

23 November 2018

Circular to intermediaries
New arrangements for submission of notifications and delivery of letters of approval

The Securities and Futures Commission (SFC) notifies all licensees and registered institutions of new licensing-related measures which will take effect on 26 November 2018.

1. Electronic submission of notifications and annual returns

Currently, only responsible officers of licensed corporations and executive officers of registered institutions are allowed to submit notifications to the SFC via the SFC Online Portal. To provide more flexibility, the Portal will be enhanced such that starting 26 November 2018, (i) directors of licensed corporations or registered institutions and (ii) persons authorised by their boards of directors will also be able to submit corporate notifications and annual returns¹.

A user guide is available for help with the new function:

https://portal.sfc.hk/sfcportal/sfc_online_portal/en/Delegation_UserGuide.pdf

2. Electronic letters of approval to individual applicants

Under existing practice, physical letters of approval are delivered to all individual licence applicants by post. To improve efficiency and be more environmentally-friendly, the SFC will only send approval letters electronically to the email address provided by individual licence applicants, with a copy to the office email address of the principal licensed corporation with which they are affiliated.

All licensees and registered institutions are reminded to keep their contact information, including email addresses, up-to-date.

Licensing Department
Intermediaries Division
Securities and Futures Commission

¹ Registered institutions are not required to submit annual returns under the Securities and Futures Ordinance.