### APPLICATION BY A COMPANY FOR A MONEY LENDERS LICENCE

## Supplementary Information Sheet (Form SIS-1) (Note 1)

### **Section 1 : Company Basic Information**

Name of the company	
Business Registration Number (please provide the first 8 digits)	
Contact person (mainly for the information completed on this form)	Name : Telephone No. : Email Address :
Company type	☐ Listed company ☐ Public company ☐ Private company
Email address	
Website address	
Number of staff (including director, and any full-time and part-time staff who participate in daily operation of the company)	Full time: Part-time:
Section 2 : Intended Business	
Amount of Issued Share Capital	
Intended nature of money lending business	<ul> <li>□ Personal loans</li> <li>□ Corporate loans</li> <li>□ Intra-conglomerate loans</li> <li>□ Other lending business (please specify)</li> </ul>
Intended major types of customer loans	☐ Unsecured personal loans ☐ Other unsecured loans ☐ Secured loans (excluding property mortgage loan) ☐ Property mortgage loans ☐ Others (please specify)
Intended source of funding	☐ Bank borrowings ☐ Shareholders' funds ☐ Debt instruments ☐ Intra-conglomerate borrowings ☐ Other liabilities (please specify)
Forecast business volume (Projected loan size)	

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Subsidiary or related entity of a licensed corporation under the Securities and Futures Ordinance (Cap. 571) ("SFO")	☐ Yes, subsidiary of ☐ Yes, related entity of Name of the licensed corporation(s): ☐ No
Subsidiary or related entity of an authorized institution (Note 2) under the Banking Ordinance (Cap.155)	☐ Yes, subsidiary of ☐ Yes, related entity of Name of the authorized institution(s): ☐ No
Subsidiary or related entity of an insurance company (Note 3)	☐ Yes, subsidiary of ☐ Yes, related entity of Name of the insurance company(ies): ☐ No
Subsidiary or related entity of an approved trustee (Note 4) under the Mandatory Provident Fund Schemes Ordinance (Cap. 485)	<ul> <li>☐ Yes, subsidiary of</li> <li>☐ Yes, related entity of</li> <li>Name of the approved trustee(s):</li> <li>☐ No</li> </ul>
Subsidiary or related entity of an overseas banking group, or other overseas financial institution group	☐ Yes, subsidiary of ☐ Yes, related entity of Name of the group(s):  Assets consolidated into the group(s): HK\$
Subsidiary or related entity of a listed company or overseas listed company	☐ Yes, subsidiary of ☐ Yes, related entity of Name of the listed company(ies): ☐ No
Subsidiary or related entity of a property developer	☐ Yes, subsidiary of ☐ Yes, related entity of Name of the property developer(s): ☐ No

# Section 3 : Operational Planning on Anti-Money Laundering and Counter-Financing of Terrorism Requirements

Risk-bas	ed App	proach		
3.1	(a)	Would the company conduct an institutional money laundering and/or terrorist financing ("ML/TF") risk assessment to identify, assess and understand its ML/TF risks in relation to:	□ Yes	□ No
		(i) its customers;		
		(ii) the countries or jurisdictions its customers are from or in;		
		(iii) the countries or jurisdictions the company has operations in; and		
		(iv) the products, services, transactions and delivery channels of the company?		
		If not, please explain:		
	(b)	Would the company conduct its institutional ML/TF risk assessment every 2 years and upon trigger events which are material to the company's business and risk exposure?	□ Yes	□ No
		If not, please explain:		
3.2	the M the us and ta	d the company undertake risk assessment to identify, assess and understand ML/TF risks prior to the launch of new products, new business practices, or se of new or developing technologies for both new and pre-existing products, ake appropriate measures to manage and mitigate the risks identified?	□ Yes	□ No
3.3	custo	d the company conduct customer risk assessment to determine the extent of mer due diligence ("CDD") and ongoing monitoring measures to be applied, eep the relevant documents and records?	□ Yes	□No
	If not	r, please explain:		

AML/CI	T Syste	ems		
3.4	contro finance to co emplo	d the company put in place adequate and proper policies, procedures and ols ("Systems") to comply with the anti-money laundering and countering of terrorism ("AML/CFT") requirements, which include but not limited impliance management arrangements, an independent audit function, over screening procedures and ongoing employee training programme?  The procedures are defined as a superiorism of the company of th	□ Yes	□ No
	If yes (a)	Would the company keep any documents or records showing the putting in place of adequate and proper AML/CFT Systems?  If not, please explain:	□ Yes	□ No
3.5	Is the	company incorporated in Hong Kong?	□ Yes	□ No
	If not,	, please skip 3.5(a) and (b).		
	If yes	,		
	(a)	Does the company have any branches or subsidiary undertakings outside Hong Kong ("overseas branches and/or subsidiary undertakings") that carry on the same business as an FI as defined in the Anti-Money Laundering and Counter-Terrorist Financing Ordinance (Cap. 615) ("AMLO") or as the company?	□ Yes	□ No
		If not, please skip 3.5(b).		
	If yes	,		
	(b)	Would the company implement group-wide AML/CFT Systems to apply the requirements set out in the Guideline on Anti-Money Laundering and Counter-Financing of Terrorism (for Licensed Money Lenders) ("Guideline") to all of its overseas branches and subsidiary undertakings in its financial group, wherever the requirements in the Guideline are relevant and applicable to the overseas branches and subsidiary undertakings	□ Yes	□No

	concerned?			
	If not, please explain:			
3.6	Would the company appoint a compliance officer ("CO") and a money laundering reporting officer ("MLRO")?	□ Yes	□No	
	If not, please explain:			
	If yes,			
	(a) Would the company keep any documents or records showing the appointment of the CO and the MLRO?	□ Yes	□ No	
	If not, please explain:			
	(b) Would the company keep any documents or records showing the responsibilities of the CO and the MLRO?	□ Yes	□No	
	If not, please explain:			
3.7	Would the company establish an independent audit function which regularly reviews the:	□ Yes	□No	
	(a) adequacy of the company's AML/CFT Systems, ML/TF risk assessment framework and application of risk-based approach;			
	(b) effectiveness of suspicious transaction reporting systems;			
	(c) effectiveness of the compliance function; and			
	(d) level of awareness of staff having AML/CFT responsibilities?			

	If yes, who would perform the independent audit function and how often would the independent review be conducted?		
	If not, please explain:		
3.8	Would the company put in place adequate and appropriate screening procedures in order to ensure high standards when hiring employees?	□ Yes	□No
	If not, please explain:		
Custome	r Due Diligence		
3.9	Would the company carry out CDD measures in relation to each customer in the following circumstances:		
	(a) before establishing a business relationship with the customer;	□ Yes	□ No
	(b) before carrying out for the customer an occasional transaction involving an amount equal to or above HK\$120,000 or an equivalent amount in any other currency, whether the transaction is carried out in a single operation or in several operations that appear to the company to be linked;	□ Yes	□No
	(c) when the company suspects that the customer or the customer's account is involved in ML/TF; and	□ Yes	□No
	(d) when the company doubts the veracity or adequacy of any information previously obtained for the purpose of identifying the customer or for the purpose of verifying the customer's identity?	□ Yes	□ No
	If not for any of the above items, please explain:		

3.10		espect of each customer, would the company carry out the following CDD sures:		
	(a)	identify the customer and verify the customer's identity using documents, data or information provided by a reliable and independent source;	□ Yes	□ No
	(b)	where there is a beneficial owner in relation to the customer, identify and take reasonable measures to verify the beneficial owner's identity so that the company is satisfied that it knows who the beneficial owner is, including, in the case of a legal person or trust, measures to enable the company to understand the ownership and control structure of the legal person or trust;	□ Yes	□No
	(c)	obtain information on the purpose and intended nature of the business relationship (if any) established with the company unless the purpose and intended nature are obvious; and	□ Yes	□ No
	(d)	if a person purports to act on behalf of the customer:	□ Yes	□ No
		(i) identify the person and take reasonable measures to verify the person's identity using documents, data or information provided by a reliable and independent source; and		
		(ii) verify the person's authority to act on behalf of the customer?		
	If no	ot for any of the above items, please explain:		
<b>Enhance</b> 3.11	Wou	e Diligence and Additional Measures (Note 5)  all the company apply enhanced due diligence ("EDD") measures in relation hydrogen relationship on transportion to mitigate and manage the high MI /TE.		
	Wou	ald the company apply enhanced due diligence ("EDD") measures in relation business relationship or transaction to mitigate and manage the high ML/TF		
	Wou to a	ald the company apply enhanced due diligence ("EDD") measures in relation business relationship or transaction to mitigate and manage the high ML/TF	☐ Yes	□No
	Wou to a risks	ald the company apply enhanced due diligence ("EDD") measures in relation business relationship or transaction to mitigate and manage the high ML/TF in:  a situation that by its nature may present a high ML/TF risk taking into account the potentially higher risk factors referred to in paragraph 4.9.5 of	☐ Yes	□ No
	Wou to a risks (a)	ald the company apply enhanced due diligence ("EDD") measures in relation business relationship or transaction to mitigate and manage the high ML/TF in:  a situation that by its nature may present a high ML/TF risk taking into account the potentially higher risk factors referred to in paragraph 4.9.5 of the Guideline;  a situation specified by the Registrar of Money Lenders ("Registrar") in a		
	Wou to a risks (a)	a situation that by its nature may present a high ML/TF risk taking into account the potentially higher risk factors referred to in paragraph 4.9.5 of the Guideline;  a situation specified by the Registrar of Money Lenders ("Registrar") in a notice in writing given to the company?		

	If not	, please explain:		
3.13	(a)	Would the company, when it knows that a customer or a beneficial owner of a customer is a non-Hong Kong PEP, apply all the EDD measures set out in paragraph 4.9.10 of the Guideline in the following situations:		
		(i) before establishing a business relationship with a customer who is or whose beneficial owner is a non-Hong Kong PEP; and	□ Yes	□ No
		(ii) before continuing an existing business relationship where the customer or the beneficial owner is subsequently found to be a non-Hong Kong PEP?	☐ Yes	□ No
		If not for any of the above items, please explain:		
	(b)	Would the company conduct enhanced ongoing monitoring of a business relationship with a customer if the customer or the beneficial owner of the customer is a non-Hong Kong PEP as required in paragraph 4.9.11 of the Guideline?	□ Yes	□No
		If not, please explain:		
3.14	or a	d the company take reasonable measures to determine whether a customer beneficial owner of a customer is a Hong Kong PEP or an international sistation PEP?	□ Yes	□ No
	If not	, please explain:		
3.15	(a)	Would the company apply all the EDD measures set out in paragraph 4.9.10 of the Guideline in the following situations:		

	(i)	before establishing a high risk business relationship with a customer who is or whose beneficial owner is a Hong Kong PEP or an international organisation PEP (Note 6);	□ Yes	□ No
	(ii)	when continuing an existing business relationship with a customer who is or whose beneficial owner is a Hong Kong PEP or an international organisation PEP where the relationship subsequently becomes high risk; and	☐ Yes	□ No
	(iii)	when continuing an existing high risk business relationship where the company subsequently knows that the customer or the beneficial owner of the customer is a Hong Kong PEP or an international organisation PEP?	☐ Yes	□ No
	If	not for any of the above items, please explain:		
	rela cus refe	ould the company conduct enhanced ongoing monitoring of a business ationship with a customer if the customer or the beneficial owner of the tomer is a Hong Kong PEP or an international organisation PEP as erred to in paragraph 4.9.18 of the Guideline?	□ Yes	□ No
	If n	ot, please explain:		
3.16	business r	e company obtain approval from its senior management to establish a relationship that presents a high ML/TF risk, or continue an existing elationship where the relationship subsequently presents a high ML/TF	□ Yes	□No
	If not, plea	ase explain:		
3.17		e company carry out additional measures to mitigate the risk associated omers not physically present for identification purposes?	□ Yes	□ No
	If not, plea	ase explain:		

Reliance	on C	DD performed by Intermediaries		
3.18	mea	sures?	□ Yes	□No
	If no	ot, please skip 3.18(a), (b), (c) and (d).		
	(a)	In respect of each intermediary, would the company obtain written confirmation from the intermediary that the intermediary agrees to act as the company's intermediary and perform which part of the CDD measures?	□ Yes	□No
		If not, please explain:		
	(b)	In respect of each intermediary, is the company satisfied that the intermediary will on request provide a copy of any document, or a record of any data or information, obtained by the intermediary in the course of carrying out CDD measures without delay?	□ Yes	□ No
		If not, please explain:		
	(c)	Would any of the intermediaries be a domestic intermediary?	□ Yes	□No
		If not, please skip 3.18(c)(i) and (ii).		
		If yes,		
		(i) In respect of each domestic intermediary, is the intermediary an intermediary financial institution (Note 7), an accounting professional (Note 8), an estate agent (Note 9), a legal professional (Note 10) or a trust or company service provider ("TCSP") licensee (Note 11)?	□ Yes	□No
		(ii) In respect of each domestic intermediary being an accounting professional, an estate agent, a legal professional or a TCSP licensee, is the company satisfied that the domestic intermediary has adequate procedures in place to prevent ML/TF and is required to comply with the relevant requirements set out in Schedule 2 to the AMLO with respect to the customer?	□ Yes	□ No

	If not for any of the above items, please explain:		
(d)	Would any of the intermediaries be an overseas intermediary?	□ Yes	□N
	If not, please skip 3.18(d)(i), (ii), (iii) and (iv).		
	If yes,		
	(i) In respect of each overseas intermediary, does the intermediary fall into one of the following categories of businesses or professions:	□ Yes	□N
	<ul> <li>an institution that carries on a business similar to that carried on by an intermediary financial institution;</li> </ul>		
	• a lawyer or a notary public;		
	<ul> <li>an auditor, or professional accountant, or a tax advisor;</li> </ul>		
	• a trust or company service provider;		
	<ul> <li>a trust company carrying on trust business; and</li> </ul>		
	• a person who carries on a business similar to that carried on by an estate agent?		
	(ii) In respect of each overseas intermediary, is the intermediary required under the law of the jurisdiction concerned to be registered or licensed or is regulated under the law of that jurisdiction?	□ Yes	
	(iii) In respect of each overseas intermediary, does the intermediary have measures in place to ensure compliance with requirements similar to those imposed under Schedule 2 to the AMLO?	☐ Yes	
	(iv) In respect of each overseas intermediary, is the intermediary supervised for compliance with those requirements by an authority in that jurisdiction that performs functions similar to those of any of the relevant authorities or the regulatory bodies (as may be applicable) as defined in the AMLO?	□ Yes	
	If not for any of the above items, please explain:		
Mon	itoring		
docu	uld the company conduct ongoing CDD by reviewing from time to time uments, data and information relating to the customers that have been obtained the company for the purpose of complying with the requirements set out in	□ Yes	

	Part 2 of Schedule 2 to the AMLO to ensure that they are up-to-date and relevant?		
	If not, please explain:		
3.20	Would the company conduct an annual review at a minimum, or more frequent reviews if deemed necessary, of all customers that present high ML/TF risks to ensure the CDD information retained remains up-to-date and relevant?	□ Yes	□ No
	If not, please explain:		
3.21	Would the company conduct appropriate scrutiny of transactions carried out for each customer to ensure that they are consistent with the company's knowledge of the customer, the customers' business, risk profile and source of funds?	□ Yes	□ No
	If not, please explain:		
3.22	Would the company take measures to identify transactions that (i) are complex, unusually large in amount or of an unusual pattern; and (ii) have no apparent economic or lawful purpose, and examine the background and purposes of those transactions and set out the findings in writing?  If not, please explain:	Yes	□ No
Terrorist	Financing, Financial Sanctions and Proliferation Financing		
3.23	Would the company implement an effective screening mechanism to screen its customers and the beneficial owners of the customers against the current relevant list(s) of terrorist and sanction designations at the establishment of the relationship and against all new and any updated list(s) as soon as practicable?	□ Yes	□No
	If not, please explain:		

	If yes	,		
	(a)	Would the company, using a risk-based approach, extend such screening requirements to the connected parties (as defined in paragraph 4.3.19 of the Guideline) of the customers and the persons purporting to act on behalf of the customers?	□ Yes	□No
		If not, please explain:		
	(b)	Would the company keep the relevant screening records?	□ Yes	□ No
		If not, please explain:		
Suspicio	us Tran	nsaction Reports	ı	ı
3.24	statuto Finan Ordin	d the company implement appropriate AML/CFT Systems to fulfill its bry reporting obligation to report suspicious transactions to the Joint cial Intelligence Unit as required under the Organized and Serious Crimes ance (Cap. 455), Drug Trafficking (Recovery of Proceeds) Ordinance (Cap. and United Nations (Anti-Terrorism Measures) Ordinance (Cap. 575)?	□ Yes	□ No
	If not,	please explain:		
Record-	keeping		Г	Г
3.25	throug for a	d the company keep the following documents and records of customers ghout the continuance of the business relationship with each customer and period of at least 5 years beginning on the date on which the business onship ends:		
		the original or a copy of the documents, and a record of the data and information, obtained in the course of identifying and, where applicable, verifying the identity of the customer and/or beneficial owner of the	☐ Yes	□No

	customer and/or beneficiary and/or persons who purport to act on behalf of the customer and/or other connected parties to the customer;			
	(b)	other documents and records obtained throughout the CDD and ongoing monitoring progress (including simplified due diligence and EDD);	□ Yes	□No
	(c) where applicable, the original or a copy of the documents, and a record of the data and information, on the purpose and intended nature of the business relationship;		□ Yes	□ No
	(d)	the original or a copy of the records and documents relating to the customer's account and business correspondence with the customer and any beneficial owner of the customer; and	□ Yes	□ No
	(e)	the results of any analysis undertaken (e.g. inquiries to establish the background and purposes of transactions that are complex, unusually large in amount or of unusual pattern, and have no apparent economic or lawful purpose)?	□ Yes	□No
If not for any of the above items, please explain:				
3.26	the company the t	ald the company keep the original or a copy of the documents, and a record of data and information, obtained in connection with each transaction the pany carries out for a period of at least 5 years beginning on the date on which ransaction is completed?  ot, please explain:	□ Yes	□ No
Staff Tra	ining		T	<b>-</b>
3.27		ald the company provide its staff with adequate training so that they are quately trained to implement its AML/CFT Systems?	□ Yes	□ No
	If ye	es, how would the effectiveness of the training be monitored?		
	If no	ot, please explain:		

3.28	Would the staff be made aware of:	□ Yes	□ No
	(a) the company's obligations and their own role in relation to the company's compliance with the CDD and record-keeping requirements under the Guideline;		
	(b) the company's and their own personal statutory obligations relating to suspicious transactions reporting;		
	(c) any other statutory and regulatory obligations that concern the company and themselves in relation to AML/CFT;		
	(d) the company's policies and procedures relating to AML/CFT; and		
	(e) any new and emerging techniques, methods and trends in ML/TF to the extent that such information is needed to carry out their particular roles in the company with respect to AML/CFT?		
	If not, please explain:		
3.29	Would the company maintain records for a minimum of 3 years of who have been trained, when the staff received the training and the type of the training provided?	□ Yes	□ No
	If not, please explain:		

### **Section 4 : Disciplinary Actions**

<ul> <li>another company of which</li> </ul>	er controlling persons of the company; the company is or was a corporate director; the company is or was a principal sharehold			
ever been				
	ong Kong or elsewhere, from the right to ca which a specific licence, registration or others		□ Yes	□No
	isqualified by any professional or regulato on to any trade, business or profession?	ry body in Hong	□ Yes	□No
Section 5 : Declaration  I hereby declare that:				
(1) the company <u>would not</u> defined under the Unit thereunder) which is sub	have any business relationship with any model Nations Sanctions Ordinance (Cap. ject to financial sanctions or any terrorist of Terrorism Measures) Ordinance (Cap. 5	537) or any su or terrorist associ	bsidiary	legislation
(2) all the information provi	ded in this form is complete, true and cor	rect.		
For and on behalf of	(Name of the	e company)		
Signature				
Name of person authorized by the company (Note 13)		Date	(dan / mar	th (nage)

#### Note

- 1. Please use a separate sheet to continue if there is insufficient space provided for your answer.
- 2. Authorized institutions, as defined under the Banking Ordinance (Cap. 155), include banks, restricted licence banks and deposit-taking companies.
- 3. Insurance companies refer to companies specified under section 6(1) of the Insurance Ordinance (Cap. 41).
- 4. Approved trustee has the meaning given in section 2(1) of the Mandatory Provident Fund Schemes Ordinance (Cap. 485).
- 5. Please refer to Chapters 4 and 5 of the latest Guideline for the additional measures or enhanced due diligence measures in respect of the situations.
- 6. Please refer to Chapter 4 of the latest Guideline for the definition of different types of PEPs.
- 7. An intermediary financial institution means a financial institution as defined in the AMLO that is:
  - (a) an authorized institution;
  - (b) a licensed corporation;
  - (c) an authorized insurer;
  - (d) a licensed individual insurance agent;
  - (e) a licensed insurance agency; or
  - (f) a licensed insurance broker company.
- 8. An accounting professional means:
  - (a) a certified public accountant as defined by section 2(1) of the Professional Accountants Ordinance (Cap.50), or a certified public accountant (practising) as defined by section 2(1) of the Accounting and Financial Reporting Council Ordinance (Cap. 588);
  - (b) a corporate practice as defined by section 2(1) of the Accounting and Financial Reporting Council Ordinance (Cap. 588); or
  - (c) a CPA firm as defined by section 2(1) of the Accounting and Financial Reporting Council Ordinance (Cap. 588).
- 9. An estate agent means:
  - (a) a licensed estate agent as defined by section 2(1) of the Estate Agents Ordinance (Cap. 511); or
  - (b) a licensed salesperson as defined by section 2(1) of the Estate Agents Ordinance (Cap. 511).
- 10. A legal professional means:
  - (a) a solicitor as defined by section 2(1) of the Legal Practitioners Ordinance (Cap. 159); or
  - (b) a foreign lawyer as defined by section 2(1) of the Legal Practitioners Ordinance (Cap. 159).
- 11. A TCSP licensee means:
  - (a) a person who holds a licence granted under section 53G or renewed under section 53K of the AMLO; or
  - (b) a deemed licensee as defined by section 53ZQ(5) of the AMLO.
- 12. The relevant lists are available at "Compliance > Anti-Money Laundering and Counter-Financing of Terrorism" section of the website at <a href="www.cr.gov.hk">www.cr.gov.hk</a>. 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) designated person or entities;
    - (ii) persons or entities acting on behalf of or at the direction of the designated persons or entities mentioned in (i); or
    - (iii) entities owned or controlled by any persons or entities mentioned in (i) or (ii); or
  - (b) to deal with, directly or indirectly, any funds or other financial assets, or economic resources belonging to, or owned or controlled by, such persons or entities falling within (a) above.
- 13. Please produce evidence of authorization.