

Guideline on Application for New Issue/ Renewal of and Endorsement on Money Lenders Licence

The Money Lenders Ordinance (Cap. 163) specifies the factors that the licensing court shall consider in processing an application for a money lender's licence. The factors include:

- (i) whether the applicant is a fit and proper person to carry on business as a money lender (e.g. the general knowledge, qualification and experience in relation to money lending business etc)
- (ii) whether the premises to which the application relates are suitable for the carrying on of the business of money-lending (e.g. usage of the premises and permission from the landlord and tenant etc); and
- (iii) whether the grant of such licence is contrary to the public interest.

To facilitate the investigation to be carried out in respect of an application for the purposes of determining whether, in the opinion of the Commissioner of Police (CP), there are grounds for objecting the application in accordance with the Money Lenders Ordinance, the CP may require the applicant to produce the following documents for processing the application:

| <u>Required Documents</u> | <u>Contents</u> |
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| ■ Documentary proof to support the applicant's capability in managing the money lending business | Reference letter of previous working experience in money lending business, relevant certificate, etc. (Resumes are not accepted). |
| ■ Documentary proof to show the financial situation of the applicant | Bank statements of the company, directors or shareholders. |
| ■ Tenancy agreement | Tenancy agreement for premises intended to be used for money lending business. |
| ■ General permission from the landlord | Written consent from landlord and tenant, if the premises is sublet, for the intended use of premises for money lending business. |
| ■ "Permit to occupy a new building" issued by the Buildings Department | Specifying the use of premises for " <u>office</u> " or " <u>shop</u> " purposes. If the permit does not allow the use of premises for the above purposes, permission from the Buildings Department, District Lands Office and/or Town Planning Board for the change of use is required. |
| ■ Land Register obtained from the Land Registry by conducting land search | Specifying the ownership of premises. |
| ■ Floor plan inside the premises | Showing the partitions and equipments inside the premises. |
| ■ Annual return if the applicant is a company | Showing the directors and shareholders of the applicant |

The above list is not exhaustive. The CP may require the applicant to produce other documents to assist the processing. Please prepare **TWO sets** of the abovementioned documents.

When an application for Money Lenders Licence (including new issue, renewal and endorsement) is made, the applicant shall send a copy of the application form to the Commissioner of Police.

For enquiries, please contact the Licensing Office (Money Lender Licensing Section), Hong Kong Police Force during office hours at 2860 3574.

Police Licensing Office

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