

# **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**

2003 Commencement of the SFO Licensing Regime Paper-based licensing process

2009

Launch of the SFC Online Portal

Online submission of regulatory filings

Roll-out of e-application module

Covers all types of for corporate and individual applications

Mandatory e-submission by individuals

Individuals' applications, notifications and annual returns

2017

2019

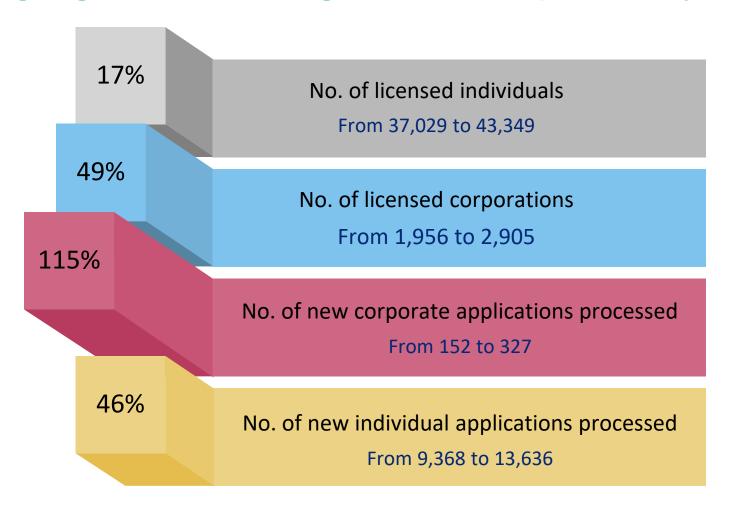
Revamp of licensing process

Newly designed paper forms and questionnaires

Mandatory e-submission by corporates (notifications and annual returns)



## Highlights of licensing activities in past five years



st - 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
Е	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)



2-month transition period



# **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



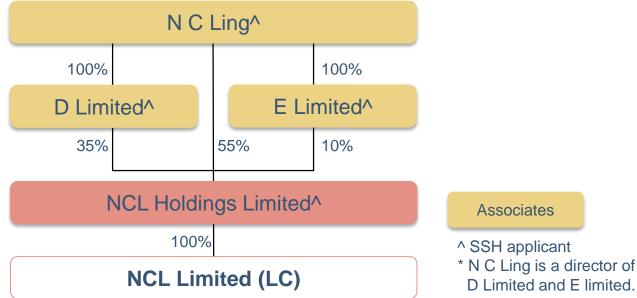
# Streamlining information required for certain substantial shareholder applicants (2)

- 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



Assessment	D Limited	E Limited
Alone, will not be regarded as SSH?	Х	✓
Together with any of the associates, will be regarded as SSH?		✓
Whether it is and will be controlled or influenced by another SSH?		✓
Whether it does not and will not have any involvement in the management and operation of the LC?		✓
<b>♥ Non-close link to the LC?</b>	X	✓

### SFC 證監會

# 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

SECURITIES AND FUTURES COMMISSION 維男及期異專務監察委員會  Information on Corpor Specified under section 402 of the Se		Supplement Ance") (Cap 571)		SECURITIES AND FUTURES COMMISSION 證券及期貨事務監察委員會  Personal Information Specified under section 402 of the Se	curities and Futures Ordinance ("Ordin	Supplement B
license	stantial shared corporations	on(s)/licens	•			
link" to	stantial shar the licenso ant(s) (see n	ed corporat	ion(s)/li	icensed co		'close
	☐ A corporate director of a license				☐ A director of a substantial share	eholder/substantial shareholder
	☐ A corporate director of a substa shareholder applicant				applicant  English/Ch	inese name
Contact person regarding any queries on this supplement	Business title	e/Firm name		Contact person regarding any queries on this supplement		e/Firm name
	Relationship with the corpo  Mobile number	ration providing information  E-mail address			Mobile number	E-mail address

# 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*
-1	✓	✓	<b>~</b>
П	✓	✓	✓ (Section 3 only)
III	✓		<b>v</b>
IV	✓		
V	✓		<b>v</b>
VI	✓		
VII	<b>4</b>	<b>v</b>	<b>v</b>

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):

Part	A substantial shareholder applicant that has 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</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*
1	*	<b>*</b>	<b>*</b>
II	✓		<b>*</b>
III	<b>*</b>	<b>v</b>	
IV	<b>*</b>		<b>*</b>
V	<b>*</b>		<b>*</b>
VI	<b>*</b>	<b>*</b>	<b>*</b>

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



### **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



- 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

### - 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		glish
CE number (if applicable)		
Contact person regarding any queries on this questionnaire	English/Chinese name  Business title/Firm name  Relationship with the applicant	

Part		Details	
1		Business Profile	
Ш		Corporate Governance	
III		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	1	Personnel and Training	
XI		Declaration	



# - Questionnaire A (2)

#### Part I: Business Profile

Please specify the business activity you propose to carry out:

Business Activity 1	
Business Activity 2	
Business Activity 3	

$\overline{}$					
1	Plea	ase indicate the types of your clients.	Business Activity 1	Business Activity 2	Business Activity 3
	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			

<u>Part</u>	IV: (	Operational Control and Review	V	N-+	N/A#
Ope	ration	nal control	Yes	No*	N/A*
1	are omi	you have any written polices and control procedures to ensure that your operations regularly reviewed so that your risk of losses resulting from fraud, errors and ssions, and the following operational and compliance matters are adequately laged?			
	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 non-compliance 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)			
	d)	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;			
	d)	key components of the information management system design and implementation programme are adequately documented and regularly reviewed for effectiveness; and i) how often will you perform such review?			
		ii) who will be responsible for performing the review? (Please specify title and name if available.)			



### - Questionnaire B



#### Questionnaire

#### Specific Business Profile and Internal Control Summary





### 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 margin financing
- □ Electronic trading or automated trading services

English/Cl	hinese name
Business ti	tle/Firm name
Relationship w	vith the applicant
Mobile number	E-mail address
	Business ti Relationship v

#### **Completion Guidelines**

Details	Pa	rts
Asset Management	1	
Securities or Futures Brokerage	Ш	V
Securities Margin Financing	III	C eclaration
Electronic Trading or Automated Trading Services	IV	



# - Questionnaire B (2)

#### Part I: Asset Management

				_						
Sect	ion 1: Business Profile				Secti	on 2: Internal Controls				
Ass	et management activities	<u>Yes</u>	<u>No</u>		Asse	t management activities		Yes	No*	N/A#
1.1	Please indicate whether you will be given full discretion in making investment decisions in the management of				Choice	e of investment and performance	e review			
	a) a collective investment scheme ("fund"); and				2.1	are carried out on behalf of ea	es and control procedures to ensure that transactions ch fund and discretionary account in accordance with institutive document of a fund or discretionary client			
	b) a discretionary account.					agreement?	institutive document of a fund of discretionary client			
1.2	Please indicate whether you will manage				2.2	How often will you review the	performance of each fund that you will manage?			
	a) a public fund; i) SFC-authorised fund ii) fund authorised or approved in other jurisdictions				2,3	How often will you review the will manage against benchmar	performance of each discretionary account that you			
	b) a private fund; i) hedge fund ii) private equity and venture capital fund iii) others, please specify:				2.4		aking investment decisions? (Please specify title and			
	c) a pension fund;			-1		a) investment committee, ple	ase specify the members of the committee:		ı	
	d) a real estate investment scheme; and			-1						
	e) a discretionary account.			-1		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			,		ı	
1.4	Please indicate the geographical distribution of the target investors of the funds that you will manage.			1		c) individual fund or portfolio	managers		l	
	a) Hong Kong			-1		d) -th				
	b) Mainland China			- (		d) others, please specify:			)	
	c) Asia (other than Hong Kong and Mainland China)			1						
	d) Europe				Orger	execution and allocation				
	e) United States				2.5		es and control procedures to ensure that			
						a) trade orders are executed	on the best available terms;			
						<ul> <li>b) all orders are allocated fair</li> </ul>	ly and preferential allocations are prohibited; and			



### - Questionnaire B (3)

		Yes	No*	<u>N/A</u> ⁴
2.24	Do you have any written policies and control procedures to ensure that, where you distribute a fund to your clients,			
	<ul> <li>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</li> </ul>			
	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.)	]		
Supp	lementary information			
* WI	here the answer to any question above is "No", please describe in detail in the	space p	provide	d below
	y alternative or compensating controls which can meet the same objective as the question.	the contr	rols me	ntioned
	here the answer to any question above is "N/A", please explain in the space p lestion is not applicable.	rovided	below	why the
_				

#### Part V: Declaration

#### 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.)

	Name of corporation applying for a licence/licensed corporation	oration
Name of director/person authorised by the board of directors**	Signature	Date
the board of directors		

Signature

- \* Can be signed by one director if the corporation has only one director.
- \*\* Delete where not applicable.

Name of director/person authorised by

the board of directors\*\*

For and on behalf of:



### 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 Form A 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.

<sup>\*</sup> 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 Form B 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.

<sup>\*</sup> 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 Supplement D



Supplement

# D

#### 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			
quenes on any supplement	Relationship with the corporation			
	Mobile number	E-mail address		

#### Section 2: Details of Financial Information

As at (DD/MM/YYYY):	Amounts (in HK\$'000)				
As at (DD/MM/1111).	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

<sup>&</sup>quot; Total assets minus total liabilities

<sup>\*\*\*</sup> Please 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.

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