

Quick User Guide on Licensing Forms (paper versions)

This guide aims to provide a quick reference on the paper forms and supplements which are generally required with respect to some common *corporate* applications and notifications. The lists are not exhaustive and the Commission may require additional forms, supplements and other information as and when necessary. Applications and notifications by corporate applicants and intermediaries may be submitted using the paper forms, or via the SFC Online Portal¹.

1. New Licence/Registration Applications

(a) If you are a corporation which is not currently licensed and would like to apply for a new licence, please submit the following:

- Part A of Form 1
- Part B or C of Form 1 for each proposed responsible officer (at least two responsible officers should be nominated)
- Supplements 1, 6, 7 and 8
- Other forms/supplements (if applicable):
 - ✓ Part D of Form 1 (advising on Takeovers Codes² related matters)
 - ✓ Form 1(s), and Supplement 10(s) for at least two proposed principals (act as Sponsor³)
 - ✓ Supplement 2 (corporate substantial shareholder)
 - ✓ Supplement 3 (individual substantial shareholder/director)
 - ✓ Supplement 4 (corporate director)
 - ✓ Form 6, Supplements 5 and 13 (associated entity)
 - ✓ Supplement 9 (licence record)
 - ✓ Supplement 14 (automated trading services)
 - ✓ Questionnaire for providing electronic trading service or providing margin lending
- Application fee

(b) If you are an authorized institution and would like to apply for registration to become a registered institution, please submit the following:

- Form 2
- Supplements 1 and 8
- Copies of application forms for approval to become an executive officer submitted to the HKMA (at least two executive officers should be nominated)
- Other forms/supplements (if applicable):

¹ All applications, notifications and annual returns by individual applicants and licensees should from 1 February 2017 be submitted via the SFC Online Portal. For an individual substantial shareholder or responsible officer whose application is a necessary component of a corporate application, the application may be submitted together with the corporate application in paper form.

² The Codes on Takeovers and Merger and Share Buy-backs

³ As defined in the Additional Fit and Proper Guidelines for Corporations and Authorized Financial Institutions applying or continuing to act as Sponsors and Compliance Advisers.

- ✓ Form 6, Supplements 5 and 13 (associated entity)
- ✓ Supplement 9 (licence record)
- Application fee

(c) If you are a corporation which is not currently licensed and would like to apply for a new temporary licence, please submit the following:

- Part A of Form 1A
- Part B of Form 1A for each temporary representative / responsible officer (at least one temporary representative should be nominated)
- Supplements 1, 6, 7, 8 and 9
- Other forms/supplements (if applicable):
 - ✓ Part C of Form 1A (advising on Takeovers Codes related matters)
 - ✓ Supplement 2 (corporate substantial shareholder)
 - ✓ Supplement 3 (individual substantial shareholder/director)
 - ✓ Supplement 4 (corporate director)
 - ✓ Form 6, Supplements 5 and 13 (associated entity)
- Application fee

2. Applications relating to existing Licensed Corporations/Registered Institutions

(a) If you are a licensed corporation and would like to apply for addition of regulated activity, please submit the following:

- Part A of Form 4
- Part B or C of Form 4 for each proposed responsible officer (at least two responsible officers should be nominated for each type of new regulated activity)
- Supplement 8
- Other forms/supplements (if applicable):
 - ✓ Part D of Form 4 (advising on Takeovers Codes related matters)
 - ✓ Form 1(s) and Supplement 10(s) for at least two proposed principals (act as Sponsor)
 - ✓ Supplement 7 (financial resources)
 - ✓ Supplement 14 (automated trading services)
 - ✓ Questionnaire for providing electronic trading service or providing margin lending
- Application fee

(b) If you are a registered institution and would like to apply for addition of new regulated activity, please submit the following:

- Part A of Form 4
- Copies of application forms for approval to become an executive officer submitted to HKMA (at least two executive officers should be nominated)
- Supplement 8

- Application fee

(c) If you are a licensed corporation/registered institution and would like to apply for reduction of regulated activity, please submit the following:

- Part A of Form 4
- Part B of Form 4 (for each responsible officer applying for reduction of regulated activity)
- Application fee

(d) If you are a licensed corporation/registered institution and would like to apply for modification or waiver of licensing/registration condition, please submit the following:

- Part A of Form 4
- Supplement 8
- Other forms/supplements (if applicable):
 - ✓ Part B of Form 4 (application for modification/waiver of licensing condition by your responsible officer)
 - ✓ Form 1(s) and Supplement 10(s) for at least two proposed principals (application for waiver of “no sponsor work” condition)
 - ✓ Supplement 7 (financial resources)
- Application fee

(e) If you are a licensed corporation and would like to make a submission to act as Sponsor, please submit the following:

- Form 1s
- Supplement 10(s) for each proposed principal (at least two principals should be nominated)

(f) If you are a licensed corporation/registered institution and would like to apply for approval for:

- (i) change of financial year end;**
 - (ii) adoption of period exceeding 12 months as a financial year;**
 - (iii) extension of deadline for submission of audited accounts;**
 - (iv) premises to be used for records keeping purpose; or**
 - (v) issuance of duplicate printed licence/certificate of registration,**
- please submit the following:**

- Form 4A
- Supplement 1 for approval of record keeping premises
- Application fee

(g) If you would like to apply for approval to become a substantial shareholder of a licensed corporation, please submit the following:

- Form 4A
- An updated group chart showing the shareholding structure before and after the proposed change
- Other forms/supplements (if applicable):
 - ✓ Supplement 2 (corporate substantial shareholder)
 - ✓ Supplement 3 (individual substantial shareholder/director)
 - ✓ Supplement 4 (corporate director)
 - ✓ Supplement 9 (licence record)
- Application fee

3. Notifications relating to existing Licensed Corporations / Registered Institutions / Associated Entities / Substantial Shareholders

(a) If you are a licensed corporation, registered institution or an associated entity, and would like to make notification, please submit the following:

- Form 5
- Other forms/supplements (if applicable):
 - ✓ Supplement 3 (individual director)
 - ✓ Supplement 4 (corporate director)
 - ✓ Supplement 5 (associated entity)
 - ✓ Form 6 completed by your associated entity for any change in associated entity and/or its particulars
 - ✓ For the change of company name, a fee of \$200 is required for a replacement of printed licence/certificate of registration

(b) If you are an approved individual/corporate substantial shareholder and would like to make notification of change in contact details, name or other relevant information⁴, please submit the following:

- Form 5

(c) If you are a licensed corporation and would like to submit an annual return, please submit the following:

- Form 7

⁴ As defined in Part 2 to Schedule 1 of the Securities and Futures (Licensing and Registration)(Information) Rules