29 November 2016

Circular to all Licensed and Registered Persons

Mandatory online submission of licensing applications, notifications and annual returns by individuals

Under the current licensing regime, licensing applications, notifications and annual returns may be submitted either in paper form or via the SFC Online Portal.

From 1 February 2017, all applications, notifications and annual returns by individual applicants and licensees will have to be submitted via the SFC Online Portal. This will improve the efficiency of the licensing application process and enable the Commission to handle a significant increase in the number of licensing applications.

Applications, notifications and annual returns submitted by corporations will not be affected under this initiative. Corporate applicants and intermediaries may continue to submit their applications, notifications and annual returns either in paper form or via the SFC Online Portal. Where an individual’s application is a necessary component of a corporation’s application (e.g., application by a proposed responsible officer of a corporate applicant for a new licence) it may be submitted together with the corporate application in paper form.

The Commission will implement this initiative by making various changes to the licensing forms. New online portal forms for use by individual applicants and licensees will be effective on 2 December 2016. New paper forms for use by corporate applicants and intermediaries will be effective on 1 February 2017.

For a transitional period, from 2 December 2016 to 31 January 2017, individual applicants and licensees may submit their applications, notifications and annual returns either in paper form (using the existing paper forms) or via the SFC Online Portal (using the new online portal forms).

To facilitate online submission, the Commission has enhanced the flow, speed and capacity of the SFC Online Portal. In addition, the Commission will hold four briefing sessions to help the industry gain a better understanding of the enhanced SFC Online Portal. The briefing sessions are open for registration until 7 December 2016 on a first-come, first-served basis, with a maximum capacity of 100 attendants per session. Please refer to the details below:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Venue</th>
<th>Language</th>
<th>For registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 13 Dec</td>
<td>4:00 – 5:00 pm</td>
<td>SFC – 35/F Cheung Kong Center</td>
<td>Cantonese</td>
<td>Please click this <a href="#">link</a> for further information and registration.</td>
</tr>
<tr>
<td>2. 14 Dec</td>
<td>4:00 – 5:00 pm</td>
<td>Hong Kong Securities and Investment Institute – Wing On Centre</td>
<td>English</td>
<td>Please click this <a href="#">link</a> for further information and registration.</td>
</tr>
</tbody>
</table>
3. 15 December 2016  4:00 – 5:00 pm  Hong Kong Securities and Investment Institute – Wing On Centre  Cantonese  Please click this link for further information and registration.

4. 19 December 2016  4:00 – 5:00 pm  SFC – 35/F Cheung Kong Center  Cantonese  Please click this link for further information and registration.

If you have any queries about this circular, please contact Ms Verona Wai at 2231 1686.

Licensing Department
Intermediaries Division
Securities and Futures Commission

End