



# How to Apply for Renewal of a Money Lenders Licence



## 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)  
Email : [crenq@cr.gov.hk](mailto:crenq@cr.gov.hk)  
Enquiry : (852) 2867 2634

## 1. When should I apply for renewal of licence?

You can apply within 3 months prior to the date of expiration of your licence. A renewed licence will normally be granted in 2 to 3 months' time from the date of delivery of the application for renewal. **You should deliver your application for renewal as early as possible.** Any person who carries on business as a money lender without a licence commits an offence

## 2. What should I do if I want to apply for renewal of my money lenders licence?

**Step 1** Download the application form, statement form and the relevant supplementary information sheets (SISs) at [www.cr.gov.hk](http://www.cr.gov.hk) (Note 1). You can also obtain the forms from the Information Counter of the Money Lenders Section on the 13th floor of Queensway Government Offices.

**Step 2** Complete three sets each of the application form and statement form and one set each of the relevant SISs (Each form must be *manually signed*)

**Step 3** Deliver two sets each of the application form and statement form and one set each of the relevant SISs, together with the application fee for renewal to the Information Counter of the Money Lenders Section on the 13th floor of Queensway Government Offices (Notes 2 to 6).

If the applicant is a limited company, please also deliver evidence of authorisation.

**Step 4** Deliver one set each of the application form and statement form to the Money Lenders Licensing Section, Licensing Office, Hong Kong Police Force on the 12th floor, Arsenal House, Police Headquarters, 1 Arsenal Street, Wan Chai, Hong Kong.

(Please note the other supporting documents as required by the Commissioner of Police as set out in the "*Guideline on Application for New Issue/Renewal of and Endorsement on Money Lenders Licence*" issued by the Police overleaf.)

## Notes :

- Please use the relevant forms for application for renewal.

Form No.	Description of Form
<b>Application for renewal – by individual / partnership</b>	
6	Application by an individual for renewal of a licence for himself or for a partnership
8	Statement in support of an application by an individual for renewal of a licence for himself or for a partnership
SIS-4	Supplementary Information Sheet - Application by an individual for renewal of a money lenders licence for a sole proprietor or for a partnership
SIS-4A	Supplementary Information Sheet - Fit and Proper Criteria - Application by an individual for renewal of a money lenders licence for a sole proprietor or for a partnership
<b>Application for renewal – by company</b>	
7	Application by a company for renewal of a licence
9	Statement in support of an application by a company for renewal of a licence
SIS-3	Supplementary Information Sheet - Application by a company for renewal of a money lenders licence
SIS-3A	Supplementary Information Sheet - Fit and Proper Criteria - Application by a company for renewal of a money lenders licence

- Service hours of the Money Lenders Section –**  
Monday to Friday 8:30 a.m. – 12:45 p.m. & 1:45 p.m. – 5:45 p.m.
- Shroff hours –**  
Monday to Friday 8:45 a.m. – 12:45 p.m. & 1:45 p.m. – 5:00 p.m.
- For information on application for renewal and other fees, please refer to the information pamphlet "*Fees Payable under the Money Lenders Ordinance*" which can be downloaded at [www.cr.gov.hk](http://www.cr.gov.hk) or obtained from the Information Counter of the Money Lenders Section on the 13th floor of the Queensway Government Offices.
- You may send your application and cheque to the Money Lenders Section of the Companies Registry by post. Cheques should be made payable to the "*Companies Registry*".
- For delivery of documents to the Companies Registry outside office hours on Monday to Saturday (except public holidays), you can make use of the Registry's Drop-in box provided near the Information Counter on the Deck Floor, High Block, Queensway Government Offices.

## 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 lenders 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:

Required Documents	Contents
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 "office" or "shop" 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 CP. For enquiries, please contact the Licensing Office (Money Lender Licensing Section), Hong Kong Police Force, during office hours at **2860 3574**.

**Licensing Office (Money Lender Licensing Section)  
Hong Kong Police Force**