

New Measures Enhancing Licensing Process

Licensing, Intermediaries



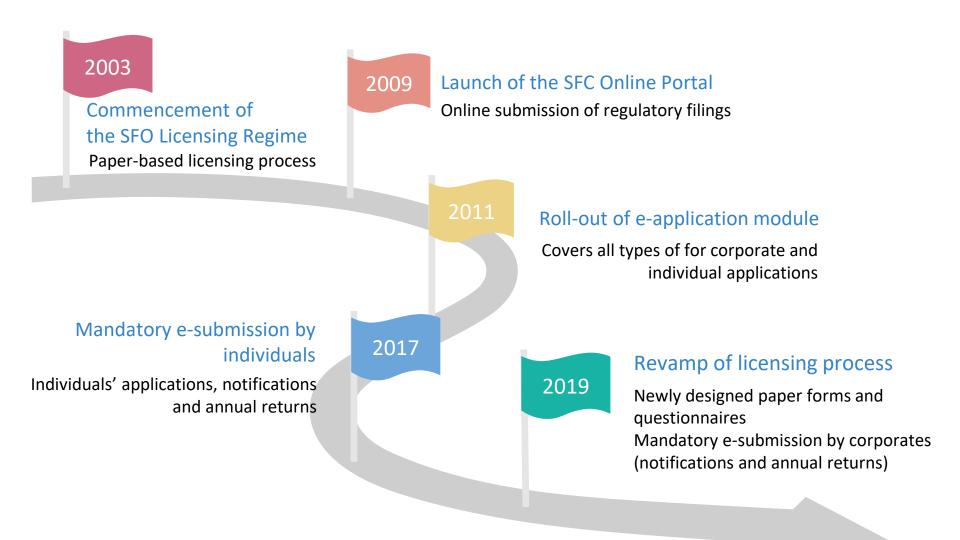
Agenda

- Enhanced Licensing Process
- Highlights of New Licensing Forms and Handbook
- Online Portal Demonstration
- Q&A



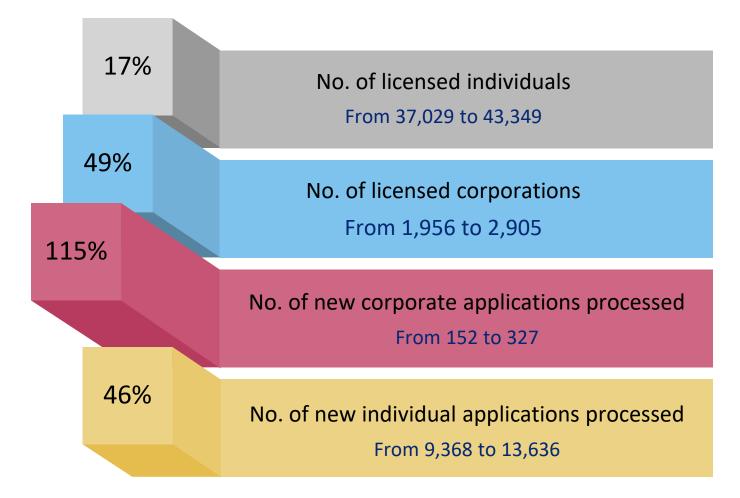
Enhanced Licensing Process

Evolution of licensing process





Highlights of licensing activities in past five years



* - Comparison of licensing statistics for the period ended Dec 2013 and Dec 2018



Complex and fast changing environment

- Some applicants are getting bigger more overseas enterprises with complex group structures
- Some applicants are getting smaller individual controllers who has no prior financial service experience
- Inter-connectedness of fit and proper status of corporate applicants and their controlling shareholders
- Increased complexity of market innovation and applicants' business models and operational modes
- Higher expectations from our stakeholders on consistency, transparency and efficiency of our gate-keeping function



Overview of measures to enhance our process

- Revamp licensing forms to front-load the collection of relevant and risk-specific information
- Provide more guidance on our requirements and expectations to the industry in the new version of the Licensing Handbook
- Extend mandatory online submission of notifications and annual returns to LCs and RIs
- Issue electronic approval letters to individual licence applicants and their employers
- Require licensees to confirm whether they have complied with CPT requirements in last calendar year



New licensing forms

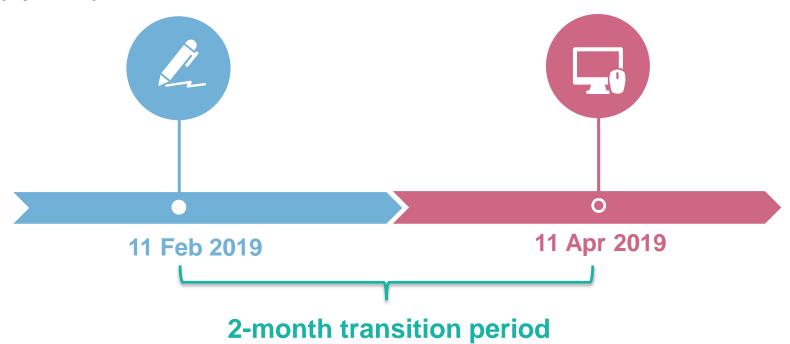
- User-centric designed with standardised structure, clear instructions and navigation guides
- Collect specific information relevant to fitness and properness assessment with focus on major risk elements
- Develop business profile and internal controls self-assessment questionnaires enabling identification of regulatory issues at earlier stage
- Design dedicated forms for each specific type of users

Forms	Designed for			
А	Corporate licence applicants			
В	Existing licensed corporations			
С	Registered institution applicants and existing registered institutions			
D	Substantial shareholder applicants			
E	Approved substantial shareholders			
F	Associated entities of intermediaries			

Transition arrangement



- Effective date of new licensing forms
- E-submission of corporate notifications and annual returns (Optional)
- No longer accept old licensing forms
- E-submission for corporate notification and annual returns (Mandatory)





Highlights of New Licensing Forms & Handbook



Key risk elements of corporate applicants

Business

- Business model
- Operational mode
- Clientele

Controller

- Business rationale
- Background and
 F&P of shareholders
- Source of funding
- Compliance History

Management

- Corporate governance
- Managers-in-charge
- Responsible officers
- Compliance History

Financial Strength

 Ability to meet minimum liquid capital requirement

Internal Control

- Internal control systems
- Risk management measures



Streamlining information required for certain substantial shareholder applicants

- Apply the "close-link" concept to substantial shareholder (SSH) applications
- SSH applicants without a close link to the LC are allowed to provide less information to the SFC
- Basic information on identity in the relevant supplements are still required



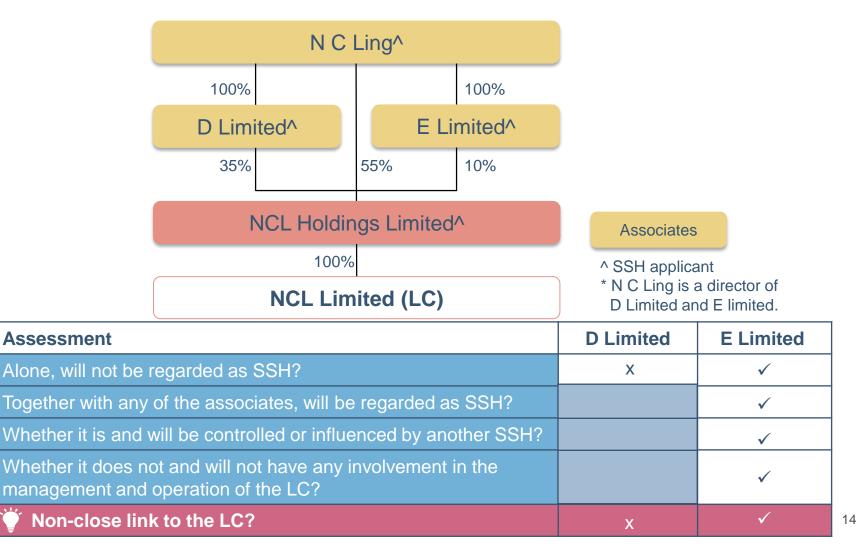
Streamlining information required for certain substantial shareholder applicants (2)

- SSH applicants will not be considered to have a close link to the licensed corporation / licensed corporation applicant (LC) if they:
 - alone, do not have a direct or indirect interest in the LC as described in section 6 of Part 1 of Schedule 1 to the SFO;
 - together with any of the associates, have a direct or indirect interest in the LC as described in section 6 of Part 1 of Schedule 1 to the SFO;
 - are and will be controlled or influenced by another SSH(s) (including SSH applicant(s)) of the LC; AND
 - do not and will not have any involvement in the management and operation of the LC.

Streamlining information required for certain substantial shareholder applicants (3)



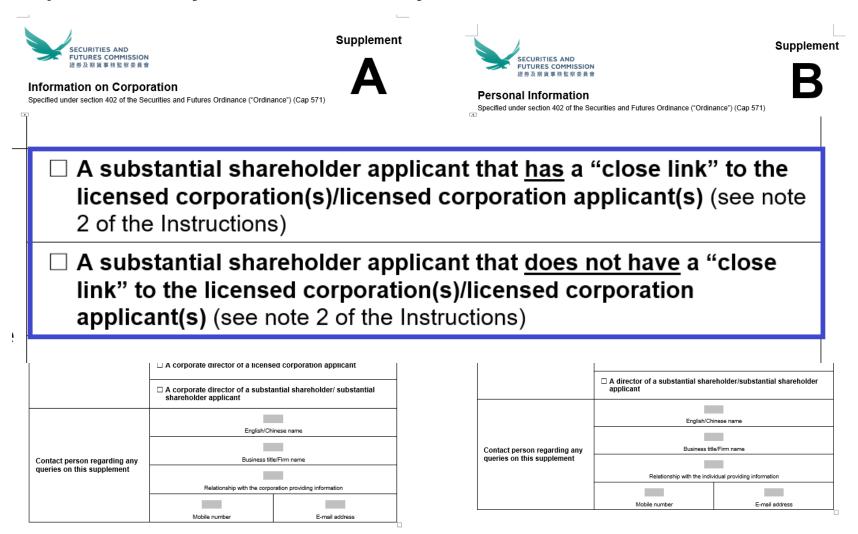
Illustrative example



Streamlining information required for certain substantial shareholder applicants (4)



In the new Supplement (i.e. Supplement A and Supplement B), SSH applicants are required to clearly indicate whether they have a close link to the LC



Streamlining information required for certain substantial shareholder applicants (5)

- SSH applicant without any close link to the LC is not required to complete the following information in Supplement A and B:
 - licence record;
 - disclosure; and
 - director information of corporate SSH applicant

Supplement A

Completion Guidelines

Please fill in the relevant parts of this supplement which are applicable to you:

Part	A substantial shareholder applicant that <u>has</u> a "close link" to the Licensed Corporation(s)/Licensed Corporation Applicant(s) (see note 2 of the Instructions)	A substantial shareholder applicant that <u>does not have</u> a "close link" to the Licensed Corporation(s)/ Licensed Corporation Applicant(s) (see note 2 of the Instructions)	A corporate director of a licensed corporation applicant/substantial holder/substantial shareholder applicant*
I	~	×	×
Ш	~	~	✓ (Section 3 only)
Ш	*		×
IV	~		
v	~		×
VI	*		
VII	~	~	×

* Not applicable to a corporate director of a substantial shareholder/substantial shareholder applicant that does not have a "close link" to the Licensed Corporation(s)/Licensed Corporation Applicant(s) (see note 2 of the Instructions).

Supplement B

Completion Guidelines

Please fill in the relevant parts of this supplement which are applicable to your role(s):

		and the second	
A substantial shareholder applicant that <u>has</u> a "close link" to the Licensed Corporation(s)/Licensed Corporation Applicant(s) (see note 2 of the Part Instructions)		A substantial shareholder applicant that <u>does not</u> <u>have</u> a "close link" to the Licensed Corporation(s)/ Licensed Corporation Applicant(s) (see note 2 of the Instructions)	A director of a licensed corporation applicant/ substantial shareholder/ substantial shareholder applicant*
I	~	*	*
Ш	~		*
Ш	×	×	
IV	v		*
v	×		*
VI	×	×	×

* Not applicable to an individual director of a substantial shareholder/substantial shareholder applicant that does not have a "close link" to the Licensed Corporation(s)/Licensed Corporation Applicant(s) (see note 2 of the Instructions).





Adding clarity on disclosure questions

- Refine disclosure questions requiring applicants to disclose investigations, disciplinary actions and civil litigation against them
- Place a particular emphasis on matters which are more recent or significant
 - Setting a coverage period of past five years for disclosure of investigations and actions taken by regulatory or professional bodies
 - Refining the coverage period for disclosure of civil litigations from past ten years to past five years
 - Confining the **nature of the disclosure of civil litigations** to those
 - relating to fraud, dishonesty, misfeasance or provision of financial services, etc.;
 - in which the person being a defendant or respondent only
 - Refining the threshold for disclosure of civil litigations in relation to provision of financial services by a corporate as a percentage of its shareholders' fund or where cases that are disclosed in audited financial statements

Self-assessment questionnaires



Objective:

- Obtain information about corporate applicants' business profiles and confirmation of internal controls policies and procedures they have in place
- Serve as self-assessment tool for corporate applicants to match their business profiles with regulated activities types and evaluate the soundness of their risk management and controls

Types of questionnaires

- Questionnaire A General Business Profile and Internal Control Summary
 - Applicable to <u>all types of business activities</u>
- Questionnaire B Specific Business Profile and Internal Control Summary
 - Asset management
 - Securities or futures brokerage
 - Securities margin financing
 - Electronic trading or automated trading services



Self-assessment questionnaires (2)

- Questionnaire A to be completed by corporate applicants (including existing licensees) when applying for the following applications:
 - New corporate licence
 - Addition of regulated activity
 - Change of licensing condition
 - Approval as substantial shareholder (under specific circumstances)
- Questionnaire B to be completed by corporate applicants (including existing licensees) engaging in one or more of the four specific activities



Self-assessment questionnaires – Questionnaire A



Questionnaire

Index



General Business Profile and Internal Control Summary

Specified under section 402 of the Securities and Futures Ordinance ("Ordinance") (Cap 571)

Name of licensed corporation/ licensed corporation applicant	English Chinese				
CE number (if applicable)					
Contact person regarding any queries on this questionnaire	Business ti	hinese name te/Firm name with the applicant			
	Mobile number	E-mail address			

Part Details **Business Profile** 1 Ш Corporate Governance Ш **Risk Management** IV Operational Control and Review V Know Your Client ("KYC") and Client Onboarding VI Managing Conflicts of Interest VII Safeguarding of Client Assets VIII Compliance IX Anti-Money Laundering ("AML") and Counter-Terrorist Financing ("CTF") Х Personnel and Training XI Declaration

Self-assessment questionnaires

– Questionnaire A (2)

SFC 證監會

Yes

No* N/A#

Part I: Business Profile

Please specify the business activity you propose to carry out:

Business Activity 1	
Business Activity 2	
Business Activity 3	

			Business Activity 1	Business Activity 2	Business Activity 3
1	Plea	ase indicate the types of your clients.			
	a)	your group companies			
	b)	retail clients i) Hong Kong ii) overseas			
	C)	corporate professional investors i) Hong Kong ii) overseas			
	d)	institutional professional investors i) Hong Kong ii) overseas			
	e)	individual professional investors i) Hong Kong ii) overseas			
2		ase indicate the geographical location of your rseas clients.			
	a)	Mainland China			
	b)	Asia (other than Mainland China)			
	C)	Europe			
	d)	United States			

Part IV: Operational Control and Review

Operational control

- 1 Do you have any written polices and control procedures to ensure that your operations are regularly reviewed so that your risk of losses resulting from fraud, errors and omissions, and the following operational and compliance matters are adequately managed?
 - a) physical and functional segregation of incompatible duties (e.g. trade, settlement, risk management and accounting)
 - b) maintenance and timely production of proper and adequate accounting and other records, and ability to detect fraud, errors and omissions, and other noncompliance with external and internal requirements
 - c) security and reliability of accounting and other information (e.g. exception reports which should accurately highlight unusual activities and facilitate the detection of fraud, errors and significant trends)
 - maintenance of effective record retention policies which enable you, your auditors and the Commission to carry out routine and ad hoc comprehensive reviews or investigations
- 2 Do you have any written policies and procedures to ensure that
 - a) management of information, both in physical and electronically stored form, is assigned to qualified and experienced staff member(s);
 - b) your operating and information management systems meet your needs and operate in a secure and adequately controlled environment;
 - c) information management reporting requirements are clearly defined to ensure the adequacy and timeliness of production of required internal and external reports including those required by relevant regulatory and self-regulatory bodies;
 - - i) how often will you perform such review?
 - who will be responsible for performing the review? (Please specify title and name if available.)

Self-assessment questionnaires – Questionnaire B





Questionnaire



Specific Business Profile and Internal Control Summary

Specified under section 402 of the Securities and Futures Ordinance ("Ordinance") (Cap 571)

Comp	letion	Guid	elines

Name of licensed corporation/ English licensed corporation applicant							
CE number (if applicable)							
Please tick " " " the business activity(ies) that you propose to carry out							
Asset management							
Securities or futures brokerage	Securities or futures brokerage						
Securities margin financing							
Electronic trading or automated trading services							
Contact person regarding any queries		hinese name tle/Firm name					
on this questionnaire	Relationship v	with the applicant					
	Mobile number	E-mail address					

Details	Pa	rts
Asset Management	I.	
Securities or Futures Brokerage	н	v
Securities Margin Financing	ш	C eclaration
Electronic Trading or Automated Trading Services	IV	
		\mathcal{I}

Self-assessment questionnaires – Questionnaire B (2)



Part I: Asset Management

Section 1: Business Profile Section 2: Internal Controls								
Asse	t management activities	<u>Yes</u>	<u>No</u>	A	t management activities	Yes	<u>No*</u>	<u>N/A</u> #
1.1	Please indicate whether you will be given full discretion in making investment decisions in the management of			<u>Cł</u>	of investment and performance review			
	a) a collective investment scheme ("fund"); and			2.1	Do you have any written policies and control procedures to ensure that transactions are carried out on behalf of each fund and discretionary account in accordance with the terms as set out in the constitutive document of a fund or discretionary client			
	b) a discretionary account.				agreement?			
1.2	Please indicate whether you will manage			2.3	How often will you review the performance of each fund that you will manage?	1		
	 a public fund; i) SFC-authorised fund ii) fund authorised or approved in other jurisdictions b) a private fund; 			2	How often will you review the performance of each discretionary account that you will manage against benchmark?			
	i) hedge fund ii) private equity and venture capital fund iii) others, please specify:			2.4	Who will be responsible for making investment decisions? (Please specify title and name if available.)]		
	c) a pension fund;				a) investment committee, please specify the members of the committee:			
	d) a real estate investment scheme; and							
	e) a discretionary account.				b) chief investment officer			
1.3	Please indicate whether you will be responsible for the overall operation in the management of the portfolio that you will manage.]		
1.4	Please indicate the geographical distribution of the target investors of the funds that you will manage.				c) individual fund or portfolio managers			
	a) Hong Kong				d) athen along an 200	1		
	b) Mainland China				d) others, please specify:			
	c) Asia (other than Hong Kong and Mainland China)							
	d) Europe			<u>O</u>	execution and allocation			
	e) United States			2.	Do you have any written policies and control procedures to ensure that			
					a) trade orders are executed on the best available terms;			

b) all orders are allocated fairly and preferential allocations are prohibited; and

□ 23

Self-assessment questionnaires – Questionnaire B (3)

Yes No* N/A*



Part V: Declaration

2.24 Do you have any written policies and control procedures to ensure that, where you distribute a fund to your clients,

- a) your clients will be informed, prior to or at the point of entering into the transaction, whether or not you are independent and the bases for such determination; and
- b) appropriate disclosure will be made to your clients in respect of any monetary and non-monetary benefits that you will receive?
- 2.25 Who will be responsible for overseeing your marketing and fund distribution activities? (Please specify title and name if available.)

Supplementary information

Where the answer to any question above is "No", please describe in detail in the space provided below any alternative or compensating controls which can meet the same objective as the controls mentioned in the question.

Where the answer to any question above is "N/A", please explain in the space provided below why the question is not applicable.

We:

- Declare that all the information provided in this questionnaire and any associated documentation is complete, true and correct.
- Understand that providing false or misleading information in, or in support of this questionnaire could be an
 offence under section 383 and/or 384 of the Ordinance.
- Understand that the Commission may take criminal and/or disciplinary action against a person who has made a
 false or misleading representation in, or in support of, this questionnaire.
- Understand that if any information contained in this questionnaire, or any associated documentation changes
 prior to the Commission making a decision in respect of any relating application, we should notify the Commission
 in writing immediately of the changes.
- Understand that the Commission may make such enquiries and seek such further information as it thinks appropriate.

(To be signed by two directors* or persons authorised by the board of directors of the corporation.)

For and on behalf of:

 Name of corporation applying for a licence/licensed corporation

 Name of director/person authorised by the board of directors**

 Name of director/person authorised by the board of directors**

 Name of director/person authorised by the board of directors**

 Signature

 Date



Focusing on financial soundness

- Seek additional information to assess the financial soundness of a corporate applicant
 - 6-month operating expenses projection
 - More detailed liquid capital computation from corporate licence applicants
 - Require thinly capitalised corporate to provide funding plan demonstrating compliance with regulatory capital requirement
- Help corporate applicants plan for managing the risk of failing to meet the regulatory capital requirements shortly after being licensed

Focusing on financial soundness (2)



For new corporate licence applicants, section 15.2 of Part V of <u>Form A</u> requires them to provide:

- Projection of paid-up capital and liquid capital as of the date immediately prior to the approval of the application
- Projection of total major operating expenses incurred during the first six months after the approval of the application
- Updated financial information in
 Supplement D prior to the final approval of the application
- Funding plan if excess liquid capital immediately prior to the approval of the application < projected total major operating expenses incurred during the first six months after the approval of the application

Please provide a projection of your (i) paid-up capital; (ii) liquid capital; and (iii) total major operating expenses incurred during the first six months after the approval of the current application, if granted.

Projection of paid-up capital and liquid capital as of the date immediately prior to the approval of the current application, if granted:

Details	(HK\$'000)
Paid-up capital	
Liquid capital computation	
Total liquid assets	
Total ranking liabilities	
Liquid capital (Total liquid assets minus total ranking liabilities)	

Projection of total major operating expenses incurred during the first six months after the approval of the current application, if granted:

Details	(HK\$'000)
Office rental and utilities	
Salary and staff benefits	
Others, please specify:	
Total	

You are required to provide the updated financial information via Supplement D prior to the approval of the current application, if granted. If your excess liquid capital (immediately prior to the approval of the current application, if granted) cannot cover the projected total major operating expenses incurred during the first six months after the approval of the current application, if granted, you are required to provide a funding plan* to demonstrate that you will be able to meet the minimum capital requirement under the Securities and Futures (Financial Resources) Rules.

* The funding plan should set out the sources and size of funding support available to you, being supported by proper documentation of liquidity facilities and commitments by the funding provider(s).



Focusing on financial soundness (3)

- For existing licensees applicants, section 1.5 & 1.7 of Part I, 3.5 & 3.7 of Part III, of <u>Form B</u> require them to provide:
 - Actual figure of paid-up and liquid capital as at the date of the form
 - Projection of paid-up and liquid capital as at six months after the approval of the application
 - Updated financial information in Supplement D prior to the final approval of the application
 - Funding plan if there would have projected deficiency in liquid capital during the first six months after the approval of the application

Please provide the following information on your paid-up capital and liquid capital.

Details	Actual figure as at the date of this form (HK\$'000)	Projected figure as at six months after the approval of the current application, if granted (HK\$'000)
Paid-up capital		
Liquid capital computation		
Total liquid assets		
Total ranking liabilities		
Liquid capital		
Required liquid capital		
Excess/(deficiency) in liquid capital		

You are required to provide an <u>updated financial information</u> via Supplement D prior to the approval of the current application, if granted. If you have projected deficiency in liquid capital during the first six months after the approval of the current application, if granted, you are required to provide a funding plan* to demonstrate that you will be able to meet the minimum capital requirement under the Securities and Futures (Financial Resources) Rules.

* The funding plan should set out the sources and size of funding support available to you, being supported by proper documentation of liquidity facilities and commitments by the funding provider(s).

Focusing on financial soundness (4) Part II: Liquid Capital and Balance Sheet



 Corporate licence applicant is required to provide a detailed liquid capital computation in <u>Supplement D</u>



Supplement



Bank Accounts and Financial Information

Specified under section 402 of the Securities and Futures Ordinance ("Ordinance") (Cap 571)

Name of corporation	English		
	Chinese		
CE number (if applicable)			
	□ A corporation applying for a licence under section 116(1) of the Ordinance		
Your role(s) (You may select more than one item)	A licensed corporation applying for addition of regulated activity under section 127(1) of the Ordinance		
	A licensed corporation applying for change of licensing condition under section 134(1) of the Ordinance		
	English/Chinese name		
Contact person regarding any queries on this supplement	Business title/Firm name		
	Relationship with the corporation		
	Mobile number	E-mail address	

Section 2: Details of Financial Information

As at (DD/MM/YYYY):	Amounts (in HK\$'000)	
	Liquid Capital	Balance Sheet
Assets		
Cash at banks and in hand		
Proprietary positions in listed securities		
Amounts receivable from related parties		
Other receivables and assets		
Fixed assets		
Total liquid assets		
Total assets		
Liabilities		
Bank loans and overdrafts		
Amounts payable to shareholders and other related parties		
Other payables and liabilities		
Ranking liabilities relating to financial adjustments		
Total ranking liabilities		
Total liabilities		
*Liquid capital		
**Net assets/(liabilities)		
Shareholders' equity:		
Share capital***		
Share premium (where applicable)		
Other reserves		
Retained profits/losses		
Shareholders' equity		
Required liquid capital		
Excess/(deficiency) in liquid capital		

Total liquid assets minus total ranking liabilities

** Total assets minus total liabilities

*** Piease provide supporting document(s) of your share capital (for example, the Companies Registry record(s) or share certificate(s))



Major updates to Licensing Handbook

• Further guidance on

- Fintech, including SFC Regulatory Sandbox, virtual asset managers and platforms, ICO and Bitcoin Futures
- Licensing requirement of private equity and venture capital firms
- Exercise of discretionary investment authority required for Type 9 regulated activity
- Exchange participants are expected to have at least two ROs locally available at all times to directly supervise its brokerage business
- Requirement on relevant industry experience for responsible officers; relating to asset management experience, technology-related experience, and dormant firms
- Dual accreditations of ROs (in non-group LCs)
- ROs in name only and not having any actual duties
- Alignments with new licensing forms





Thank you.

www.sfc.hk