。

Remarks: If you have more than one Compliance Officer (CO), please make a photocopy of this page for filling in the particulars of the other CO.



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**第 3 部 - 持牌金錢服務經營者委任的洗錢報告主任的詳情 [見於註 1]**  
**Part 3 - Particulars of the Money Laundering Reporting Officer (MLRO) appointed by the Licensed MSO**  
[see Note 1]

<p>請述明持牌金錢服務經營者所委任的<b>合規主任</b>是否同時獲委任為<b>洗錢報告主任</b>：— Please indicate whether the <b>CO</b> appointed by the Licensed MSO is also appointed as the <b>MLRO</b>:-</p> <p><input type="checkbox"/> 是 Yes (如「是」, 請跳到第 4 部) (If 'Yes', please go to Part 4)</p> <p><input type="checkbox"/> 否 No (如「否」, 請提供洗錢報告主任的詳情) (If 'No', please provide MLRO's particulars)</p>	
英文姓名 (*先生/太太/小姐/女士) Name in English (*Mr/Mrs/Miss/Ms)	
中文姓名(如適用) Name in Chinese (if applicable)	
香港身份證號碼 或 Hong Kong Identity Card No. <u>or</u>	
旅遊證件 Travel Document	<p>類別 Type <input type="checkbox"/> 護照 <input type="checkbox"/> 其他, 請註明:— Passport Others, please specify:- _____</p> <p>號碼 No.</p>
<input type="checkbox"/> 獨資經營者兼任 Sole Proprietor serves as MLRO	<input type="checkbox"/> 合夥人兼任 Partner serves as MLRO
<input type="checkbox"/> 董事兼任 Director serves as MLRO	<input type="checkbox"/> 最終擁有人兼任 Ultimate Owner serves as MLRO
<input type="checkbox"/> 僱員 Employee	
在公司擔任的職位 Position in Company	
受聘日期 (日/月/年) Date of Appointment (dd/mm/yyyy)	聯絡電話號碼 Contact Telephone No.
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:- _____

註: 如有超過 1 名洗錢報告主任, 請影印本頁, 以填寫其他洗錢報告主任的詳情。  
Remarks: If you have more than one Money Laundering Reporting Officer (MLRO), please make a photocopy of this page for filling in the particulars of the other MLRO.

註 1: 根據打擊洗錢及恐怖分子資金籌集指引(指引)第 2.9 段, 持牌金錢服務經營者為有效執行打擊洗錢條例, 須委任一名合規主任及一名洗錢報告主任。  
Note 1: Under para. 2.9 of AMLO Guideline for MSO (Guideline), a licensed MSO should appoint a Compliance Officer and a Money Laundering Reporting Officer for effective implementation of the AMLO.



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第 4 部 - 屬合夥的持牌金錢服務經營者的資金資料 (只適用於持牌人屬合夥)

Part 4 - Partnership Funds of the Licensed MSO which is a partnership (only applicable to the licensee which is a Partnership)

請提供合夥資金的金額:-

Please provide the amount of Partnership Funds:- \$ \_\_\_\_\_

第 5 部 - 請提供有關顧客的資料

Part 5 - Please provide information relating to customer

(1) 聯絡顧客的主要方式

Main communication with customer

<input type="checkbox"/> 電郵 E-Mail	<input type="checkbox"/> 電話 Telephone	<input type="checkbox"/> 書信 Letters	<input type="checkbox"/> 面對面 Face to Face	<input type="checkbox"/> 其他，請註明：- Others, please specify:- _____
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(2) 顧客的主要居住地方

Main residence of customers

<input type="checkbox"/> 本地 Local	<input type="checkbox"/> 內地 Mainland	<input type="checkbox"/> 海外，請註明：- Overseas, please specify _____
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**第 6 部 - 在香港以外地方經營金錢服務的分行及附屬企業的資料 (只適用於香港成立的法團) [見於註 2]**  
**Part 6 – Information of Branches and Subsidiary Undertakings operating a money service outside Hong Kong**  
**(Only applicable to the corporation incorporated in Hong Kong) [see Note 2]**

- 請述明持牌金錢服務經營者有沒有在香港以外地方經營金錢服務的分行及/或附屬企業：—  
Please indicate whether the Licensed MSO has any branches and/or subsidiary undertakings operating a money service outside Hong Kong:-  
 有 Yes (  分行 branches 及 and  附屬企業 subsidiary undertakings )  
 沒有 No (如「沒有」, 請跳到第7部)  
(If 'No', please go to Part 7)
- 請述明在香港以外地方經營金錢服務的分行及附屬企業的數目：—  
Please indicate the number of branches and subsidiary undertakings operating a money service outside Hong Kong:-  
(a) 在香港以外地方經營金錢服務的分行的數目 □ □ □  
No. of branches operating a money service outside Hong Kong  
(b) 在香港以外地方經營金錢服務的附屬企業的數目 □ □ □  
No. of subsidiary undertakings operating a money service outside Hong Kong
- 在香港以外地方經營金錢服務的分行及附屬企業的註冊地址  
Registered address(es) of the Branches and Subsidiary Undertakings operating a money service outside Hong Kong  
 分行 branches  附屬企業 subsidiary undertakings

*室 / 店鋪號碼 *Flat / Room / Shop 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.	道路/街道名稱 Road/Street Name				
*地區 / 區域 District / Area					
*城市 / 市鎮 City / Town					
國家 Country					
郵政編碼 Postal Code					

備註： 如有超過 1 間在香港以外地方經營金錢服務的分行及附屬企業，請影印本頁，用以填寫其他分行及附屬企業的詳情。  
Remarks: If you have more than one branch and subsidiary undertaking operating a money service outside Hong Kong, please make a photocopy of this page for filling in the particulars of the other branches and subsidiary undertakings.

註 2： 根據指引第 2.19 段，持牌金錢服務經營者應在當地法律准許的範圍內，確保它們在外地的分行或附屬企業設有集團的打擊洗錢/恐怖分子資金籌集政策。

Note 2: Under para. 2.19 of the Guideline, a licenced MSO's overseas branches and subsidiary undertakings should



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observe similar AML measures of the licensed MSO to the extent permitted by the law of that place.

第 7 部 - 提交此補充資料表格人士的聲明 (見於第 7 部內的備註)

Part 7 – Declaration by the person who submits this supplementary sheet (see Remarks in Part 7)

本人謹此聲明：-

I declare that:-

- (a) 在本表格提供的所有詳情及資料(包括附加頁) 共\_\_\_\_\_頁，全屬真確無誤。  
the particulars and information given in this form (including additional sheet) consisting of \_\_\_\_\_ page(s) are true and correct.
- (b) 本人承諾採取措施，以確保如本補充資料表格內所提供的詳情有任何改變，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；  
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 supplementary sheet within one month beginning on the date on which the change takes place.
- (c) 本人承諾確保每名獲委任的合規主任及洗錢報告主任都已閱讀於此補充資料表格的收集個人資料聲明。  
I undertake that actions shall be taken to ensure that each of the appointed Compliance Officer and Money Laundering Reporting Officer has read the Personal Information Collection Statement in this Supplementary Sheet.

(\*持牌人 / 獲授權的合夥人 / 董事或人士  
簽署及公司印章)  
(\*Signature of the Licensee / authorized person of the  
partnership / authorized person of the corporation and  
company chop)

(姓名(正楷))  
(Name in block letters)

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

(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： 提交此補充資料表格的人士必須是：—

Remarks: The person who submits this supplementary sheet must be:-

- (a) 如持牌人屬獨資經營，該獨資經營者；  
the sole proprietor, if the licensee is a sole proprietorship;
- (b) 如持牌人屬合夥，則獲每名合夥人書面授權的合夥人，並應隨附授權書；  
the partner authorized in writing by every partner, if the licensee is a partnership. The authorization letter should be attached;
- (c) 如持牌人屬法團，則獲董事局書面授權的董事或人士，並應隨附授權書。  
the director or the person, authorized in writing by the Board of Directors, if the licensee is a corporation. The authorization letter should be attached.

請 將填妥的持牌金錢服務經營者的補充資料表格呈交 :-

Please submit the completed Supplementary Information Sheet for Licensed Money Service Operators to:-

香港海關 金錢服務監理科九龍 九龍灣臨樂街 19 號 南豐商業中心 12 樓 1218-1222 室  
Money Service Supervision Bureau Customs and Excise Department  
Units 1218-1222, 12/F., Nan Fung Commercial Centre, 19 Lam Lok Street, Kowloon Bay, Kowloon



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收集個人資料聲明

Personal Information Collection Statement

1. 收集目的

Purpose of Collection

本補充資料表格所提供的個人資料及任何更新資料，將會用於處理申請 / 記錄用途 / 更新紀錄 及 進行調查，藉以執行第 615 章《打擊洗錢及恐怖分子資金籌集條例》(打擊洗錢條例) 的規定。

The personal data provided in the supplementary sheet as well as any updates will be used for facilitating processing of applications / record purpose / record update and investigations for the enforcement of the Anti-Money Laundering and Counter-Terrorist Financing Ordinance (AMLO), Chapter 615.

2. 資料轉介

Classes of Transferees

在本表格填報的個人資料及任何更新資料，可能會向其他政府部門 / 政策局或機構披露，以履行上文第 1 段所載的目的；或根據打擊洗錢條例第 49 條向任何第三者披露；或在法律授權或規定的情況下須作出此等披露。

The personal data you provide in this form as well as any updates of them may be disclosed to other Government departments / bureaux or organizations for the purposes mentioned in paragraph 1 above; or any third parties under section 49 of the AMLO; or where such disclosure is authorized or required by law.

3. 查閱個人資料

Access to Personal Data

根據《個人資料〔私隱〕條例》(私隱條例)的規定，你有權查閱及更正你的個人資料。查閱的權利包括有權索取此表格內填報的個人資料的複本。根據私隱條例的規定，本署有權收取合理費用，以處理任何查閱資料要求。

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 provision of the PDPO, we have the right to charge a reasonable fee for the processing of any data access request.

4. 個人資料的查詢

Enquiries to Personal Data

如欲查詢本表格所收集的個人資料，包括查閱及更正資料要求，請聯絡：

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

香港北角渣華道222號  
海關總部大樓31樓  
香港海關  
內務行政科  
內務秘書

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