



1 March 2017

## **Circular to all Licensed and Registered Persons**

### **Practical Tips for Using the SFC Online Portal**

Mandatory online submission of licensing applications, notifications and annual returns in relation to individuals was implemented on 1 February 2017. Updated paper forms and supplements for corporate applicants and intermediaries also took effect on the same day.

To assist the industry in making submissions online, the Commission has issued “Practical Tips for Using the SFC Online Portal”:

<http://www.sfc.hk/edistributionWeb/gateway/EN/circular/openAppendix?refNo=17EC16&appendix=0>

The Commission has also published a user guide for corporate applicants and intermediaries on the updated paper licensing forms and supplements which are generally required for some common corporate applications and notifications. Please refer to the “Quick User Guide on Licensing Forms (paper versions)” for details:

[http://www.sfc.hk/web/EN/files/LIC/form/Quick%20user%20guide\\_11012017final.pdf](http://www.sfc.hk/web/EN/files/LIC/form/Quick%20user%20guide_11012017final.pdf)

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

Licensing Department  
Intermediaries Division  
Securities and Futures Commission

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