

26 June 2020

Circular to applicants seeking an exemption from Part XV of the Securities and Futures Ordinance – Online Submission of Category 2 Exemption Application

1. The purpose of this circular is to inform applicants seeking a Category 2 exemption pursuant to section 309(2) of the Securities and Futures Ordinance (**SFO**) from the Securities and Futures Commission (**SFC**) of the change in application method with effect from 1 October 2020. For different categorisation of exemptions under Part XV of the SFO, please refer to our [guideline](#) published on 5 September 2014.
2. An application in respect of Category 1, 4 or 5 exemption should be directed to the Corporate Finance Division of the SFC in writing. An application in respect of Category 3 exemption should be directed to the Investment Products Division of the SFC in writing.
3. Currently, the SFC accepts Category 2 exemption applications by mail and/or email. During the transition period from 1 July 2020 to 30 September 2020, applicants can freely choose to submit Category 2 exemption applications either (i) through the e-Submission Services “WINGS” (wings.sfc.hk); or (ii) by mail and/or email. Starting from 1 October 2020, the SFC will only accept Category 2 exemption applications through the e-Submission Services “WINGS”.
4. The online submission service of Category 2 exemption applications features standardised application form and makes it easier for applicants to submit an exemption application to the SFC.
5. The online submission of a Category 2 exemption application is comprised of two steps, (i) payment of application fee; and (ii) submission of application form. Applicants can only proceed to step two after completion of step one and exemption applications will only be processed by the SFC after receiving the application fee and the completed electronic application form.
6. For payment of application fee, applicants can choose to pay by cheque or via wire transfer. Original crossed cheques should be sent to: Corporate Finance Division, Securities and Futures Commission, 54/F, One Island East, 18 Westlands Road, Quarry Bay, Hong Kong. For wire transfer, an electronic invoice containing payment details and instructions issued by the SFC will be sent to the applicants. Applicants are reminded that all bank charges must be borne by the billing party.
7. [Demonstration videos](#) and [user guide](#) are available on the SFC website.
8. The SFC believes that the new application method should minimise the information requisition time and allow the exemption applications to be processed in a more efficient manner.



9. Should you have any questions, please contact Corporate Finance Division of the SFC at 2231 1249 or cfmailbox@sfc.hk.

Corporate Finance Division
Securities and Futures Commission