

表格 2 金錢服務經營者牌照續期申請 Form 2

Application for Renewal of a **Money Service Operator (MSO) Licence**

<u>香港海關專用</u> For Official Use Of	nly
Receipt Date:	
Application No.:	
Licence No.:	
Approval Date:	

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

此申請表格必須連同已填妥的補充資料表格及附件同時遞交。請用正楷及黑色筆填寫表格、補充資料表格及附件。填 寫本表格、補充資料表格及有關附件前,請先閱讀填表須知及牌照指引。

This application form must be submitted together with a duly completed supplementary information sheet and annex. Please fill in the form, supplementary information sheet and relevant annex in capital letter and black ink and read the Guidance Notes and Licensing Guide before completing this form supplementary information sheet and annex.

第1部-申請人的業務詳情

金錢服務經營者牌與張陽 MSO Licence No. 固滿日期(母和中) Date of Expiry (dolumn)7999) 業務/法團名稱(英文)/索桑延羅/上帝電心的 Name of Business / Corporation (in English) (as shown in the Business Registration Certificate) 業務/法團名稱(中文)/宗泰延羅/上帝電心的 Rame of Business / Corporation (in Chinese) (as shown in the Business Registration Certificate) 業務名稱(中文)/宗泰 Business Name (in English) (if amy) (if amy) 新報名稱(中文)/宗泰 Business Name (in English) (if amy) 新報名稱(中文)/宗泰 Business Name (in English) (if amy) 「海教治師の (in Corporation only) 「高麗空歌語の (in Corporation only) 「高麗空歌語の (in Corporation only) 「一〇〇〇〇 医満日期 Expiry Date 「最終擁有人(實經營者給外数日: (知行) Partnership (number of "Utimate Owner other than the Sole Proprietor): if any) 「会務/養育人(古代) (Imane Owner other than the Sole Proprietor): if any) 「法國 (金春教日 :)	Part 1 - Particulars of the Applicant's	s Busin	ess																						
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(in English) (as shown in the Business Registration Certificate) 業務法團名稱(中文)(海南等認識 近海炎的 Roman of Business / Corporation (in Chinese) (as shown in the Business Registration Certificate) 素務名稱(英文)(湖南) Business Name (in English) (if any) (以紹和於法卿) (以紹和於法卿) (原での中のは加め内) 素務名稱(中文)(湖南) Business Name (in Chinese) (if any) (新寶寶養帝狀況: Please indicate the status of your business: 「獨資經營 ("最終擁有人(獨演經營者除外)數目: (如有)) Sole Proprietorship (number of "Ultimate Owner (other than the Sole Proprietor):	業務/法團名稱(英文)(商業登記證上所載名稱)	,																							
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業務名稱(中文)(週布) Business Name (in Chinese) (if any) 商業登記號碼 Business Registration No. 請填寫業務狀況: Please indicate the status of your business:- □ 獨資經營 (*最終擁有人(獨資經營者除外)數目:																									
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請填寫業務狀況: Please indicate the status of your business:- □ 獨資經營 (*最終擁有人(獨資經營者除外)數目:(如有)) Sole Proprietorship (number of *Ultimate Owner (other than the Sole Proprietor):, if any) □ 合夥 (合夥人數目:	Business Registration No.												Ex	pir	y D	ate			日)	1				
Company No. (for corporation only) Place of Incorporation (for corporation only) 註冊日期 (只適用於非香港公司) Date of Incorporation 日月年 日月年	Please indicate the status of your busin	# Ultin	終擁有 and and and te Ow 點	与人 num 人數 num	數目 nber r目: nber o 非香	7:	*Ulti	ima (如 mai	(如 ate (口有 te () n-H	有) Owi)) Own ong)) ner: ner: g K	ong	g co	, omp	, if , if oan	any any	y)			M	M	Y	Y	Y	<u>Y</u>
(for corporation only) (for corporation only) (for corporation only) 注冊日期 (只適用於非香港公司) Date of Incorporation 日 月 年 Date of Registration 日 月 年				rpor	ration	1									T										
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表格2

金錢服務經營者牌照續期申請

Form 2

Application for Renewal of a Money Service Operator (MSO) Licence

第1部 - 申請人的業務詳情(續) Part 1 - Particulars of the Applicant's Business (Continued)

Tart 1 - Farticulars of the P	- P1				4,511,		(00			,																		
請述明金錢服務的性質:																												
Please indicate the nature of	f th	ie r	nor	ney s	ervi	e:-																						
□ 匯款服務					貨幣				-												3務							
Remittance service					Moı	ney	cha	ıng	ing	ser	vic	e			Re	mit	tan	ice	and	mo	oney	y cl	han	ıgin	ıg s	ervi	ces	
請述明申請人是否在特定 Please indicate whether the Guidance Notes):- 口是Yes	: A]	ppl	ica	nt op	erat	es a										prei	nis	ses	Ple	ease	e rej	fer	· to	Pa	ra.	8.1	of i	he
□ 否 No (<i>如「否」</i> (If 'No', p																												
用作經營金錢服務的特定 Number of particular premi						atin	g n	non	ey:	serv	vice	e:-														T	1	
(<i>請在第3 部提供所有特</i> (Please provide the details						lar j	pre	mi	ses	in I	Par	t 3,)															
Part 2 – Principal Address (此地址可以是經營金錢服(This address can be the partion the licence.) (1) 地址 (請用英文填寫 Address (Please comp	務 icui	ਖਿੱਤੀ lar	等短 pre	三處/, mise	听或. s us	通訊	- 刊地	灿	. , <u>j</u>	遊會						e co		espa	nde	ence	e ad	'dre	ess	and		ill be	e sh	own
李Flat / Room / Shop No.																	.00	r				1	Blo		No).		
大厦名稱 Building Name																												
*屋邨 / 屋苑名稱 *Estate / Court Name																												
門牌號碼									名科																			
Street No.							Str	eet	Naı	me												\perp						
地區(例如灣仔)																			香港	巷		IJ	九新	E] 新	界	
District (e.g. Wanchai)																			HK] 	KL	N		N	Τ	
(2) 聯絡資料 Contact Information				·F	,																-							
業務網址 Business Website Address																												
電郵地址 E-mail Address																												
電話號碼 Telephone No.														,	复别 x №	德 lo.												

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第3部-用以經營金錢服務的所有特定處所的資料

香港海關 CUSTOMS AND EXCISE DEPARTMENT

表格2

金錢服務經營者牌照續期申請

Form 2

Application for Renewal of a Money Service Operator (MSO) Licence

Part 3 – Details of all the Particular Premises used for the operation of a Money Service (例如2之1,如有兩處處所) 按編號排列的處所 之 Premises Serial No._ of_ (e.g. 1 of 2, if there are 2 premises) 處所的資料 **Premises information** 商業登記號碼 處所的面積 (平方米) Area of the premises (m^2) **Business Registration** Number 請述明經營金錢服務的處所類別: Please state the type of premises at which the money service is operated:-□ 商業處所 混合式商住處所 Commercial premises Mixed commercial and residential premises 分行名稱(英文)(如有) (商業登記證上所載名稱) Branch Name (in English) (if any) (as shown in the Business Registration Certificate) 分行名稱(中文)(如有) (商業登記證上所載名稱) Branch Name (in Chinese) (if any) (as shown in the Business Registration Certificate) 地址(請用英文填寫) Address (Please complete in English) *室/店鋪號碼 樓 座 *Flat / Room / Shop No. Floor Block No. 大厦名稱 **Building Name** *屋邨/屋苑名稱 *Estate / Court Name 門牌號碼 街道名稱 Street Name Street No. □ 香港 地區(例如灣仔) 口 九龍 □新界 District (e.g. Wanchai) HK **KLN** NT **(3)** 聯絡資料 **Contact information**

(4) 有否其他業務在此處所內經營?

辦事處電話號碼

Office Telephone No.

Is there any other business being run in this premises?

	有 Yes 口 香 No(如「有」,請提供下述資料) (If 'Yes', please provide the following details)
請提	共用處所的業務的以下資料:
Pleas	provide the following information of the business sharing the premises:-
	申請人經營,業務性質為:
	in by the Applicant, the nature of business is:-

3

辦事處傳真號碼

Office Fax No.

表格2

金錢服務經營者牌照續期申請

Form 2

Application for Renewal of 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)

由其他經營者經營,請提供以 Run by other business entity, p				de t	he f	follo	wi	ng i	nfo	rma	atio	n:-						
共用處所的業務的資料: Particulars of the business sha	ring	the	pre	emi	ses:	-												
業務 / 法團名稱 Name of Business / Corporation																		
業務性質 Nature of Business		述明 :ase		ecify	y:-								l	l				
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 <u>mixed commercial and residential premises</u> used for the operation of a money service)

遞交申請時,你<u>必須</u>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 <u>must</u> 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。 Name of	人姓名 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.

表格2

金錢服務經營者牌照續期申請

Form 2

Application for Renewal of a Money Service Operator (MSO) Licence

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

□ 獨資經營者 Sole Proprietor □] 合	ì夥	人]	Par	tner							Г]	董	事 I	Dire	cto	r						
英文姓名(* <i>先生/太太/小姐/女士</i>) Name in English (* <i>Mr/Mrs/Miss/Ms</i>)	先生	填寫如	生氏;	再填	寫名	字 Su	ırnan	ne fii	rst th	en o	ther 1	пате	es.											
中文姓名(如邁用) Name in Chinese (if applicable)													1		1(如) (if a									
中文電碼 <i>(如邇用)</i> Chinese Commercial Codes (if applicable)																								
出生日期 Date of Birth		∃ D D		月 M	Y		年 Y	Y																
出生地點 Place of Birth																								
國籍 Nationality																								
教育程度 Education Level		_	中 ^国 Sec 專_ Pos	cond 上程	dary 記度	/ lev		eve	1															
			其任	也,	請	註明	· 归:			·														
香港居民適用 For Hong Kong Reside	nt																							
香港身份證號碼 Hong Kong Identity Card No.									()													
非香港居民適用 For non-Hong Kong	Re	side	ent																					
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		E	F					• ,		I	洹 Date		i日 Ex		y				F			年		L
簽發國家 / 地點 Country / Place of Issue	D	D	М	M	Y	Y	Y	Y									D	D	M	M	Y	Y	Y	Y

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

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香港海關 CUSTOMS AND EXCISE DEPARTMENT

表格2

金錢服務經營者牌照續期申請

Form 2

Application for Renewal of a Money Service Operator (MSO) Licence

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

□ 合夥人 Partner						重	事	₽Di	irec	tor							
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		D D	M	Y	Y A	Y											
公司編號 Company No.																	
成立日期 Date of Incorporation	D	D	M	Y	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.								Ŷ	辦事 Of		真别 ax N	ij					
(2) 法團的註冊地址																	

Registered Address of the Corporation

*室 / 店鋪號碼 *Flat / Room / Shop No.								F	樓 loo	r			Bl	回 ocl	₹ N	0.		
大厦名稱 Building Name																		
*屋邨 / 屋苑名稱 *Estate / Court Name																		
門牌號碼 Street No.				ź名 t Na														
地區(<i>例如灣仔</i>) District (e.g. Wanchai)											香港! 香港特							

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.



表格2

金錢服務經營者牌照續期申請

Form 2

Application for Renewal of a Money Service Operator (MSO) Licence

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(* <i>先生/太太/小姐/女士</i>)																							
Name in English (*Mr/Mrs/Miss/Ms)	先持	真寫如	氏再	填寫	名字	Surna	ıme fii	rst the	en oth	er na	mes		-				,						
中文姓名(如適用)													另	[]名	(如7	(新)							
Name in Chinese (if applicable)													Al	ias	(if a	ny)							
中文電碼(知適用)	Г				Π																		
Chinese Commercial Codes (if applicable)																							
出生日期																							
Date of Birth		∃ D		月 M	Y		年 Y	Y															
出生地點																							
Place of Birth																							
國籍																							
Nationality																							
教育程度	[中	學科	呈度	Ë																	
Education Level			Sec	con	dar	y le	vel																
	[專	上和	呈度	F L																	
			Po	st-s	eco	nda	ary l	leve	el														
	[- 1	. —	,		明:																
	_		Otl	her	s, p	leas	se sp	eci	ify:	<u> </u>											_	_	
香港居民適用 For Hong Kong Reside	nt				_			,	,	_	,												
香港身份證號碼									()												
Hong Kong Identity Card No.	L								'														
非香港居民適用 For non-Hong Kong	Re	sid	ent	-	_	-		ı.	,		,	_	r	,	_	-			_	_			
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.	L																						
簽發日期													貞日										
Date of Issue		∐ ∃ D	<u>Б</u>		Y		E Υ	Y			Da	te o	f E	xpi	ry			L ∃ D	<u>Б</u>		Y	年 Y	Y
	+	Ī	[
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.



表格 2

金錢服務經營者牌照續期申請

Form 2

Application for Renewal of 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 M	oney Service
帳戶名稱	銀行名稱	帳戶號碼
Name of Account Holder	Name of Bank	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 重要事項: 用以經營金錢服務的銀行帳戶必須以 Important Notes: The holder of bank account(s) used for partner, director or ultimate owner.	provide the information in a separate sheet.) 申請人、其合夥人、董事或最終擁有。	
第8部-關於業務的額外資料 Part 8 - Additional Information of the	business	
(1) 請提供過去 12 個月的營業額: Please provide the transaction volum (a) 匯款服務(港元) Remittance service (HK\$) (b) 貨幣兌換服務(港元) Money changing service (HK	<u>-</u>	
(2) 請提供申請人目前為經營金錢服利 Please provide the no. of staff currer □ 0 □ 1 − 2 □ 3 − 5 □ 6 − 10 □ 11 或以上 or above	务所聘用的僱員人數: ntly employed by the Applicant for opera	ating money service:-
(3) 請提供申請人在未來兩年為經營会 Please provide the no. of staff to be □ 0 □ 1-2 □ 3-5 □ 6-10 □ 11 或以上 or above	全錢服務而計劃增聘的僱員人數: employed in the coming 2 years by the A	Applicant for operating money service:-
(4) 請述明申請人有否使用電腦系統約	營金錢服務: nt operates the money service with the us	se of a computer system:-

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.

否 No

表格 2

金錢服務經營者牌照續期申請

Form 2

Application for Renewal of 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)

		人謹此聲明:- eclare that:-
ı		
ı	(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;
ı		the particulars and information given in this application form and Annex (including supplementary sheets)
ı		consisting ofpage(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;
ı		I have read the Anti-Money Laundering and Counter-Terrorist Financing Ordinance, Chapter 615 (AMLO). I
ı		understand that section 52 of the AMLO provides that any person who, in connection with an application for the
ı		grant or renewal of a licence, (1) makes a statement that is false or misleading in a material particular; and knows
ı		that, or is reckless as to whether, the statement is false or misleading in a material particular; or (2) omits a material
ı		particular from a statement with the result that the statement is rendered false or misleading; and knows that, or is
ı		reckless as to whether, the material particular is omitted from the statement, commits an offence and is liable on
ı		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;
ı		I have read the Guidance Notes and Licensing Guide issued by the Commissioner of Customs and Excise to facilitate
ı		the filling of this application form and Annex by the person concerned. I understand that according to the AMLO,
ı		the licensee of a money service operator licence must obtain the approval of the Commissioner before a person may
	(d)	become the licensee's director, partner or ultimate owner; or before any new premises may be added to the licence. 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;
ı		I undertake that actions shall be taken to ensure that the licensee must notify the Commissioner of Customs and
ı		Excise in writing of any change in the particulars that are provided in this application form and Annex, except for
ı		those given in Part 8 and the approval as mentioned in para. (c) above, within one month beginning on the date on
ı		which the change takes place. I understand that section 40 of the AMLO provides that a licensee who without
ı		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;
ı		I undertake that actions shall be taken to ensure that the licensee who is licensed to operate a money service at a
ı		premises specified in the licence must display the original of the licence in a conspicuous place at the specified
ı		premises. I understand that section 39A of the AMLO provides that a licensee who without reasonable excuse
ı		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;
ı		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
	(g)	whether the premises are suitable to be used for the operation of a money service; 本人已閱讀金錢服務經營者牌照續期申請表格 2 的填表須知第 C 部所載的收集個人資料聲明,以及明白

I have read the Personal Information Collection Statement stated in Part C of the Guidance Notes on Form 2

Application for Renewal of a Money Service Operator Licence and understand the contents stated therein.

STEP IN

香港海關 CUSTOMS AND EXCISE DEPARTMENT

表格 2

金錢服務經營者牌照續期申請

Form 2

Application for Renewal of 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)

(*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)	—————————————————————————————————————
(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)
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:-

- (a) 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;
- (b) 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;
- (c) 如申請人屬法團,則獲董事局書面授權的董事或人士,並應隨附授權書。 the director or the person, authorized in writing by the Board of Directors, if the 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,相關<u>牌照亦會於有效期屆滿後自動 失</u> 效。

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. The licence concerned will lapse automatically upon the expiry of the validity period.

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		有效商業登記證的複本				
Sole proprietorship		A copy of valid Business Registration Certificate				
		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		有效商業登記證的複本				
Partnership		A copy of valid Business Registration Certificate				
		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		有效商業登記證的複本				
Local company		A copy of valid Business Registration Certificate				
		公司註冊證明書的複本				
		A copy of Certificate of Incorporation				
		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				
		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				
		集團架構*及集團每一成員*的持股量百分率的資料				
		集圏未傳・及集圏母一成真・町行版里日刀竿町具件 Information of group structure* and percentage of shareholdings of each group member*				
		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		有效商業登記證的複本				
Non-Hong Kong	۲	A copy of valid Business Registration Certificate				
company		非香港公司註冊證明書的複本				
	ľ	A copy of Certificate of Registration of non-Hong Kong Company				
		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				
		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				
		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*				
		組織章程大綱及章程細則的複本				
		A copy of Memorandum and Articles of Association				
2. <u>每一</u> 處所詳情的證明文件						
		ents of Particulars of <u>each</u> premises				
用作經營金錢服務 的處所		該處所的已加蓋釐印租約或業權紀錄的複本				
Premises Used for	_	A copy of stamped tenancy agreement or record of ownership of the premises				
the Operation of a		該處所的平面圖				
Money Service		Floor plan of the premises				
,		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				
		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				
	Р	由来土设面合矿府改處用用作經営並或服務的回息音復平 A copy of letter issued by the landlord to the applicant permitting the premises to be used for				
		money service business				
		該處所內每一名佔用人的同意書的複本(<i>只限混合商業及住宅處所</i>)				
	_	Copies of consent letters from every occupant of the premises (for mixed commercial and				
		residential premises only)				

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)

CHECKIST 101 SUDIII	19910	on or supporting documents for application for a Money Service Operator Licence (Continued)		
本地儲存帳目及		該處所的已加蓋釐印租約或業權紀錄的複本		
紀錄地點 Least place for		A copy of stamped tenancy agreement or record of ownership of the premises		
Local place for				
storage of books and records		Floor plan of the premises		
and records		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		
	P	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		A STATE OF THE STA		
Local management		該處所的C加蓋單印租約以業權紅蘇的複本 A copy of stamped tenancy agreement or record of ownership of the premises		
office		N. 53 /		
		該處所的平面圖 Floor plan of the premises		
		Two 4R-sized photographs showing the exterior and interior of the premises		
		有效商業登記證的複本		
	-	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		
3. 獨資經營者及	申請	人的 <i>每一名</i> (屬個人)合夥人/董事/最終擁有人詳情的證明文件		
		nents of Particulars of the sole proprietor and <u>each</u> individual partner / director / ultimate		
owner of the A				
香港居民		已填妥的適當人選聲明表格 3A 連同附錄 I 及 II		
Hong Kong	_	Completed Fit and Proper Person Declaration Form 3A together with Appendices I & II		
resident		香港身份證複本 A copy of Hong Kong Identity Card		
非香港居民		已填妥的適當人選聲明表格 3A 連同附錄 I 及 II		
Non-Hong Kong		Completed Fit and Proper Person Declaration Form 3A together with Appendices I & II		
resident		旅遊證件的個人資料頁的複本 A copy of the Bio-data page of the Travel Document		
		法團合夥人/董事的詳情的證明文件		
		nents of Particulars of <u>each</u> corporate partner / director of the Applicant		
本地公司		已填妥的適當人選聲明表格 3B		
Local company		Completed Fit and Proper Person Declaration Form 3B		
		有效商業登記證的複本		
		A copy of valid Business Registration Certificate		
		公司註冊證明書的複本		
		A copy of Certificate of Incorporation		
		組織章程大綱及章程細則的複本		
ルチザパコ	<u> </u>	A copy of Memorandum and Articles of Association		
非香港公司		已填妥的適當人選聲明表格 3B		
Non-Hong Kong	_	Completed Fit and Proper Person Declaration Form 3B		
company		有效商業登記證的複本		
		A copy of valid Business Registration Certificate 非香港公司註冊證明書的複本		
	11 1	非省港公司計 卌龍明青的楊本		
		A copy of Certificate of Registration of non-Hong Kong Company		
		A copy of Certificate of Registration of non-Hong Kong Company 組織章程大綱及章程細則的複本		
非左系法针册的		A copy of Certificate of Registration of non-Hong Kong Company 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		A copy of Certificate of Registration of non-Hong Kong Company 組織章程大綱及章程細則的複本 A copy of Memorandum and Articles of Association 已填妥的適當人選聲明表格 3B		
法團		A copy of Certificate of Registration of non-Hong Kong Company 組織章程大綱及章程細則的複本 A copy of Memorandum and Articles of Association 已填妥的適當人選聲明表格 3B Completed Fit and Proper Person Declaration Form 3B		
		A copy of Certificate of Registration of non-Hong Kong Company 組織章程大綱及章程細則的複本 A copy of Memorandum and Articles of Association 已填妥的適當人選聲明表格 3B Completed Fit and Proper Person Declaration Form 3B 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		
法團 Corporation not		A copy of Certificate of Registration of non-Hong Kong Company 組織章程大綱及章程細則的複本 A copy of Memorandum and Articles of Association 已填妥的適當人選聲明表格 3B Completed Fit and Proper Person Declaration Form 3B		

Checklist for subm	15510	on of supporting documents for app	<u>dication for a Money Service</u>	e Operator Licence (Continued)		
5. 授權書 Authorization	lett	er				
合夥人		經所有合夥人簽署的授權書複本				
Partner	_	A copy of the authorization letter si	gned by all partners			
法團		經董事局簽署的授權書複本	Silver of all parallers			
(本圏 Corporation	-	A copy of the authorization letter si	aned by the Roard of Director	c		
	<u>است</u>	* * *	glied by the Board of Director	5		
		目的其他所需文件 ocuments as specified in Licensing(Guide			
		經獨資經營者/每一名(屬個人)合	夥人/董事/最終擁有人確認	忍的業務計劃		
		Business Plan endorsed by sole prop				
		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				
		與參與經營金錢服務的本地及/享	协业第二方签订的协議 //	► 約 指 未		
	ľ	A copy of agreement / contract with				
		money service	leach local and/or loreign tim	d party involved in the process of		
		· · · · · · · · · · · · · · · · · · ·	→ //1 \\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\			
		合規主任及洗錢報告主任的香港与				
		A copy of Hong Kong Identity Card of Compliance Officer (CO) and Money Laundering Reporting Officer (MLRO)				
		合規主任及洗錢報告主任的有效條				
		A copy of valid employment contra				
		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				
		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				
		確認由申請人持有的銀行帳戶是戶	目作經營全錢服務業務的銀行	· 一个在記書		
		An acknowledgement from bank th				
		money service business	are the bank account here by t	ne appreciate is used for operating		
 申請人須將填妥的	申請	f表格、附件及補充資料表格連同E	· · · · · · · · · · · · · · · · · · ·	月文件,搋交予香港海關金錢服		
		7獲授權人員與申請人會面時將會2				
傍监连代班连。/母	門口	划是仅惟八貝兴中胡八曾山吋村曾国	1 概义什的正本。			
Applicant is requir	ed t	o submit the completed application	form, annex and supplemen	ntary information sheet together		
with the aumoutine	~ d ^	our ants (stamped with the applican	ot's sommony show) to the Me	may Camiaa Cunamisian Dunaan		
with the supporting	g ao	cuments (stamped with the applicar	it's company enop) to the Mc	oney Service Supervision Bureau		
of C&ED. Authorized officers of C&ED will examine the originals during the interview with the applicant.						
141 7+11-			辦公時間			
				His 45 21 77 1. 6 40 His 20 21		
兀龍兀龍灣常悅道	11號	計明大厦4樓402-403室		時 45 分至中午 12 時 30 分		
香港海關	f港海關 (公眾假期除外) 下午 1 時 30 分至下午 5 時			時30分至下午5時30分		
金錢服務監理科						
		Office hours				
Money Service Supervision Bureau,		Monday to Friday	8:45 a.m. to 12:30 p.m.			
Customs and Excise Department (E			(Except Public Holidays)	1:30 p.m. to 5:30 p.m.		
	Units 402-403, 4/F, Centre Parc,					
11 Sheung Yuet Road, Kowloon Bay, Kowloon						