



香港海關
CUSTOMS AND EXCISE DEPARTMENT

表格 1
申請金錢服務經營者牌照
Form 1

Application for a Money Service Operator (MSO) Licence

第 3 部 - 用以經營金錢服務的所有特定處所的資料(續)

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

<input type="checkbox"/> 由其他經營者經營，請提供以下資料： Run by other business entity, please provide the following information:-	
共用處所的業務的資料： Particulars of the business sharing the premises:-	
業務 / 法團名稱 Name of Business / Corporation	
業務性質 Nature of Business	請述明： Please specify:-
商業登記號碼 Business Registration Number	

(如有超過一間公司共用處所，請用另紙提供資料)

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

(5) 佔用人的同意 (只適用於用以經營金錢服務的混合式商住處所)

Occupant's Consent (only applicable for mixed commercial and residential premises used for the operation of a money service)

遞交申請時，你 必須 提供佔用人的姓名，並取得所有佔用人的同意書。請確保每位佔用人都已閱讀於填表須知第 C 部所載的收集個人資料聲明。 You must provide the names of occupants and obtain the letters of consent from all of them when you submit the application. Please ensure that each of the occupants has read the Personal Information Collection Statement in Part C of the Guidance Notes.	
佔用人姓名 Name of Occupants	
(1)	(2)
(3)	(4)
(5)	(6)
(7)	(8)

(如佔用人超過 8 名，請用另紙提供資料)

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

備註：如有其他處所需作出登記，請影印本申請表格的第 3 部，用以提供其他處所的詳情。

Remarks: If you have other premises for registration, please make a photocopy of Part 3 of this application form for filling in the particulars of the other premises.



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Form 1

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第 4 部 - 獨資經營者的申請人 / 申請人的合夥人 / 董事 (屬個人) 的詳情

Part 4 - Particulars of Applicant who is a Sole Proprietor or Particulars of Individual Partner / Director of Applicant which is a partnership / corporation

<input type="checkbox"/> 獨資經營者 Sole Proprietor		<input type="checkbox"/> 合夥人 Partner		<input type="checkbox"/> 董事 Director											
英文姓名(*先生/太太/小姐/女士) Name in English (*Mr/Mrs/Miss/Ms)		先填寫姓氏再填寫名字 Surname first then other names													
中文姓名(如適用) Name in Chinese (if applicable)						別名(如有) Alias (if any)									
中文電碼(如適用) Chinese Commercial Codes (if applicable)															
出生日期 Date of Birth		日 D D		月 M M		年 Y Y Y Y									
出生地點 Place of Birth															
國籍 Nationality															
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:- _____													
香港居民適用 For Hong Kong Resident															
香港身份證號碼 Hong Kong Identity Card No.		()													
非香港居民適用 For non-Hong Kong Resident															
旅遊證件類別(例如護照) Travel Document Type (e.g. passport)															
旅遊證件號碼 Travel Document No.															
簽發日期 Date of Issue		日 D D		月 M M		年 Y Y Y Y		屆滿日期 Date of Expiry		日 D D		月 M M		年 Y Y Y Y	
簽發國家 / 地點 Country / Place of Issue															

備註： 如有超過 1 名合夥人 / 董事 (屬個人)，請影印本申請表格的第 4 部，用以填寫其他合夥人 / 董事的詳情。

Remarks: If you have more than one partner / director who is an individual, please make a photocopy of Part 4 of this application form for filling in the particulars of the other partner / director.



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第 5 部 - 申請人的法團合夥人 / 董事的詳情(如適用)

Part 5 - Particulars of the corporate Partner / Director of Applicant (if applicable)

(1) 法團的資料

Particulars of the Corporation

<input type="checkbox"/> 合夥人 Partner	<input type="checkbox"/> 董事 Director												
法團名稱 (英文) Name of Corporation (in English)													
法團名稱 (中文) Name of Corporation (in Chinese)													
商業登記號碼 Business Registration No.													
屆滿日期 Expiry Date	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">日</td> <td style="width: 10%; text-align: center;">月</td> <td style="width: 10%; text-align: center;">年</td> <td colspan="3"></td> </tr> <tr> <td style="text-align: center;">D</td> <td style="text-align: center;">D</td> <td style="text-align: center;">M</td> <td style="text-align: center;">M</td> <td style="text-align: center;">Y</td> <td style="text-align: center;">Y</td> </tr> </table>	日	月	年				D	D	M	M	Y	Y
日	月	年											
D	D	M	M	Y	Y								
公司編號 Company No.													
成立日期 Date of Incorporation	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">日</td> <td style="width: 10%; text-align: center;">月</td> <td style="width: 10%; text-align: center;">年</td> <td colspan="3"></td> </tr> <tr> <td style="text-align: center;">D</td> <td style="text-align: center;">D</td> <td style="text-align: center;">M</td> <td style="text-align: center;">M</td> <td style="text-align: center;">Y</td> <td style="text-align: center;">Y</td> </tr> </table>	日	月	年				D	D	M	M	Y	Y
日	月	年											
D	D	M	M	Y	Y								
成立地點 Place of Incorporation													
業務性質 Nature of Business													
電郵地址 E-mail Address													
辦事處電話號碼 Office Telephone No.	辦事處傳真號碼 Office Fax No.												

(2) 法團的註冊地址

Registered Address of the Corporation

*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.	街道名稱 Street Name	
地區(例如灣仔) District (e.g. Wanchai)	<input 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	

備註: 如有超過 1 名屬法團合夥人/董事, 請影印本申請表格的第 5 部, 用以填寫其他合夥人/董事的詳情。
Remarks: If you have more than one corporate partner / director, please make a photocopy of Part 5 of this application form for filling in the particulars of the other corporate partner / director.



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第 6 部 – 申請人的最終擁有人(請參閱填表須知第 11.1 段的詳情(如有))

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

英文姓名(*先生/太太/小姐/女士) Name in English (*Mr/Mrs/Miss/Ms)																
	先填寫姓氏再填寫名字 Surname first then other names															
中文姓名(如適用) Name in Chinese (if applicable)											別名(如有) Alias (if any)					
中文電碼(如適用) Chinese Commercial Codes (if applicable)																
出生日期 Date of Birth																
	日	月	年													
	D	D	M	M	Y	Y	Y	Y								
出生地點 Place of Birth																
國籍 Nationality																
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:- _____															
香港居民適用 For Hong Kong Resident																
香港身份證號碼 Hong Kong Identity Card No.	()															
非香港居民適用 For non-Hong Kong Resident																
旅遊證件類別(例如護照) Travel Document Type (e.g. passport)																
旅遊證件號碼 Travel Document No.																
簽發日期 Date of Issue							屆滿日期 Date of Expiry									
	日	月	年					日	月	年						
	D	D	M	M	Y	Y	Y	Y	D	D	M	M	Y	Y	Y	Y
簽發國家 / 地點 Country / Place of Issue																

備註： 如有超過 1 名最終擁有人，請影印本申請表格的第 6 部，用以填寫其他最終擁有人的詳情。
Remarks: If you have more than one ultimate owner, please make a photocopy of Part 6 of this application form for filling in the particulars of the other ultimate owner.



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申請金錢服務經營者牌照
Form 1

Application for a Money Service Operator (MSO) Licence

第 7 部 - 用以經營申請人的金錢服務的銀行帳戶的資料

Part 7 - Details of the Bank Account(s) used for operating the Applicant's Money Service

帳戶名稱 Name of Account Holder	銀行名稱 Name of Bank	帳戶號碼 Account No.
(1)		
(2)		
(3)		
(4)		

(如有超過 4 個銀行帳戶，請用另紙提供資料) (If you have more than four bank accounts, please provide the information in a separate sheet.)

重要事項:

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

Important Notes:

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

第 8 部 - 關於業務的額外資料

Part 8 - Additional Information of the business

(1) 請提供申請人目前為經營金錢服務所聘用的僱員人數：

Please provide the no. of staff currently employed by the Applicant for operating money service:-

- 0
 1 – 2
 3 – 5
 6 – 10
 11 或以上 or above

(2) 請提供申請人在未來兩年為經營金錢服務而計劃增聘的僱員人數：

Please provide the no. of staff to be employed in the coming 2 years by the Applicant for operating money service:-

- 0
 1 – 2
 3 – 5
 6 – 10
 11 或以上 or above

(3) 請述明申請人有否使用電腦系統經營金錢服務：

Please indicate whether the Applicant operates the money service with the use of a computer system:-

- 有 Yes
 否 No

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

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



香港海關
CUSTOMS AND EXCISE DEPARTMENT

表格 1

申請金錢服務經營者牌照

Form 1

Application for a Money Service Operator (MSO) Licence

第 9 部 – 提交此申請表格及附件人士的聲明 (見於第 9 部內的備註) (請於會見時簽署及蓋章)

Part 9 – Declaration by the person who submits this application form and Annex (see Remarks in Part 9) (Please sign and stamp at the time of interview)

本人謹此聲明:-

I declare that:-

- (a) 在本申請表格及附件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 application form and Annex (including supplementary sheets) consisting of_____page(s) are true and correct;
- (b) 本人已閱讀香港法例第 615 章《打擊洗錢及恐怖分子資金籌集條例》(打擊洗錢條例)。本人明白打擊洗錢條例第 52 條訂明任何人在與要求批給牌照或將牌照續期的申請有關連的情況下, (1) 作出在要項上屬虛假或具誤導性的陳述; 並知道該項陳述在要項上屬虛假或具誤導性, 或罔顧該項陳述是否在要項上屬虛假或具誤導性的; 或 (2) 在某項陳述中遺漏任何要項, 以致該項陳述成為虛假或具誤導性的陳述; 及知道該項陳述遺漏該要項, 或罔顧該項陳述是否遺漏該要項, 即屬犯罪, 一經定罪, 可被判罰款 50,000 元及監禁 6 個月;

I have read the Anti-Money Laundering and Counter-Terrorist Financing Ordinance, Chapter 615 (AMLO). I understand that section 52 of the AMLO provides that any person who, in connection with an application for the grant or renewal of a licence, (1) makes a statement that is false or misleading in a material particular; and knows that, or is reckless as to whether, the statement is false or misleading in a material particular; or (2) omits a material particular from a statement with the result that the statement is rendered false or misleading; and knows that, or is reckless as to whether, the material particular is omitted from the statement, commits an offence and is liable on conviction to a fine of \$50,000 and to imprisonment for 6 months;

- (c) 本人已閱讀香港海關就協助有關人士填寫本表格及附件而作出的填表須知及牌照指引。本人明白根據打擊洗錢條例, 經營金錢服務牌照的持牌人須獲海關關長批准, 否則任何人不得成為持牌人的董事、合夥人及最終擁有人, 亦不得在牌照內加入新的營業處所;

I have read the Guidance Notes and Licensing Guide issued by the Commissioner of Customs and Excise to facilitate the filling of this application form and Annex by the person concerned. I understand that according to the AMLO, the licensee of a money service operator licence must obtain the approval of the Commissioner before a person may become the licensee's director, partner or ultimate owner; or before any new premises may be added to the licence.

- (d) 本人承諾採取措施, 以確保如本申請表格及附件內所提供的詳情(除在第 8 部提供的資料及上述(c)段提及的有關批准外)有任何改變, 持牌人須在自改變發生之日起計的一個月內, 藉書面向海關關長具報有關改變事項。本人明白根據打擊洗錢條例第 40 條, 持牌人如無合理辯解而違反此項規定, 即屬犯罪, 一經定罪, 可被判罰款 50,000 元;

I undertake that actions shall be taken to ensure that the licensee must notify the Commissioner of Customs and Excise in writing of any change in the particulars that are provided in this application form and Annex, except for those given in Part 8 and the approval as mentioned in para. (c) above, within one month beginning on the date on which the change takes place. I understand that section 40 of the AMLO provides that a licensee who without reasonable excuse contravenes this requirement commits an offence and is liable on conviction to a fine of \$50,000;

- (e) 本人承諾採取措施, 以確保如獲發牌在有關牌照指明的處所經營金錢服務, 須在該指明的處所內的一處顯眼地方, 展示該牌照的正本。本人明白根據打擊洗錢條例第 39A 條, 持牌人如無合理辯解而違反此項規定, 即屬犯罪, 一經定罪, 可被判罰款 50,000 元;

I undertake that actions shall be taken to ensure that the licensee who is licensed to operate a money service at a premises specified in the licence must display the original of the licence in a conspicuous place at the specified premises. I understand that section 39A of the AMLO provides that a licensee who without reasonable excuse contravenes this requirement commits an offence and is liable on conviction to a fine of \$50,000;

- (f) 本人已指示本申請表格第 3 部提述的所有處所的負責人, 亦已獲得有關處所(如該處所屬混合式商住處所)的所有佔用人的同意, 讓香港海關的獲授權人員進入有關的處所, 以審核該處所是否適合用作經營金錢服務;

I have instructed all responsible persons of the premises as mentioned in Part 3 of this application form and have obtained consent of every occupant of the premises (if the premises are mixed commercial and residential premises) to allow the authorized officers of the Customs and Excise Department to enter the said premises to assess whether the premises are suitable to be used for the operation of a money service;

- (g) 本人已閱讀金錢服務經營者牌照申請表格 1 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 1 Application for a Money Service Operator Licence and understand the contents stated therein.



香港海關
CUSTOMS AND EXCISE DEPARTMENT

表格 1

申請金錢服務經營者牌照

Form 1

Application for a Money Service Operator (MSO) Licence

第 9 部 – 提交此申請表格及附件人士的聲明 (見於第 9 部內的備註) (請於會見時簽署及蓋章) (續)
Part 9 – Declaration by the person who submits this application form and Annex (see Remarks in Part 9) (Please sign and stamp at the time of interview) (Continued)

<hr/>		
(*申請人/獲授權的合夥人/獲授權的董事或人士 簽署及公司印章) (*Signature of the Applicant/authorized person of the partnership/authorized director or person of the corporation and company chop) (會見時簽署及蓋章) (to be signed and stamped at the time of interview)	(姓名(正楷)) (Name in block letters)	(*香港身份證 / 旅遊證件號碼) (*HKID / Travel Doc. No.)
<hr/>		
(在申請人業務 / 法團擔任的職位) (Position in the Applicant's Business/ Corporation)	(聯絡電話號碼) (Contact Telephone No.)	(日期) (Date)
<hr/>		
見證人: Witnessed by :	(簽署) (Signature)	(海關人員的姓名及職位) (Name and Post of C&ED Officer)
		(日期) (Date)

備註: 提交此申請表格及附件的人士必須是:

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

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

提示: 如申請人未能遞交所有證明文件, 海關將藉書面提醒申請人須在指明期限內提交所需文件。如申請人未能在指明期限內提交所需文件, 有關申請會被視為無效, 並不獲海關處理。

Reminder: If the applicant fails to submit all the supporting documents, C&ED will remind the applicant in writing to submit the required documents in a specified period. If the applicant fails to submit the required documents in the specified period, the application will be deemed to be invalid and will not be processed by C&ED.

申請金錢服務經營者牌照須遞交的證明文件的核對清單

Checklist for submission of supporting documents for application for a Money Service Operator Licence

1. 申請人詳情的證明文件	
Supporting Documents of the Applicant's Particulars	
獨資經營 Sole proprietorship	<input type="checkbox"/> 有效商業登記證的複本 A copy of valid Business Registration Certificate <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
合夥 Partnership	<input type="checkbox"/> 有效商業登記證的複本 A copy of valid Business Registration Certificate <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
本地公司 Local company	<input type="checkbox"/> 有效商業登記證的複本 A copy of valid Business Registration Certificate <input type="checkbox"/> 公司註冊證明書的複本 A copy of Certificate of Incorporation <input type="checkbox"/> 最近的周年申報表(表格NAR1)及在遞交最近的周年申報表後存檔於公司註冊處的所有文件的複本 A copy of the latest Annual Return (Form NAR1) and all documents filed with the Companies Registry after filing of the latest Annual Return <input type="checkbox"/> 新成立公司: 法團成立表格 — 表格 NNC1 (股份有限公司) 或表格 NNC1G (股份有限公司以外的公司) 的複本 A copy of Incorporation Form - Form NNC1 (for company limited by shares) or Form NNC1G (for company not limited by shares) for new established company <input type="checkbox"/> 集團架構*及集團每一成員*的持股量百分率的資料 Information of group structure* and percentage of shareholdings of each group member* <input type="checkbox"/> 組織章程大綱及章程細則的複本 A copy of Memorandum and Articles of Association
非香港公司 Non-Hong Kong company	<input type="checkbox"/> 有效商業登記證的複本 A copy of valid Business Registration Certificate <input type="checkbox"/> 非香港公司註冊證明書的複本 A copy of Certificate of Registration of non-Hong Kong Company <input type="checkbox"/> 最近的周年申報表(表格 NN3)及在遞交最近的周年申報表後存檔於公司註冊處的所有文件的複本 A copy of the latest Annual Return (Form NN3) and all documents filed with the Companies Registry after filing of the latest Annual Return <input type="checkbox"/> 新成立公司: 在香港註冊的非香港公司詳情 — 表格 NN1 的複本 A copy of Particulars of a non-Hong Kong Company Registered in Hong Kong (Form NN1) for new established company <input type="checkbox"/> 集團架構*及集團每一成員*的持股量百分率的資料 Information of group structure* and percentage of shareholdings of each group member* <input type="checkbox"/> 組織章程大綱及章程細則的複本 A copy of Memorandum and Articles of Association
2. 每一處所詳情的證明文件	
Supporting Documents of Particulars of each Premises	
用作經營金錢服務的處所 Premises Used for the Operation of a Money Service	<input type="checkbox"/> 該處所的已加蓋釐印租約或業權紀錄的複本 A copy of stamped tenancy agreement or record of ownership of the premises <input type="checkbox"/> 該處所的平面圖 Floor plan of the premises <input type="checkbox"/> 兩張顯示該處所外部及內部的 4R 照片 Two 4R-sized photographs showing the exterior and interior of the premises <input type="checkbox"/> 由業主發出容許將該處所用作經營金錢服務的同意書複本 A copy of letter issued by the landlord to the applicant permitting the premises to be used for money service business <input type="checkbox"/> 該處所內每一名佔用人的同意書的複本(只限混合商業及住宅處所) Copies of consent letters from every occupant of the premises (<i>for mixed commercial and residential premises only</i>)

請刪去不適用者 Please delete as appropriate

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

CED 400 (Rev.12/2022)

申請金錢服務經營者牌照須遞交的證明文件的核對清單(續)

Checklist for submission of supporting documents for application for a Money Service Operator Licence (Continued)

本地儲存帳目及紀錄地點 Local place for storage of books and records	<input type="checkbox"/> 該處所的已加蓋釐印租約或業權紀錄的複本 A copy of stamped tenancy agreement or record of ownership of the premises <input type="checkbox"/> 該處所的平面圖 Floor plan of the premises <input type="checkbox"/> 兩張顯示該處所外部及內部的 4R 照片 Two 4R-sized photographs showing the exterior and interior of the premises <input type="checkbox"/> 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 letter issued by the landlord to the applicant permitting the premises to be used for local place for storage of books and records
本地管理辦事處 Local management office	<input type="checkbox"/> 該處所的已加蓋釐印租約或業權紀錄的複本 A copy of stamped tenancy agreement or record of ownership of the premises <input type="checkbox"/> 該處所的平面圖 Floor plan of the premises <input type="checkbox"/> 兩張顯示該處所外部及內部的 4R 照片 Two 4R-sized photographs showing the exterior and interior of the premises <input type="checkbox"/> 有效商業登記證的複本 A copy of valid Business Registration Certificate <input type="checkbox"/> 由業主發出容許將該處所用作本地管理辦事處的同意書複本 A copy of letter issued by the landlord to the applicant permitting the premises to be used for local management office
<p>3. 獨資經營者及申請人的每一名(屬個人)合夥人 / 董事 / 最終擁有人詳情的證明文件 Supporting Documents of Particulars of the Sole Proprietor and <i>each</i> Individual Partner / Director / Ultimate Owner of the Applicant</p>	
香港居民 Hong Kong resident	<input type="checkbox"/> 已填妥的適當人選聲明表格 3A 連同附錄 I 及 II Completed Fit and Proper Person Declaration Form 3A together with Appendices I & II <input type="checkbox"/> 香港身份證複本 A copy of Hong Kong Identity Card
非香港居民 Non-Hong Kong resident	<input type="checkbox"/> 已填妥的適當人選聲明表格 3A 連同附錄 I 及 II Completed Fit and Proper Person Declaration Form 3A together with Appendices I & II <input type="checkbox"/> 旅遊證件的個人資料頁的複本 A copy of the Bio-data page of the Travel Document
<p>4. 每一名申請人的法團合夥人 / 董事的詳情的證明文件 Supporting Documents of Particulars of <i>each</i> Corporate Partner / Director of the Applicant</p>	
本地公司 Local company	<input type="checkbox"/> 已填妥的適當人選聲明表格 3B Completed Fit and Proper Person Declaration Form 3B <input type="checkbox"/> 有效商業登記證的複本 A copy of valid Business Registration Certificate <input type="checkbox"/> 公司註冊證明書的複本 A copy of Certificate of Incorporation <input type="checkbox"/> 組織章程大綱及章程細則的複本 A copy of Memorandum and Articles of Association
非香港公司 Non-Hong Kong company	<input type="checkbox"/> 已填妥的適當人選聲明表格 3B Completed Fit and Proper Person Declaration Form 3B <input type="checkbox"/> 有效商業登記證的複本 A copy of valid Business Registration Certificate <input type="checkbox"/> 非香港公司註冊證明書的複本 A copy of Certificate of Registration of non-Hong Kong Company <input type="checkbox"/> 組織章程大綱及章程細則的複本 A copy of Memorandum and Articles of Association
非在香港註冊的法團 Corporation not registered in Hong Kong	<input type="checkbox"/> 已填妥的適當人選聲明表格 3B Completed Fit and Proper Person Declaration Form 3B <input type="checkbox"/> 公司註冊證明書的複本或根據香港法例第 32B 章《公司(表格)規例》第 3 條等同於公司註冊證明書的經核證的文件的複本 A copy of the Certificate of Incorporation or its equivalent certified in accordance with reg. 3 of the Companies (Forms) Regulations, Chapter 32B

申請金錢服務經營者牌照須遞交的證明文件的核對清單(續)

Checklist for submission of supporting documents for application for a Money Service Operator Licence (Continued)

**5. 授權書
Authorization letter**

合夥人 Partner	<input type="checkbox"/> 經所有合夥人簽署的授權書複本 A copy of the authorization letter signed by all partners
法團 Corporation	<input type="checkbox"/> 經董事局簽署的授權書複本 A copy of the authorization letter signed by the Board of Directors

**6. 《牌照指引》訂明的其他所需文件
Other requisite documents as specified in Licensing Guide**

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

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

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

地址
九龍九龍灣常悅道11號新明大廈4樓402-403室
香港海關
金錢服務監理科

辦公時間
星期一至星期五 上午 8 時 45 分至中午 12 時 30 分
(公眾假期除外) 下午 1 時 30 分至下午 5 時 30 分

Address
Money Service Supervision Bureau,
Customs and Excise Department
Units 402-403, 4/F, Centre Parc,
11 Sheung Yuet Road, Kowloon Bay, Kowloon

Office hours
Monday to Friday 8:45 a.m. to 12:30 p.m.
(Except Public Holidays) 1:30 p.m. to 5:30 p.m.