

APPLICATION BY A COMPANY FOR RENEWAL OF A MONEY LENDERS LICENCE

Supplementary Information Sheet (Form SIS-3)

Section 1 : Company Basic Information (Note 2)

Name of the licensee	
MLR Number	
CR Number	
Business Registration Number <i>(please provide the first 8 digits)</i>	
Contact person <i>(mainly for the information completed on this form)</i>	Name : Telephone No. : Email Address :
Type of the Money Lenders	<input type="checkbox"/> Listed Company <input type="checkbox"/> Public Company <input type="checkbox"/> Private Company
Email Address	
Website Address	
Number of Employees (including both full-time and part-time employees)	Full time: Part-time:
Major types of customer loans	<input type="checkbox"/> Unsecured Personal Loans <input type="checkbox"/> Other Unsecured Loans <input type="checkbox"/> Secured Loans (excluding property mortgage loan) <input type="checkbox"/> Property Mortgage Loans <input type="checkbox"/> Others (please specify)
Major source of funding	<input type="checkbox"/> Bank borrowings <input type="checkbox"/> Shareholders' funds <input type="checkbox"/> Debt instruments <input type="checkbox"/> Intra-conglomerate borrowings <input type="checkbox"/> Other liabilities (please specify)
Sources of new customers	<input type="checkbox"/> Introduction / referral <input type="checkbox"/> Walk-in <input type="checkbox"/> Others (please specify)
Subsidiary or related entity of a licensed corporation under the Securities and Futures Ordinance (Cap. 571) ("SFO")	<input type="checkbox"/> Yes; Name of the licensed corporation(s): <input type="checkbox"/> No
Subsidiary or related entity of an authorized institution <small>(Note 3)</small> under the Banking Ordinance (Cap.155)	<input type="checkbox"/> Yes; Name of the authorized institution(s): <input type="checkbox"/> No
Subsidiary or related entity of an insurance company <small>(Note 4)</small>	<input type="checkbox"/> Yes; Name of the insurance company(ies): <input type="checkbox"/> No

Subsidiary or related entity of an approved trustee ^(Note 5) under the Mandatory Provident Fund Schemes Ordinance (Cap. 485)	<input type="checkbox"/> Yes; Name of the approved trustee(s): <input type="checkbox"/> No
Subsidiary or related entity of an overseas banking group, or other overseas financial institution group	<input type="checkbox"/> Yes; Name of the group(s): Assets consolidated into the group(s): HK\$ _____ <input type="checkbox"/> No
Subsidiary or related entity of a listed company or overseas listed company	<input type="checkbox"/> Yes; Name of the listed company(ies): <input type="checkbox"/> No
Subsidiary or related entity of a property developer	<input type="checkbox"/> Yes; Name of the property developer(s): <input type="checkbox"/> No

Section 2 : Financial Information

2.1 Abridged Statement of Financial Position as at (/ /)
(day / month / year)

(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 holding company, the holding company's other subsidiaries, the company's own subsidiaries)	
(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)	

Major items	HK\$ Million
(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	
(e) are claims on ^(Note 10) pension funds ^(Note 11) in Hong Kong	
(f) are claims on ^(Note 10) other financial institutions / funds ^(Note 12) in Hong Kong	
(g) are claims on ^(Note 10) financial institutions outside Hong Kong	
(h) are claims on ^(Note 10) listed companies in Hong Kong	
(i) are claims on ^(Note 10) listed companies outside Hong Kong	

Major items		HK\$ Million
Liabilities		
(7) Total bank borrowings = (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 instruments issued and outstanding		
(9) Total intra-conglomerate borrowings		
(10) Other liabilities Please specify: _____		
(11) Shareholders' fund		
(12) Total liabilities ^(Note 9) = (7) + (8) + (9) + (10) + (11)		
of which		
(a) maturing within 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 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		
(i) are liabilities to ^(Note 13) listed companies outside Hong Kong		
(13) Off-balance sheet items – Total ^(Note 14)		
of which		
Credit risk exposure type ^(Note 15)		

2.2 Breakdown of Total Customer Loans

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 = (F1) + (F2) AND = (G1) + (G2) + (G3)		
<u>Of the total property mortgage loans stated in (D) above</u>		
● Secured by residential properties (E1)		
● Secured by commercial / industrial properties (E2)		
<u>Of the total property mortgage loans stated in (D) above</u>		
● For financing the purchase of residential property(ies) concerned (F1)		
● For any other purposes (F2)		
<u>Of the total property mortgage loans stated in (D) above</u>		
● 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, minibus) (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 = (P1) + (P2) AND = (Q1) + (Q2) + (Q3)		
<u>Of the total property mortgage loans stated in (N) above</u>		
● Secured by residential properties (O1)		
● Secured by commercial / industrial properties (O2)		
<u>Of the total property mortgage loans stated in (N) above</u>		
● 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, 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 Audited Financial Statement

Please attach a copy of the company's Audited Financial Statement in support of the information 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	Has the company been the subject of complaints to the Police regarding its money lender business since the granting of the last money lenders licence?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3.2	Has the company received any warning letters from the Police Licensing Office since the granting of the last money lenders licence?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3.3	Has the company 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?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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

4.1	<p>Has the company put in place adequate and appropriate policies, procedures and controls to comply with the anti-money laundering and counter-terrorist financing (AML/CTF) requirements, including but not limited to compliance management arrangements, ongoing employee training programme and independent audit function to test the AML/CTF system, as evidenced by policy statement(s) or other written documents?</p> <p>If not, please explain:</p> <hr/> <hr/> <hr/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4.2	<p>(a) Before establishing business relationships with customers or before carrying out transactions for customers, has the company taken customer due diligence (CDD) measures to identify and verify the identity of the customers and their beneficial owners?</p> <p>If not, please explain:</p> <hr/> <hr/> <hr/> <p>(b) Before establishing business relationships with customers or before carrying out transactions for customers, has the company obtained information on the purpose and intended nature of the business relationships established with the company?</p> <p>If not, please explain:</p> <hr/> <hr/> <hr/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No

	<p>(c) Has the company conducted ongoing due diligence on the business relationship, including ensuring that the transactions being conducted are consistent with the company'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?</p> <p>If not, please explain:</p> <p>_____</p> <p>_____</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>4.3</p>	<p>(a) Has the company 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?</p> <p>If not, please explain:</p> <p>_____</p> <p>_____</p> <p>(b) Has the company kept records of transactions for at least 5 years after the completion of transactions?</p> <p>If not, please explain:</p> <p>_____</p> <p>_____</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>4.4</p>	<p>(a) Has the company carried out the applicable additional measures or enhanced CDD measures when dealing with the following situations ^(Note 17)?</p> <p>(i) customer not physically present for identification purposes;</p> <p>(ii) customer or its beneficial owner being a PEP ^(Note 18);</p> <p>(iii) corporate customer which has issued bearer shares;</p> <p>(iv) customer from or transaction connected with a jurisdiction identified by the Financial Action Task Force ("FATF") as having strategic AML/CTF deficiencies; and</p> <p>(v) any situation specified by the Registrar of Money Lenders in a notice given to the licensee.</p> <p>If not, please explain:</p> <p>_____</p> <p>_____</p> <p>(b) Is senior management approval needed before establishing such business relationship?</p> <p>If not, please explain:</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

4.6	<p>Has the company 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?</p> <p>If not, please explain:</p> <hr/> <hr/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4.7	<p>Has the company 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)?</p> <p>If not, please explain:</p> <hr/> <hr/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4.8	<p>Has the company 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?</p> <p>If yes, how is the effectiveness of the training monitored?</p> <hr/> <hr/> <p>If not, please explain:</p> <hr/> <hr/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4.9	<p>Has the company provided its staff with policies or guidelines in relation to the conduct of CDD, criteria for identifying suspicious transactions, and relevant AML/CTF measures for reference?</p> <p>If not, please explain:</p> <hr/> <hr/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4.10	<p>Does the company have any foreign branches or majority-owned subsidiaries?</p> <p>If yes, has the company ensured that its branches and subsidiaries apply AML/CTF measures consistent with the company's programme?</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No

4.11	<p>Please describe how the company established an independent audit function to enable it to carry out its responsibilities, including independent reviews of its AML/CTF systems.</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>			
4.12	<table border="1"> <tr> <td data-bbox="354 619 1214 1102"> <p>(a) Is the company operating as a financial group?</p> <p>If not, please skip 4.12(b).</p> <p>(b) If yes, has the company implemented group-wide programmes against money laundering and terrorist financing, which should be applicable, and appropriate to, all branches and majority-owned subsidiaries of the financial group?</p> <p>If the answer to (b) is “No”, please explain:</p> <hr/> <hr/> </td> <td data-bbox="1214 619 1321 1102"> <input type="checkbox"/> Yes <input type="checkbox"/> Yes </td> <td data-bbox="1321 619 1427 1102"> <input type="checkbox"/> No <input type="checkbox"/> No </td> </tr> </table>	<p>(a) Is the company operating as a financial group?</p> <p>If not, please skip 4.12(b).</p> <p>(b) If yes, has the company implemented group-wide programmes against money laundering and terrorist financing, which should be applicable, and appropriate to, all branches and majority-owned subsidiaries of the financial group?</p> <p>If the answer to (b) is “No”, please explain:</p> <hr/> <hr/>	<input type="checkbox"/> Yes <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> No
<p>(a) Is the company operating as a financial group?</p> <p>If not, please skip 4.12(b).</p> <p>(b) If yes, has the company implemented group-wide programmes against money laundering and terrorist financing, which should be applicable, and appropriate to, all branches and majority-owned subsidiaries of the financial group?</p> <p>If the answer to (b) is “No”, please explain:</p> <hr/> <hr/>	<input type="checkbox"/> Yes <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> No		

Section 5 : Risk Assessment

Customer Risk		
5.1	Total number of customers <i>(since the date of granting the last money lenders licence)</i>	_____
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) <i>(note: a customer involved in more than one risk factors should be counted once only)</i>	_____	
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) <i>(note: a customer involved in more than one risk factors should be counted once only)</i>	_____
Product / Service Risk		
5.4	Total amount of loans (HK\$ Million) <i>(since the date of granting the last money lenders licence)</i>	_____
5.5	Total number of loans <i>(since the date of granting the last money lenders licence)</i>	_____
	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) <i>(note: a loan involved in more than one risk factors should be counted once only)</i>	_____
	(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	_____
5.7	Please list out the new technologies and payment methods which are used in your money lending business: _____ _____ _____ _____	

<i>Distribution channel risk</i>		
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

<p>Has</p> <ul style="list-style-type: none"> ● the company; ● any of the directors or other controlling persons of the company; ● another company of which the company is or was a corporate director; or ● another company of which the company is or was a principal shareholder <p>previously been</p> <ul style="list-style-type: none"> ● 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 <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <ul style="list-style-type: none"> ● 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 <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Yes		<input type="checkbox"/> No

Section 7 : Declaration

I hereby declare that :

- (1) the company does 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.**

For and on behalf of	<i>(Name of the company)</i>		
Signature			
Name of person authorised by the company ^(Note 22)		Date	<i>(day / month / year)</i>

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
 - (f) 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.
22. Please produce evidence of authorisation.