APPLICATION BY AN INDIVIDUAL FOR RENEWAL OF A MONEY LENDERS LICENCE FOR A SOLE PROPRIETOR OR FOR A PARTNERSHIP

Supplementary Information Sheet (Form SIS-4)

Section 1 : Basic Information $(Note\ 2)$

Name of the licensee	
MLR Number	
Business Registration Number (please provide the first 8 digits)	
Contact person (mainly for the information completed on this form)	Name : Telephone No. : Email Address :
Email Address	
Website Address	
Number of Employees (including both full-time and part-time employees)	Full time: Part-time:
Major types of customer loans	☐ Unsecured Personal Loans ☐ Other Unsecured Loans ☐ Secured Loans (excluding property mortgage loan) ☐ Property Mortgage Loans ☐ Others (please specify)
Major source of funding	□ Bank borrowings □ Funds from proprietor / partners □ Debt instruments □ Intra-conglomerate borrowings □ Other liabilities (please specify)
Sources of new customers	☐ Introduction / referral ☐ Walk-in ☐ Others (please specify)
Majority-owned by or related entity of a licensed corporation under the Securities and Futures Ordinance (Cap. 571) ("SFO")	☐ Yes; Name of the licensed corporation(s): ☐ No
Majority-owned by or related entity of an authorized institution (Note 3) under the Banking Ordinance (Cap.155)	☐ Yes; Name of the authorized institution(s): ☐ No

Majority-owned by or related entity of an insurance company (Note 4)	☐ Yes; Name of the insurance company(ies): ☐ No
Majority-owned by or related entity of an approved trustee (Note 5) under the Mandatory Provident Fund Schemes Ordinance (Cap. 485)	☐ Yes; Name of the approved trustee(s): ☐ No
Majority-owned by or related entity of an overseas banking group, or other overseas financial institution group	☐ Yes; Name of the group(s): Assets consolidated into the group(s): HK\$
Majority-owned by or related entity of a listed company or overseas listed company	☐ Yes; Name of the listed company(ies): ☐ No
Majority-owned by or related entity of a property developer	☐ Yes; Name of the property developer(s): ☐ No

Section 2 : Financial Information

(Please provide the most recent financial data below and specify the date of the relevant Statement of Financial Position)

	Major items	HK\$ Million
	Assets	
(1)	Total customer loans (i.e. loans made to general public) (Note 6) = (i) + (ii) + (iii) + (iv)	
	(a) maturing within 6 months (i)	
	(b) maturing over 6 months and within 12 months (ii)	
	(c) maturing over 12 months and within 60 months (iii)	
	(d) maturing over 60 months (iv)	
(2)	Total intra-conglomerate loans = $(v) + (vi) + (vii) + (viii)$ (i.e. loans made to the companies within a group)	
	(a) maturing within 6 months (v)	
	(b) maturing over 6 months and within 12 months (vi)	
	(c) maturing over 12 months and within 60 months (vii)	
	(d) maturing over 60 months (viii)	
(3)	Liquid assets (Note 7)	
(4)	Credit assets other than customer loans, intra-conglomerate loans and liquid assets $(Note 8) = (ix) + (x) + (xi) + (xii)$	
	(a) maturing within 6 months (ix)	
	(b) maturing over 6 months and within 12 months (x)	
	(c) maturing over 12 months and within 60 months (xi)	
	(d) maturing over 60 months (xii)	
(5)	Other assets = $(xiii) + (xiv)$	
	Please specify:	
	(a) maturing within 12 months (xiii)	
	(b) maturing over 12 months (xiv)	
(6)	Total assets $(Note 9)$ = $(1) + (2) + (3) + (4) + (5)$	
	of which	
	(a) maturing within 12 months (b) are claims on (Note 10) licensed corporations under the SFO in Hong Kong	
	(c) are claims on (Note 10) authorized institutions (Note 3) in Hong Kong	
	(d) are claims on (Note 10) insurance companies (Note 4) in Hong Kong	

	Major items	HK\$ Million		
(e) are claims or	n (Note 10) pension funds (Note 11) in Hong Kong			
(f) are claims or	n (Note 10) other financial institutions / funds (Note 12) in Hong Kong			
(g) are claims or	n (Note 10) financial institutions outside Hong Kong			
(h) are claims or	n (Note 10) listed companies in Hong Kong			
(i) are claims or	n (Note 10) listed companies outside Hong Kong			
	Liabilities	1		
(7) Total bank borre	owings = (xv) + (xvi)			
comprising:	(a) borrowings from banks operating in Hong Kong, including borrowings from Hong Kong branches of overseas banks (xv) (b) borrowings from banks not operating in Hong Kong (xvi)			
(8) Total debt instru	ments issued and outstanding			
(9) Total intra-congl				
(10) Other liabilities				
Please specify:				
(11) Funds from prop	prietor / partners			
(12) Total liabilities (1) = $(7) + (8) + (9)$				
of which (a) maturing with	in 12 months			
(b) are liabilities	to (Note 13) licensed corporation under SFO in Hong Kong			
(c) are liabilities	to (Note 13) authorized institutions (Note 3) in Hong Kong			
(d) are liabilities	to (Note 13) insurance companies (Note 4) in Hong Kong			
(e) are liabilities	to (Note 13) pension funds (Note 11) in Hong Kong			
(f) are liabilities t	to (Note 13) other financial institutions / funds (Note 12) in Hong Kong			
(g) are liabilities to (Note 13) financial institutions outside Hong Kong				
(h) are liabilities	to (Note 13) listed companies in Hong Kong			
	o (Note 13) listed companies outside Hong Kong			
(13) Off-balance shee	et items – Total (Note 14)			
of which Credit risk expos	ure type (Note 15)			

Breakdown of Total Customer Loans (Item 1 in Section 2.1)		HK\$ Million
Personal loans (A) = (B) + (C)		
Unsecured personal loans (B)		
Secured personal loans $(C) = (D) + (H) + (I) + (J)$		
Major items	HK\$ Million	
Personal loans secured by properties (D) = (E1) + (E2) AND = $= (G1) + (G2) + (G3)$	= (F1) + (F2) AND	
Of the total property mortgage loans stated in (D) above		
Secured by residential properties (E1)		
Secured by commercial / industrial properties (E2)		
Of the total property mortgage loans stated in (D) above		
• For financing the purchase of residential property(ies) concerned (F1)		
• For any other purposes (F2)		
Of the total property mortgage loans stated in (D) above		
• First mortgages (G1)		
• Second mortgages (G2)		
• Third or subsequent mortgages (G3)		
Personal loans secured by securities (H)		
Personal loans secured by vehicles / licences (e.g. taxi, minibu	s) (I)	
Other secured personal loans (J) Please specify:		
Corporate loans $(K) = (L) + (M)$		
Unsecured corporate loans (L)		
Secured corporate loans $(M) = (N) + (R) + (S) + (T) + (U)$		
Corporate loans secured by properties (N) = (O1) + (O2) AND = (Q1) + (Q2) + (Q3)	0 = (P1) + (P2) AND	
Of the total property mortgage loans stated in (N) above		
Secured by residential properties (O1)		
Secured by commercial / industrial properties (O2)		
Of the total property mortgage loans stated in (N) above		
For financing the purchase of residential property(ies) concerned (P1)		
• For any other purposes (P2)		

Major items	HK\$ Million	HK\$ Million			
Of the total property mortgage loans stated in (N) above					
• First mortgages (Q1)					
Second mortgages (Q2)					
• Third or subsequent mortgages (Q3)					
Corporate loans secured by securities (R)					
Corporate loans secured by vehicles / licences (e.g. taxi, minit	Corporate loans secured by vehicles / licences (e.g. taxi, minibus) (S)				
Corporate loans secured by machinery (T)					
Corporate loans secured by others (U)					
Please specify:					
Total customer loans = $(A) + (K)$ (Note 6)					

2.3 Financial Statement

Please attach a copy of the Financial Statement in support of the ir	nformation provided in Sections 2.1 and 2.2
Period covered by the Financial Statement	

2.4 Loans referred by third party(ies) (Note 16)

Total amount of customer loans = (1) of Section 2.1		
Loans referred by third party(ies)	Amount:	% of total customer loan
Loans not referred by third party(ies)	Amount:	% of total customer loan

Section 3 : Operational Information

3.1	Have you / the partnership been the subject of complaints to the Police regarding your money lender business since the granting of the last money lenders licence?	□ Yes	□ No
3.2	Have you / the partnership received any warning letters from the Police Licensing Office since the granting of the last money lenders licence?	□ Yes	□ No
3.3	Have you / the partnership complied with all the provisions of the Money Lenders Ordinance in carrying on the money lender business since the granting of the last money lenders licence?	□ Yes	□ No

Section 4 : Money Laundering and Terrorist Financing Risk Management and Control

4.1	pro terr cor ind stat	we you / the partnership put in place adequate and appropriate policies, recdures and controls to comply with the anti-money laundering and counter-rorist financing (AML/CTF) requirements, including but not limited to impliance management arrangements, ongoing employee training programme and ependent audit function to test the AML/CTF system, as evidenced by policy tement(s) or other written documents? not, please explain:	□ Yes	□No
4.2		Before establishing business relationships with customers or before carrying out transactions for customers, have you / the partnership taken customer due diligence (CDD) measures to identify and verify the identity of the customers and their beneficial owners? If not, please explain:	□ Yes	□ No
	(b)	Before establishing business relationships with customers or before carrying out transactions for customers, have you / the partnership obtained information on the purpose and intended nature of the business relationships established with you / the partnership? If not, please explain:	☐ Yes	□No

	(c)	Have you / the partnership conducted ongoing due diligence on the business relationship, including ensuring that the transactions being conducted are consistent with your / the partnership's knowledge of the customer, the customer's business and risk profile, including where necessary, the source of funds, and ensuring that documents, data or information collected under the CDD process is kept up-to-date and relevant, by undertaking reviews of existing records, particularly for higher risk categories of customers? If not, please explain:	□ Yes	□ No
4.3	(a)	Have you / the partnership kept records of customers obtained through CDD measures throughout the continuance of the business relationships with the customers and for a period of at least 5 years after the end of business relationships? If not, please explain:	□ Yes	□ No
	(b)	Have you / the partnership kept records of transactions for at least 5 years after the completion of transactions? If not, please explain:	□ Yes	□ No
4.4	(a)	Have you / the partnership carried out the applicable additional measures or enhanced CDD measures when dealing with the following situations (Note 17)? (i) customer not physically present for identification purposes; (ii) customer or its beneficial owner being a PEP (Note 18); (iii) corporate customer which has issued bearer shares; (iv) customer from or transaction connected with a jurisdiction identified by the Financial Action Task Force ("FATF") as having strategic AML/CTF deficiencies; and (v) any situation specified by the Registrar of Money Lenders in a notice given to the licensee.	□ Yes	□ No
		If not, please explain:		
	(b)	Is your / the partnership's approval needed before establishing such business relationship? If not, please explain:	□ Yes	□ No

4.5	Did you / the partnership rely on third parties ("intermediaries") to carry out CDD measures?	☐ Yes	□ No
	If not, please skip 4.5(a), (b) and (c).		
	If yes, :		
	(a) Are the third parties financial institutions (Note 19), lawyers, accountants, trust or company service providers or estate agents?	□ Yes	□ No
	(b) Have the third parties consented in writing to be your / the partnership's intermediaries?	□ Yes	□ No
	If not, please explain:		
	(c) Are you / the partnership satisfied that:		
	(i) the intermediaries will carry out CDD measures to identify and verify the identity of the customers and their beneficial owners?	☐ Yes	□ No
	If not, please explain:		
	(ii) the intermediaries will on request provide a copy of any document, or a record of any data or information, obtained by the intermediaries in the course of carrying out CDD measures without delay?	☐ Yes	□ No
	If not, please explain:		
	(iii) the intermediaries have measures in place for compliance with CDD and record-keeping requirements?	☐ Yes	□ No
	If not, please explain:		

4.6	Have you / the partnership put in place risk assessment systems or procedures to assess money laundering and terrorist financing risks prior to the launch or use of new products, practices and technologies? If not, please explain:	□ Yes	□ No
4.7	Have you / the partnership put in place a system or procedures to submit suspicious transaction reports to the Joint Financial Intelligence Unit as required under the Organized and Serious Crimes Ordinance (Cap. 455), Drug Trafficking (Recovery of Proceeds) Ordinance (Cap. 405) and United Nations (Anti-Terrorism Measures) Ordinance (Cap. 575)? If not, please explain:	□ Yes	□No
4.8	Have you / the partnership provided staff with appropriate training on prevention and detection of money laundering and terrorist financing activities, including training to raise their awareness of business practices against money laundering or terrorist financing? If yes, how is the effectiveness of the training monitored? If not, please explain:	□ Yes	□No
4.9	Have you / the partnership provided staff with policies or guidelines in relation to the conduct of CDD, criteria for identifying suspicious transactions, and relevant AML/CTF measures for reference? If not, please explain:	□ Yes	□No
4.10	Do you / the partnership have any foreign branches or majority-owned companies? If yes, have you / the partnership ensured that the branches and companies apply AML/CTF measures consistent with your / the partnership's programme?	□ Yes	□ No

4.11	Please describe how you / the partnership established an independent audit function partnership to carry out your / its responsibilities, including independent reviews of systems.		
4.12	(a) Are you / the partnership operating as a financial group? If not, please skip 4.12(b).	☐ Yes	□ No
	(b) If yes, have you / the partnership implemented group-wide programmes against money laundering and terrorist financing, which should be applicable, and appropriate to, all branches and majority-owned companies of the financial group? If the answer to (b) is "No", please explain:	□ Yes	□ No

Section 5: Risk Assessment

Customer Risk		
5.1	Total number of customers (since the date of granting the last money lenders licence)	
5.2	In relation to customers' residence (a) Number of customers with residence in or connection with countries subject to sanctions, embargos or similar measures issued by, for example, the United Nations	
	(b) Number of customers with residence in or connection with countries/areas identified by credible sources (Note 20) as:	
	(i) providing funding or support for terrorist activities or that have designated terrorist organisations operating within them	
	(ii) having significant levels of corruption or other criminal activity	
	(iii) lacking appropriate AML/CTF laws, regulations and other measures including jurisdictions identified by the FATF as having strategic AML/CTF deficiencies	
	(c) Total number of customers involved in the risk factors under Section 5.2(a) and (b) (note: a customer involved in more than one risk factors should be counted once only)	
5.3	In relation to customers	
	(a) Number of customers who are sanctioned by the relevant national competent authority for non-compliance with the applicable AML/CTF regime	
	(b) Number of customers who is a PEP or whose family members or close associates are PEPs (including where a beneficial owner of the customer is a PEP)	
	(c) Number of customers whose primary source of income originates from high-risk jurisdictions	
	(d) Number of customers with complex or non-transparent ownership/control structure (for example, structure involving multiple layers, different jurisdictions, trusts, the use of bearer shares etc)	
	(e) Number of customers having been mentioned in negative news reports from credible media, particularly those related to predicate offences for money laundering and terrorist financing or to financial crimes	
	(f) Number of customers engaging in, or deriving wealth or revenues from, a high-risk cash-intensive business	
	(g) Number of customers who have funds that are obviously and inexplicably disproportionate to their circumstances (e.g. their age, income, occupation or wealth)	

	(h) Number of customers with substantial business operation outside Hong Kong	
	(i) Total number of customers involved in the risk factors under Section 5.3(a) to (h) (note: a customer involved in more than one risk factors should be counted once only)	
Proc	luct / Service Risk	
5.4	Total amount of loans (HK\$ Million) (since the date of granting the last money lenders licence)	
5.5	Total number of loans (since the date of granting the last money lenders licence)	
	of which	
	(a) Number of loans with the size within HK\$1 million	
	(b) Number of loans with the size over HK\$1 million and within HK\$5 million	
	(c) Number of loans with the size over HK\$5 million	
5.6	In relation to customer loans	
	(a) Number of loans either wholly or partially paid out to third parties	
	(b) Number of loans involving repayment (including principal, interest or any other fee) received from, or repayment instructions given by, associated, unknown or unexpected third parties	
	(c) Total number of loans involved in the risk factors under Section 5.6(a) and (b) (note: a loan involved in more than one risk factors should be counted once only)	
	(d) Number of loans involving repayment using physical cash	
	(e) Number of loans involving repayment by way of virtual assets and other anonymous means of payment	
Please list out the new technologies and payment methods which are used in your money lending business:		he partnership's
Distri	ibution channel risk	
5.8	Number of loan transactions which adopt a non-face-to-face approach for establishing a business relationship with a customer (e.g. online, postal, telephone channels)	

Section 6 : Disciplinary Actions

Have • you / any of your partners; • a company of which you / any of your partners is or was a director; or • a company of which you / any of your partners is or was a principal shareholder		
ever been		
 refused or restricted, in Hong Kong or elsewhere, from the right to carry on any trade, business or profession for which a specific licence, registration or other authorisation is required by law? If so, please provide details 	□ Yes	□ No
 censored, disciplined or disqualified by any professional or regulatory body in Hong Kong or elsewhere in relation to any trade, business or profession? If so, please provide details 	□ Yes	□ No

Section 7: Declaration

I hereby declare that:

- (1) I / any of my partners do(es) not have any business relationship with any relevant person or relevant entity (as defined under the United Nations Sanctions Ordinance (Cap. 537) or any subsidiary legislation thereunder) which is subject to financial sanctions or any terrorist or terrorist associate as defined under the United Nations (Anti-Terrorism Measures) Ordinance (Cap. 575). (Note 21)
- (2) all the information provided in this form is complete, true and correct.

Signature	
Name of Licensee	
Date	(day / month / year)

Note

- 1. Please use a separate sheet to continue if there is insufficient space provided for your answer.
- 2. Please provide information since the granting of the last money lenders licence.
- 3. Authorized institutions, as defined under the Banking Ordinance (Cap. 155), include banks, restricted licence banks and deposit-taking companies.
- 4. Insurance companies refer to companies specified under section 6(1) of the Insurance Ordinance (Cap. 41).
- 5. Approved trustee has the meaning given in section 2(1) of the Mandatory Provident Fund Schemes Ordinance (Cap. 485).
- 6. The amount of total customer loans appearing in item (1) of Section 2.1 should be the same as the amount which appears as the total in Section 2.2 [i.e. (A) + (K) in Section 2.2].
- 7. Liquid assets include cash and cash equivalents (i.e. assets which can be easily and immediately converted into cash at little or no loss of value).
- 8. Credit assets include investments in debt securities, government debt and other debt instruments.
- 9. The amount of total assets [see Item (6) of Section 2.1] should be the same as that of total liabilities [see Item (12) of Section 2.1].
- 10. Claims include balance sheet asset exposures that arise through credit provision (loans, bonds held, cash on deposits, trade credit/loans, reverse repos) but exclude investment in equity.
- 11. Pension funds refer to funds under the Mandatory Provident Fund Schemes and the Occupational Retirement Schemes.
- 12. Other financial institutions / funds may include Money Market Funds, Hedge Funds, Other Investment Funds, Real Estate Investment Trusts, Real Estate Funds, Trust Companies, Broker Dealers, Structured Finance Vehicles, and Central Counterparties etc.
- 13. Liabilities include balance sheet liability exposures that arise from borrowing activity (e.g. loans, deposits (where applicable), trade credit, repos) and equity investments.
- 14. The absolute sum of all long and short off-balance sheet positions.
- 15.Off-balance sheet credit risk exposures, e.g. due to contingent liabilities such as credit guarantees or lines of credit.
- 16. Third party(ies) refer(s) to any third party with whom the intending borrower has entered into an agreement for or in relation to the referral or the loan.
- 17. Please refer to Chapters 5 and 6 of the latest Guideline on Compliance of Anti-Money Laundering and Counter-Terrorist Financing Requirements for Licensed Money Lenders for the additional measures or enhanced CDD measures in respect of the situations.
- 18. Please refer to Chapter 5 of the latest Guideline on Compliance of Anti-Money Laundering and Counter-Terrorist Financing Requirements for Licensed Money Lenders for the definition of different types of PEPs.

- 19. Financial institutions include:
 - (a) authorized institutions;
 - (b) licensed corporations:
 - (c) authorized insurers;
 - (d) licensed individual insurance agents;
 - (e) licensed insurance agencies; and
 - (e) licensed insurance broker companies.
- 20. "Credible sources" refers to information that is produced by reputable and universally recognized international organisations and other bodies that make such information publicly and widely available. In addition to the FATF and FATF-style regional bodies, such sources may include, but are not limited to, supra-national or international bodies such as the International Monetary Fund, the World Bank and the Egmont Group of Financial Intelligence Units.
- 21. The relevant lists are available at "Compliance > Anti-Money Laundering and Counter-Terrorist Financing" section of the website at www.cr.gov.hk. Except under the authority of a licence granted by the Chief Executive, it is an offence:
 - (a) to make available, directly or indirectly, any funds, or other financial assets, or economic resources, to, or for the benefit of,
 - (i) a designated person or entity;
 - (ii) those persons or entities acting on behalf of or at the direction of designated persons or entities; or
 - (iii) entities owned or controlled by the aforementioned; or
 - (b) to deal with, directly or indirectly, any funds, other financial assets, or economic resources belonging to, or owned or controlled by, such persons or entities.