



公司註冊處  
COMPANIES REGISTRY

## Filing Obligations of a Licensed Money Lender



### Important

This pamphlet is intended to provide a general guide. It should be read in conjunction with the provisions of the Money Lenders Ordinance (Chapter 163 of the Laws of Hong Kong) and should not be regarded as a substitute for reading it. You can purchase a hard copy of the Money Lenders Ordinance from the Online Government Bookstore ([www.bookstore.gov.hk](http://www.bookstore.gov.hk)) or call the Publications Sales Unit of the Information Services Department at (852) 2537 1910. You can also read the full text of the Ordinance at [www.elegislation.gov.hk](http://www.elegislation.gov.hk). You are advised to seek independent professional advice as you see fit.

Address : 13th floor, Queensway Government Offices, 66 Queensway, Hong Kong.  
Website : [www.cr.gov.hk](http://www.cr.gov.hk)  
e-Services Portal : [www.e-services.cr.gov.hk](http://www.e-services.cr.gov.hk)  
Email : [mlu@cr.gov.hk](mailto:mlu@cr.gov.hk)  
Enquiry : (852) 2867 2634  
24-hour Enquiry Hotline : (852) 2867 2600

### 1. Do I need to file any documents after obtaining a money lenders licence?

Yes, filing of documents is required under the Money Lenders Ordinance (Cap. 163) under the following circumstances -

- Where there is a change in the registered particulars of the licensee, notice is required to be given to the Registrar of Money Lenders in writing **within 21 days** after the change.
- Where the licensee intends to carry on business as a money lender at any additional or substituted premises, an application for endorsement on the licence is required.
- Where the licensee dies, the widow or widower or any member of the family of the age of 21 years or above, or any person on behalf of the family, may deliver an application for endorsement of his or her name on the licence.

### 2. How do I apply for the endorsement on a money lenders licence?

*Step 1* Prepare an application in the form of a letter *in triplicate* (all letters must be **manually signed**) stating the following -

(a) *For an application for endorsement of additional or substituted premises :*

- Licensee's name;
- Money Lender's Licence number; and
- Address of the additional or substituted premises to be endorsed and any new telephone number.

(b) *For an application for endorsement of the name of the widow, widower, member of the family or any person on behalf of the family :*

- Name of the deceased licensee;
- Money Lender's Licence number; and
- Name and residential address of the person proposed to be endorsed on the licence, and his relationship with the deceased licensee.

*Step 2* Deliver two copies of the application letters together with the application fee to the Money Lenders Section at 13th floor of the Queensway Government Offices, 66 Queensway, Hong Kong.

Cheques should be made payable to "Companies Registry".

*Step 3* Deliver one copy of the application letter to the Money Lenders Licensing Section, Licensing Office, Hong Kong Police Force at 12th floor, Arsenal House, Police Headquarters, 1 Arsenal Street, Wan Chai, Hong Kong.

### 3. How long does it take to have the licence endorsed?

Normally, the licence will be endorsed in 2 months from the date of delivery of an application.

### 4. What is the consequence of failing to notify any change in the registered particulars or to apply for the necessary endorsement?

It is an offence and the offender is liable to a fine of HK\$100,000 and imprisonment for 2 years.

### 5. Where can I ask for further information?

Please call the Money Lenders Section of the Companies Registry at (852) 2867 2634.

### Note :

For information on fees, please refer to the information pamphlet "**Fees Payable under the Money Lenders Ordinance**". You can download the information pamphlet at [www.cr.gov.hk](http://www.cr.gov.hk) or obtain a copy at the Information Counter of the Money Lenders Section on 13th floor of the Queensway Government Offices.