

**G.N. 2863**

SECURITIES AND FUTURES ORDINANCE (Chapter 571) ('SFO')

NOTICE SPECIFYING LICENSING FORMS TO BE SUBMITTED  
UNDER PART V OF THE SFO AND THE SECURITIES AND FUTURES (LICENSING  
AND REGISTRATION) (INFORMATION) RULES (Chapter 571S)

Notice is hereby given that pursuant to section 402 of the SFO, the Securities and Futures Commission (the 'Commission') specifies the following additional paper forms which, with immediate effect, shall be used for the purposes of submitting notifications and annual returns to the Commission under the above-mentioned ordinance and rules only when WINGS is not in service:—

**Annual Returns**

VA-1U—Annual Return—VA Trading Platform Operator

VA-2U—Annual Return—Licensed Representative (VA Trading Platform Operator)

**Notifications**

VA-1U—Notification by Licensed Corporation/Licensed Provider/Licensed Representative/  
Responsible Officer (VA Trading Platform Operator)

24 May 2024

Eric YIP  
*Executive Director, Intermediaries  
Securities and Futures Commission*



SECURITIES AND  
FUTURES COMMISSION  
證券及期貨事務監察委員會

Annual  
Return  
VA

## Annual Return – VA Trading Platform Operator

Specified by the SFC pursuant to the Securities and Futures Ordinance (“SFO”) (Cap 571) and the Anti-Money Laundering and Counter-Terrorist Financing Ordinance (“AMLO”) (Cap 615)

# 1U

<b>Name of the licensed VA trading platform<sup>1</sup></b>	English	
	Chinese	
<b>CE number</b>		
<b>Reporting period</b>	From: _____ to _____ dd mm yyyy dd mm yyyy	
<b>Contact person regarding any queries on this form</b>	English name	Chinese name
	Business title	Firm name
	Relationship with the licensed VA trading platform	
	Mobile number	E-mail address

<sup>1</sup> “Licensed VA trading platform” means a virtual asset trading platform licensed under section 116(1) of the SFO and/or section 53ZRK of the AMLO.

#### Note

You must fill in this form accurately and truthfully, and submit it before the deadline for submission.

Section 138(4) of the SFO states that a person licensed under Section 116 shall submit an annual return to the Securities and Futures Commission (“SFC”) –

- (a) within one month after each anniversary of the date on which the person is licensed; or
- (b) by such other date as may be approved by the Commission by notice in writing.

Section 53ZRY(4) of the AMLO states that a licensed person must submit an annual return to the SFC –

- (a) within one month after each anniversary of the date of grant of the licence; or
- (b) by another date approved by the Commission by written notice.

#### Warning

You must fill in this form accurately and truthfully.

Section 384(1) of the SFO states:

“A person commits an offence if –

- he, in purported compliance with a requirement to provide information imposed by or under any of the relevant provisions, provides to a specified recipient any information which is false or misleading in a material particular; and
- he knows that, or is reckless as to whether, the information is false or misleading in a material particular.”

The punishment for the above offence is a fine of up to HK\$1 million and imprisonment for up to 2 years.

Section 384(3) of the SFO states:

“A person commits an offence if –

- he, otherwise than in purported compliance with a requirement to provide information imposed by or under any of the relevant provisions but in connection with the performance by a specified recipient of a function under any of the relevant provisions, provides to the specified recipient any record or document which is false or misleading in a material particular; and
- he –
  - knows that, or is reckless as to whether, the record or document is false or misleading in a material particular; and
  - has, in relation to the provision of the record or document, received prior written warning from the specified recipient to the effect that the provision of any record or document which is false or misleading in a material particular in the circumstances of the case would constitute an offence under this subsection.”

The punishment for the above offence is a fine of up to HK\$500,000 and imprisonment for up to 6 months.

**Section 53ZTP(1) of the AMLO states:**

**“A person commits an offence if the person –**

- **in purported compliance with a requirement to provide information imposed by or under any provision of this Ordinance—**
  - **provides to the Commission any information that is false or misleading in a material particular; or**
  - **omits a material particular from a statement with the result that the statement is rendered false or misleading; and**
- **knows that, or is reckless as to whether, the information is false or misleading in a material particular.”**

**The punishment for the above offence is a fine of up to HK\$1 million and imprisonment for up to 2 years.**

**Section 53ZTQ(1) of the AMLO states:**

**“A person commits an offence if the person –**

- **otherwise than in purported compliance with a requirement to provide information imposed by or under any provision of this Ordinance but, in connection with the performance by the Commission of a function under this Ordinance, provides to the Commission any record or document that is false or misleading in a material particular; and**
- **the person—**
  - **knows that, or is reckless as to whether, the record or document is false or misleading in a material particular; and**
  - **has, in relation to the provision of the record or document, received prior written warning from the Commission to the effect that the provision of any record or document that is false or misleading in a material particular or omission of a material particular from a statement in the circumstances of the case would constitute an offence under this subsection.”**

**The punishment for the above offence is a fine of up to HK\$500,000 and imprisonment for up to 6 months.**



## **Section 1: Annual Return Declaration**

*Applicable to a VA trading platform licensed under section 116(1) of the SFO and section 53ZRK of the AMLO:*

We hereby declare that during the reporting period, in respect of the information pertaining to us and our directors, substantial shareholders, ultimate owners, and subsidiaries that carry on business in Relevant Activities<sup>2</sup> as provided to the SFC (including information pertaining to disciplinary action and investigations, financial status, character and mental health):

- There is no change in the information or there has/have been change(s) in the information which we have notified the SFC.
- There has/have been unnotified change(s) in the information as described in the notification(s) to be submitted together with this annual return.

*Applicable to a VA trading platform licensed under section 53ZRK of the AMLO only:*

We hereby declare that during the reporting period, in respect of the information pertaining to us and our directors, ultimate owners and subsidiaries that carry on business in Relevant Activities<sup>3</sup> as provided to the SFC (including information pertaining to disciplinary action and investigations, financial status, character and mental health):

- There is no change in the information or there has/have been change(s) in the information which we have notified the SFC.
- There has/have been unnotified change(s) in the information as described in the notification(s) to be submitted together with this annual return.

## **Section 2: Confirmation of compliance with the obligations set out in the Guidelines on Continuous Professional Training (CPT) and/or the Guidelines for Virtual Asset Trading Platform Operators**

*Applicable to a VA trading platform licensed under section 116(1) of the SFO and section 53ZRK of the AMLO:*

We hereby confirm that we have complied with our obligations set out in the Guidelines on Continuous Professional Training and the Guidelines for Virtual Asset Trading Platform Operators issued by the SFC. In particular, we have:

- implemented training programme(s) to meet the training needs of our licensed representatives;
- evaluated our training programme(s) at least once during the previous calendar year; and
- maintained sufficient records on our training programme(s) and the CPT activities undertaken by each of our licensed representatives.

- Yes
- No. Please explain in detail and provide a rectification plan below:

- Not applicable

<sup>2</sup> "Relevant Activities" is defined under paragraph 1.1 of the Guidelines for Virtual Asset Trading Platform Operators

<sup>3</sup> "Relevant Activities" is defined under paragraph 1.1 of the Guidelines for Virtual Asset Trading Platform Operators



Applicable to a VA trading platform licensed under section 53ZRK of the AMLO only:

We hereby confirm that we have complied with our obligations set out in the Guidelines for Virtual Asset Trading Platform Operators issued by the SFC. In particular, we have:

- implemented training programme(s) to meet the training needs of our licensed representatives;
- evaluated our training programme(s) at least once during the previous calendar year; and
- maintained sufficient records on our training programme(s) and the CPT activities undertaken by each of our licensed representatives.

Yes

No. Please explain in detail and provide a rectification plan below:

Not applicable

***(This annual return must be signed by a director or responsible officer of the licensed VA trading platform.)***

\_\_\_\_\_  
Name of director/responsible officer\*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\* Select as appropriate.

### **Personal Information Collection Statement**

1. The Personal Information Collection Statement ("PICS") is made in accordance with the guidelines issued by the Office of the Privacy Commissioner for Personal Data. The PICS sets out the policies and practices of the Securities and Futures Commission ("SFC") with regard to your Personal Data<sup>1</sup> and what you are agreeing to with respect to the SFC's use of your Personal Data for the purposes identified below.

#### **Purpose of Collection**

2. The Personal Data provided in this application form/statement of personal information/annual return/notification on change of information/any other form of request for information (as the case may be) will be used by the SFC for one or more of the following purposes:

- to administer the relevant Ordinances, rules, regulations, codes and guidelines made or promulgated pursuant to the powers vested in the SFC as in force at the relevant time, including:
    - the Securities and Futures Ordinance ("SFO");
    - the Anti-Money Laundering and Counter-Terrorist Financing Ordinance ("AMLO");
    - the Fit and Proper Guidelines;
    - the Code of Conduct for Persons Licensed by or Registered with the Securities and Futures Commission;
    - the Management, Supervision and Internal Control Guidelines;
    - the Guidelines for Virtual Asset Trading Platform Operators ("VATP Guidelines");
    - the Guideline on Anti-Money Laundering and Counter-Financing of Terrorism (For Licensed Corporations and SFC-licensed Virtual Asset Service Providers);
    - the Codes on Takeovers and Mergers and Share Buy-backs; and
    - the Code on Unit Trusts and Mutual Funds.
  - to process any application you may make under the relevant Ordinances;
  - to assess your fitness and properness in relation to any of your applications for licence under the SFO and/or the AMLO, as the case may be;
  - to monitor your fitness and properness to remain licensed under the relevant Ordinances as an ongoing compliance process;
  - to consider any application under the relevant Ordinances where you are named as a referee or may otherwise have a connection;
  - for the purposes of performing the SFC's statutory functions under the relevant Ordinances, including , but not limited to, surveillance, investigation, inspection or enforcement/disciplinary action;
  - for research or statistical purposes; and
  - other purposes as permitted by law.
3. Failure to provide the requested Personal Data may result in the SFC being unable to process your application or perform its statutory functions under the relevant Ordinances.

#### **Transfer/Matching of Personal Data**

4. Personal Data may be disclosed by the SFC to other financial regulators in Hong Kong (including, but not limited to, the Hong Kong Exchanges and Clearing Limited and the Hong Kong Monetary Authority), the Hong Kong Police Force, the Customs and Excise Department, overseas regulatory bodies and other government bodies as required or permitted under the law or pursuant to any regulatory/investigatory assistance arrangements between the SFC and other regulators (local/overseas).

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<sup>1</sup> Personal Data means personal data as defined in the Personal Data (Privacy) Ordinance, Cap 486 ("PDPO")



5. Personal Data may be disclosed by the SFC to other financial regulators, the Hong Kong Police Force, the Customs and Excise Department, other government bodies, corporations, organisations or individuals in Hong Kong, the People's Republic of China or overseas for the purposes of verifying/matching<sup>2</sup> those data.

#### **Public Registers**

6. The SFC is required to maintain public registers containing specified data relating to licensed persons and registered persons and to publish such specified data in the Gazette (or in such manner as it considers appropriate), pursuant to the relevant provisions of the SFO, the AMLO, or any rules or regulations made thereunder. Any member of the public may inspect the public registers for the purposes of ascertaining whether he is dealing with a licensed person or a registered institution in matters of or connected with any regulated activity, and the particulars of the licence or registration of such persons.

#### **Access to Data**

7. You have the right to request access to and correction of your Personal Data in accordance with the provisions of the PDPO. Your right of access includes the right to obtain a copy of your Personal Data provided in the application form/statement of personal information/annual return/notification on change of information/any other form of request for information (as the case may be). The SFC has the right to charge a reasonable fee for processing of any data access request.

#### **Enquiries**

8. Any enquiries regarding the Personal Data provided in the application form/statement of personal information/annual return/notification on change of information/any other form of request for information (as the case may be), or requests for access to Personal Data or correction of Personal Data, should be addressed in writing to:

The Data Privacy Officer  
Securities and Futures Commission  
54/F, One Island East  
18 Westlands Road  
Quarry Bay, Hong Kong

A copy of the Privacy Policy Statement adopted by the SFC is available upon request.

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<sup>2</sup> "Matching procedure" is defined in section 2 of the PDPO.





SECURITIES AND  
FUTURES COMMISSION  
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## Annual Return – Licensed Representative (VA Trading Platform Operator)

Specified by the SFC pursuant to the Securities and Futures Ordinance (“SFO”) (Cap 571) and the Anti-Money Laundering and Counter-Terrorist Financing Ordinance (“AMLO”) (Cap 615)

# Annual Return VA

# 2U

<b>Name of representative</b>	English	
	Chinese	
<b>CE number</b>		
<b>Reporting period</b>	From: _____ to _____ dd mm yyyy dd mm yyyy	
<b>Contact person regarding any queries on this form</b>	English name	Chinese name
	Business title	Firm name
	Relationship with the licensed representative	
	Mobile number	E-mail address

#### Note

You must fill in this form accurately and truthfully, and submit it before the deadline for submission.

Section 138(4) of the SFO states that a person licensed under Section 120(1) shall submit an annual return to the Securities and Futures Commission (“SFC”) –

- (a) within one month after each anniversary of the date on which the person is licensed; or
- (b) by such other date as may be approved by the Commission by notice in writing.

Section 53ZRY(4) of the AMLO states that a licensed person must submit an annual return to the SFC –

- (a) within one month after each anniversary of the date of grant of the licence; or
- (b) by another date approved by the Commission by written notice.

#### Warning

You must fill in this form accurately and truthfully.

Section 384(1) of the SFO states:

“A person commits an offence if –

- he, in purported compliance with a requirement to provide information imposed by or under any of the relevant provisions, provides to a specified recipient any information which is false or misleading in a material particular; and
- he knows that, or is reckless as to whether, the information is false or misleading in a material particular.”

The punishment for the above offence is a fine of up to HK\$1 million and imprisonment for up to 2 years.

Section 384(3) of the SFO states:

“A person commits an offence if –

- he, otherwise than in purported compliance with a requirement to provide information imposed by or under any of the relevant provisions but in connection with the performance by a specified recipient of a function under any of the relevant provisions, provides to the specified recipient any record or document which is false or misleading in a material particular; and
- he –
  - knows that, or is reckless as to whether, the record or document is false or misleading in a material particular; and
  - has, in relation to the provision of the record or document, received prior written warning from the specified recipient to the effect that the provision of any record or document which is false or misleading in a material particular in the circumstances of the case would constitute an offence under this subsection.”

The punishment for the above offence is a fine of up to HK\$500,000 and imprisonment for up to 6 months.

Section 53ZTP(1) of the AMLO states:

“A person commits an offence if the person –

- in purported compliance with a requirement to provide information imposed by or under any provision of this Ordinance—
  - provides to the Commission any information that is false or misleading in a material particular; or
  - omits a material particular from a statement with the result that the statement is rendered false or misleading; and
- knows that, or is reckless as to whether, the information is false or misleading in a material particular.”

The punishment for the above offence is a fine of up to HK\$1 million and imprisonment for up to 2 years.

Section 53ZTQ(1) of the AMLO states:

“A person commits an offence if the person –

- otherwise than in purported compliance with a requirement to provide information imposed by or under any provision of this Ordinance but, in connection with the performance by the Commission of a function under this Ordinance, provides to the Commission any record or document that is false or misleading in a material particular; and
- the person—
  - knows that, or is reckless as to whether, the record or document is false or misleading in a material particular; and
  - has, in relation to the provision of the record or document, received prior written warning from the Commission to the effect that the provision of any record or document that is false or misleading in a material particular or omission of a material particular from a statement in the circumstances of the case would constitute an offence under this subsection.”

The punishment for the above offence is a fine of up to HK\$500,000 and imprisonment for up to 6 months.



### **Section 1: Annual Return Declaration**

I hereby declare that during the reporting period, in respect of the information pertaining to me as provided to the SFC (including information pertaining to disciplinary action and investigations, financial status, character and mental health):

- There is no change in the information or there has/have been change(s) in the information which I have notified the SFC.
- There has/have been unnotified change(s) in the information as described in the notification(s) to be submitted together with this annual return.

### **Section 2: Confirmation of compliance with the obligations set out in the Guidelines on Continuous Professional Training (CPT) and/or Guidelines for Virtual Asset Trading Platform Operators**

*Applicable to a representative licensed under both the SFO and the AMLO:*

I hereby confirm that I have complied with my obligations set out in the Guidelines on Continuous Professional Training and the Guidelines for Virtual Asset Trading Platform Operators issued by the SFC. In particular, I have:

- undertaken the number of CPT hours I am obliged to undertake during the previous calendar year; and
- retained sufficient records of all my CPT activities undertaken during the previous calendar year.

- Yes
- No. Please explain in detail and provide a rectification plan below:

- Not applicable



Applicable to a representative licensed under the AMLO only:

I hereby confirm that I have complied with my obligations set out in the Guidelines for Virtual Asset Trading Platform Operators issued by the SFC. In particular, I have:

- undertaken the number of CPT hours I am obliged to undertake during the previous calendar year; and
- retained sufficient records of all my CPT activities undertaken during the previous calendar year.

Yes

No. Please explain in detail and provide a rectification plan below:

Not applicable

**(To be signed by the licensed representative)**

\_\_\_\_\_  
*Signature*

.....  
*Date*

### **Personal Information Collection Statement**

1. The Personal Information Collection Statement ("PICS") is made in accordance with the guidelines issued by the Office of the Privacy Commissioner for Personal Data. The PICS sets out the policies and practices of the Securities and Futures Commission ("SFC") with regard to your Personal Data<sup>1</sup> and what you are agreeing to with respect to the SFC's use of your Personal Data for the purposes identified below.

#### **Purpose of Collection**

2. The Personal Data provided in this application form/statement of personal information/annual return/notification on change of information/any other form of request for information (as the case may be) will be used by the SFC for one or more of the following purposes:

- to administer the relevant Ordinances, rules, regulations, codes and guidelines made or promulgated pursuant to the powers vested in the SFC as in force at the relevant time, including:
    - the Securities and Futures Ordinance ("SFO");
    - the Anti-Money Laundering and Counter-Terrorist Financing Ordinance ("AMLO");
    - the Fit and Proper Guidelines;
    - the Code of Conduct for Persons Licensed by or Registered with the Securities and Futures Commission;
    - the Management, Supervision and Internal Control Guidelines;
    - the Guidelines for Virtual Asset Trading Platform Operators ("VATP Guidelines");
    - the Guideline on Anti-Money Laundering and Counter-Financing of Terrorism (For Licensed Corporations and SFC-licensed Virtual Asset Service Providers);
    - the Codes on Takeovers and Mergers and Share Buy-backs; and
    - the Code on Unit Trusts and Mutual Funds.
  - to process any application you may make under the relevant Ordinances;
  - to assess your fitness and properness in relation to any of your applications for licence under the SFO and/or the AMLO, as the case may be;
  - to monitor your fitness and properness to remain licensed under the relevant Ordinances as an ongoing compliance process;
  - to consider any application under the relevant Ordinances where you are named as a referee or may otherwise have a connection;
  - for the purposes of performing the SFC's statutory functions under the relevant Ordinances, including , but not limited to, surveillance, investigation, inspection or enforcement/disciplinary action;
  - for research or statistical purposes; and
  - other purposes as permitted by law.
3. Failure to provide the requested Personal Data may result in the SFC being unable to process your application or perform its statutory functions under the relevant Ordinances.

#### **Transfer/Matching of Personal Data**

4. Personal Data may be disclosed by the SFC to other financial regulators in Hong Kong (including, but not limited to, the Hong Kong Exchanges and Clearing Limited and the Hong Kong Monetary Authority), the Hong Kong Police Force, the Customs and Excise Department, overseas regulatory bodies and other government bodies as required or permitted under the law or pursuant to any regulatory/investigatory assistance arrangements between the SFC and other regulators (local/overseas).

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<sup>1</sup> Personal Data means personal data as defined in the Personal Data (Privacy) Ordinance, Cap 486 ("PDPO")



5. Personal Data may be disclosed by the SFC to other financial regulators, the Hong Kong Police Force, the Customs and Excise Department, other government bodies, corporations, organisations or individuals in Hong Kong, the People's Republic of China or overseas for the purposes of verifying/matching<sup>2</sup> those data.

#### **Public Registers**

6. The SFC is required to maintain public registers containing specified data relating to licensed persons and registered persons and to publish such specified data in the Gazette (or in such manner as it considers appropriate), pursuant to the relevant provisions of the SFO, the AMLO, or any rules or regulations made thereunder. Any member of the public may inspect the public registers for the purposes of ascertaining whether he is dealing with a licensed person or a registered institution in matters of or connected with any regulated activity, and the particulars of the licence or registration of such persons.

#### **Access to Data**

7. You have the right to request access to and correction of your Personal Data in accordance with the provisions of the PDPO. Your right of access includes the right to obtain a copy of your Personal Data provided in the application form/statement of personal information/annual return/notification on change of information/any other form of request for information (as the case may be). The SFC has the right to charge a reasonable fee for processing of any data access request.

#### **Enquiries**

8. Any enquiries regarding the Personal Data provided in the application form/statement of personal information/annual return/notification on change of information/any other form of request for information (as the case may be), or requests for access to Personal Data or correction of Personal Data, should be addressed in writing to:

The Data Privacy Officer  
Securities and Futures Commission  
54/F, One Island East  
18 Westlands Road  
Quarry Bay, Hong Kong

A copy of the Privacy Policy Statement adopted by the SFC is available upon request.

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<sup>2</sup> "Matching procedure" is defined in section 2 of the PDPO.

**Notification by Licensed Corporation/ Licensed Provider/ Licensed Representative/ Responsible Officer (VA Trading Platform Operator)**

**1U**

Specified by the SFC pursuant to the Securities and Futures Ordinance ("SFO") (Cap 571) and the Anti-Money Laundering and Counter-Terrorist Financing Ordinance ("AMLO") (Cap 615)

<b>Name of corporation/individual</b>	English
	Chinese
<b>CE number</b>	
<b>Notification of</b>	<input type="checkbox"/> Cessation of business – licensed corporation/licensed provider
	<input type="checkbox"/> Ceasing to act as a responsible officer/licensed representative
	<input type="checkbox"/> Change in director or his/her particulars
	<input type="checkbox"/> Change in complaints officer or his/her particulars
	<input type="checkbox"/> Change in emergency contact person or his/her particulars
	<input type="checkbox"/> Change in share capital
	<input type="checkbox"/> Change in shareholding structure
	<input type="checkbox"/> Change in contact information
	<input type="checkbox"/> Change in bank account
	<input type="checkbox"/> Change in auditor
	<input type="checkbox"/> Change in name or personal particulars or outside directorships and business interests
	<input type="checkbox"/> Change in associated entity or its particulars
	<input type="checkbox"/> Appointment / Cessation of Manager-In-Charge or change in particulars of Manager-In-Charge or addition of Manager-In-Charge for a core function
<input type="checkbox"/> Other notifications	





<b>Contact person regarding any queries on this form</b>	English/Chinese name	
	Business title/Firm name	
	Relationship with the corporation/individual	
	Mobile number	E-mail address

### Interpretations

1. "Associate" is defined under Part 1 of Schedule 1 to the SFO.
2. "Associated entity" is defined under Part 1 of Schedule 1 to the SFO and under section 53ZR of the AMLO.
3. "Contact information" refers to:
  - principal business address;
  - registered business address;
  - correspondence address;
  - other business addresses;
  - residential address (not applicable to licensed corporation and licensed provider);
  - e-mail and website addresses; and
  - telephone and facsimile numbers.
4. "Intermediary" is defined under Part 1 of Schedule 1 of the SFO.
5. "You" in this form refers to the individual/corporation making the notification.

### Instructions

1. This form is to be used when WINGS is not in service or under special circumstances as approved by the Commission.
2. Please refer to the Completion Guidelines to identify which Part(s) of the form to fill in.
3. Incomplete notification may increase the time taken for the Commission to process your notification.
4. If there is not enough space, please use separate sheets of paper and clearly mark each separate sheet of paper with the relevant part number.
5. If the Commission is satisfied that a person has **substantial practical difficulties** in complying with any of the requirements under this form, it may exercise its discretion to dispense with the requirements to such extent as it considers necessary. If you consider that you have **substantial practical difficulties** in complying with any requirements under this form, please enclose a separate document setting out your **substantial practical difficulties** for the Commission's consideration. Please note that the Commission would only exercise its discretion under special circumstances.
6. If there are any changes to the information provided in support of this notification before it is concluded, you should notify the Commission in writing immediately after the changes take place. Any changes in information may result in delay in processing.

### Warning

All information and documents submitted to the Commission must be true, accurate and complete.

Under section 384(1) of the SFO, subject to section 384(2), a person commits an offence if –

- he, in purported compliance with a requirement to provide information imposed by or under any of the relevant provisions, provides to a specified recipient any information which is false or misleading in a material particular; and
- he knows that, or is reckless as to whether, the information is false or misleading in a material particular.

The punishment for the above offence is a fine of up to HK\$1 million and imprisonment for up to 2 years.

Under section 384(3) of the SFO, subject to section 384(4), a person commits an offence if –

- he, otherwise than in purported compliance with a requirement to provide information imposed by or under any of the relevant provisions but in connection with the performance by a specified recipient of a function under any of the relevant provisions, provides to the specified recipient any record or document which is false or misleading in a material particular; and
- he –
  - knows that, or is reckless as to whether, the record or document is false or misleading in a material particular; and
  - has, in relation to the provision of the record or document, received prior written warning from the specified recipient to the effect that the provision of any record or document which is false or misleading in a material particular in the circumstances of the case would constitute an offence under this subsection.

A “specified recipient” includes the Commission.

The punishment for the above offence is a fine of up to HK\$500,000 and imprisonment for up to 6 months.

Section 53ZTP(1) of the AMLO states:

“A person commits an offence if the person –

- in purported compliance with a requirement to provide information imposed by or under any provision of this Ordinance—
  - provides to the Commission any information that is false or misleading in a material particular; or
  - omits a material particular from a statement with the result that the statement is rendered false or misleading; and
- knows that, or is reckless as to whether, the information is false or misleading in a material particular.”

The punishment for the above offence is a fine of up to HK\$1 million and imprisonment for up to 2 years.

Section 53ZTQ(1) of the AMLO states:

“A person commits an offence if the person –

- otherwise than in purported compliance with a requirement to provide information imposed by or under any provision of this Ordinance but, in connection with the performance by the Commission of a function under this Ordinance, provides to the Commission any record or document that is false or misleading in a material particular; and
- the person—
  - knows that, or is reckless as to whether, the record or document is false or misleading in a material particular; and
  - has, in relation to the provision of the record or document, received prior written warning from the Commission to the effect that the provision of any record or document that is false or misleading in a material particular or omission of a material particular from a statement in the circumstances of the case would constitute an offence under this subsection.”

The punishment for the above offence is a fine of up to HK\$500,000 and imprisonment for up to 6 months.

## Section 1: Completion Guidelines

1.1 Please fill in the relevant parts of this form which are applicable to your notifications.

Types of notification	Sections	
Cessation of business – licensed corporation/licensed provider	2	16 Declaration
Ceasing to act as a responsible officer/licensed representative	3	
Change in director or his/her particulars	4	
Change in complaints officer or his/her particulars	5	
Change in emergency contact person or his/her particulars	6	
Change in share capital	7	
Change in shareholding structure	8	
Change in contact information	9	
Change in bank account	10	
Change in auditor	11	
Change in name	12	
Change in associated entity or its particulars	13	
Appointment / Cessation of Manager-In-Charge or change in particulars of Manager-In-Charge or addition of Manager-In-Charge for a core function	14	
Other notifications	15	



## Section 2: Cessation of Business - Licensed Corporation or Licensed Provider

**2.1 When do you intend to cease carrying on your business in regulated activities under the SFO and/or VA Service under the AMLO?**

Date (DD/MM/YYYY) \_\_\_\_\_

**2.2 Please state the reason for cessation.**

- Unfavourable business conditions
- Sale of business
- Group consolidation
- Relocation of business out of Hong Kong
- Others (please specify):

**2.3 Have you notified your clients of the cessation of business and returned to them the money and assets received or held on their behalf, if any?**

- Yes.
- No. Please specify the reason for not notifying your clients of the cessation and elaborate on the measures you have taken to safeguard your clients assets, if any.

**2.4 Please advise the name of the responsible officer / person who will remain at the company until the licence revocation process is completed.**

<b>Name of the responsible officer</b>	
<b>Others (please specify)</b>	

**2.5 Please provide details of the contact person for whom the SFC may contact to access your records and documents after business cessation and licence revocation.**

<b>Name</b>	
<b>Position</b>	
<b>Contact number</b>	
<b>Mobile number</b>	
<b>Email address</b>	

- 2.6 Please advise details of office premises which you will use to retain your records and documents after your licence is revoked to comply with the Securities and Futures (Keeping of Records) Rules and/or the Guidelines for Virtual Asset Trading Platform Operators.

	<b>Address in English</b>	<b>Address in Chinese</b>
<b>Flat, floor and block number</b>		
<b>Building name</b>		
<b>Street number and name</b>		
<b>District and city</b>		
<b>State and country</b>		
<b>Postal code, if any</b>		
<b>Contact number</b>		
<b>Facsimile number</b>		

- 2.7 Please advise whether you will undergo a winding up process after you cease to carry on business of regulated activities under the SFO / providing a VA Service under the AMLO.

Yes.

No.

- 2.8 Do you request your current licence be revoked under section 195(1)(d) of the SFO (applicable to licensed corporation under the SFO)?

Yes.

No.

- 2.9 Do you request your current licence be revoked under section 53ZSQ(2)(d) of the AMLO (applicable to licensed provider under the AMLO)?



Yes.

No.

**Please be reminded to submit a cessation account as required by section 156(2) of the SFO and/or section 53ZSC(2) of the AMLO.**



**Section 3: Ceasing to Act as a Responsible Officer/Licensed Representative**

**Part A (Notification by responsible officer/licensed representative)**

**3.1 Please provide the following information:**

Name of accredited principal	CE number	Type(s) of regulated activity / VA Service	Last accreditation date (DD/MM/YYYY)

**3.2 Please state the reason for cessation.**

- Resignation
- Expiry of contract (Expiry date (DD/MM/YYYY): \_\_\_\_\_ )
- Job rotation (New Job Title: \_\_\_\_\_ )
- Redundancy
- Dismissal, please specify the date and cause.

- Others, please specify details.

**3.3 If you are a responsible officer, will you also cease to act as a licensed representative?**

- Yes.
- No.



**Part B** (Notification by licensed corporation / licensed provider)

**3.4** Please provide the following information:

Name of responsible officer/licensed representative	CE number	Type(s) of regulated activity / VA Service	Last accreditation date (DD/MM/YYYY)

**3.5** Please state the reason for cessation.

- Resignation
- Expiry of contract (Expiry date (DD/MM/YYYY): \_\_\_\_\_ )
- Job rotation (New Job Title: \_\_\_\_\_ )
- Redundancy
- Deceased, please skip section 3.6.
- Dismissal, please specify the date and cause.

- Others, please specify details.



**3.6 Please advise whether, within six months preceding the cessation, the individual was under any investigation commenced by you\*.**

No.

Yes, please specify details if you have not previously provided such information to the Commission:

\* If, subsequent to the submission of this notification, you commence any internal investigation on this individual, please notify the Commission as soon as practicable.

**3.7 For responsible officer, will the responsible officer also cease to act as a licensed representative?**

Yes.

No.

**Section 4: Change in Director or His/Her Particulars**

**Part A** (Ceasing to act as a director)

4.1 Please provide the following information on the person ceasing to act as your director.

Name of person	Cessation date (DD/MM/YYYY)	Reason for cessation

**Part B** (Appointing a new director)

4.2 Please provide the following information on the person becoming your director.

Name of person	Hong Kong identity card/ passport number*	Is the person: a) a licensed representative; b) a licensed corporation/ registered institution/ licensed provider; c) an approved substantial shareholder of a licensed corporation**; or d) an approved ultimate owner of a licensed provider?	Appointment date (DD/MM/YYYY)
		<input type="checkbox"/> Yes, CE number: <input type="checkbox"/> No***	
		<input type="checkbox"/> Yes, CE number: <input type="checkbox"/> No***	
		<input type="checkbox"/> Yes, CE number: <input type="checkbox"/> No***	
		<input type="checkbox"/> Yes, CE number: <input type="checkbox"/> No***	
		<input type="checkbox"/> Yes, CE number: <input type="checkbox"/> No***	

\* Only applicable to individuals who are non-Hong Kong permanent residents.



\*\* For an approved corporate substantial shareholder, please provide an updated list of directors in a separate document. If any director in the list has not previously submitted to the Commission a separate supplement prescribed by the Commission and is not a person falling under (a), (b), (c) or (d) as stated above, please arrange for such director to complete a Supplement VA-1U (for corporate) or Supplement VA-2U (for individual).

\*\*\* If you tick NO to any of the above:

- Please arrange for your **corporate director** to complete Supplement VA-1U.
- Please arrange for your **individual director** to complete Supplement VA-2U.

### **Part C** (Change in particulars of a director)

#### **4.3 Please describe the change.**

<b>Name of director</b>	
<b>Particulars to be changed</b>	
<b>Effective date (DD/MM/YYYY)</b>	

<b>Name of director</b>	
<b>Particulars to be changed</b>	
<b>Effective date (DD/MM/YYYY)</b>	

**Section 5: Change in Complaints Officer or His/Her Particulars**

**Part A** (Ceasing to act as a complaints officer)

5.1 Please provide the following information on the person ceasing to act as your complaints officer.

Name of complaints officer	
CE Number (if any)	
Effective date (DD/MM/YYYY)	
Reason for cessation	

**Part B** (Appointing a new complaints officer)

5.2 Please provide the following information on the person becoming your complaints officer.

(Note: The complaints officer should reside in Hong Kong to ensure he/she will be immediately contactable as and when necessary.)

Name (in English)	
Name (in Chinese)	
CE Number (if any)	
Hong Kong identity card number	
Passport number*	
Job title	
Contact number	
Mobile number	
Facsimile number	
Business address	
Office e-mail address	
Effective date (DD/MM/YYYY)	

\* Only applicable to individuals who are non-Hong Kong permanent residents.



**Part C** (Change in particulars of a complaints officer)

5.3 Please describe the change.

<b>Name of complaints officer</b>	
<b>CE Number (if any)</b>	
<b>Particulars to be changed</b>	
<b>Effective date (DD/MM/YYYY)</b>	

**Section 6: Change in Emergency Contact Person or His/Her Particulars**

**Part A** (Ceasing to act as an emergency contact person)

- 6.1 Please provide the following information on the person ceasing to act as your emergency contact person.

Name of emergency contact person	
CE Number (if any)	
Effective date (DD/MM/YYYY)	
Reason for cessation	

**Part B** (Appointing a new emergency contact person)

- 6.2 Please provide the following information on the person becoming your emergency contact person.

(Note: For group companies, it is preferable that this person should have sufficient authority and be familiar with the overall affairs of the group. The emergency contact person should reside in Hong Kong to ensure he/she will be immediately contactable as and when necessary.)

Full name (in English)			
Full name (in Chinese)			
CE number (if any)			
Hong Kong identity card number			
Passport number*			
Job title			
Contact number	Office		Residential
Mobile number			
Facsimile number	Office		Residential
Business address			
E-mail address	Office		Private
Effective date (DD/MM/YYYY)			

\* Only applicable to individuals who are non-Hong Kong permanent residents.





**Part C** (Change in particulars of emergency contact person)

6.3 Please describe the change.

<b>Name of emergency contact person</b>	
<b>CE number (if any)</b>	
<b>Particulars to be changed</b>	
<b>Effective date (DD/MM/YYYY)</b>	

**Section 7: Change in Share Capital**

**7.1 Please provide the following share capital information before and after your proposed change.**

Class of shares	Details	Before the change	After the change
<input type="checkbox"/> Ordinary <input type="checkbox"/> Preference <input type="checkbox"/> Others (please specify): <div style="border: 1px solid black; width: 150px; height: 80px; margin-top: 5px;"></div>	Number of issued shares		
	Issued share capital (HK\$)		
	Par value*		
	Number of authorized shares*		
	Authorized share capital (HK\$)*		
	Premium paid (HK\$)*		
	Paid-up share capital (HK\$)		
	Unpaid share capital (HK\$)		
<b>Please state the effective date of the change (DD/MM/YYYY)</b>			

Class of shares	Details	Before the change	After the change
<input type="checkbox"/> Ordinary <input type="checkbox"/> Preference <input type="checkbox"/> Others (please specify): <div style="border: 1px solid black; width: 150px; height: 80px; margin-top: 5px;"></div>	Number of issued shares		
	Issued share capital (HK\$)		
	Par value*		
	Number of authorized shares*		
	Authorized share capital (HK\$)*		
	Premium paid (HK\$)*		
	Paid-up share capital (HK\$)		
	Unpaid share capital (HK\$)		
<b>Please state the effective date of the change (DD/MM/YYYY)</b>			

\* If applicable.

**7.2 Are there any changes in any shares that have been issued for consideration other than cash (if any)?**

Yes. Please provide details (including the class of shares, number of shares, and type and value of consideration).

No.

## Section 8: Change in Shareholding Structure

**8.1 Please submit your shareholding chart showing all your corporate and individual shareholders before and after the shareholding change (with percentage of holdings and their official names) and include the following information:**

- all substantial shareholders (if you are licensed under the SFO);
- all ultimate owners;
- all entities within the same corporate group that are listed companies or licensed/registered with any regulatory body or applying for a licence or registration with any regulatory body;
- all associate relationships (as defined under Schedule 1 to the SFO) (if you are licensed under the SFO);
- all associated entities; and
- all entities within the same corporate group that engage or plan to engage in VA related business in Hong Kong and elsewhere (note: please specify the place of incorporation or registration, nature of business and, where applicable, licence record with any regulatory body).

**8.2 Please state the effective date of the change (DD/MM/YYYY).**

**8.3 Please state the reason for changing the shareholding structure.**

Note: If there is a change in substantial shareholder and/or ultimate owner, the new substantial shareholder and/or the new ultimate owner is required to apply for a prior approval to become substantial shareholder under section 132 of the SFO and/or to become ultimate owner under section 53ZRQ of the AMLO. Please complete Form VA-4U.

**Section 9: Change in Contact Information**

- 9.1 Please describe the change in contact information. If it involves an addition of new premises for record keeping purpose, it is necessary to seek prior approval under section 130 of the SFO and/or section 53ZRR of the AMLO. Please complete Form VA-2U.

<b>Address (Please tick "✓" where applicable.)</b>		<input type="checkbox"/> Addition	<input type="checkbox"/> Deletion
<input type="checkbox"/> Principal place of business	<input type="checkbox"/> Registered office	<input type="checkbox"/> Correspondence	<input type="checkbox"/> Other place of business
	<input type="checkbox"/> Residential business		
	<b>Address in English</b>	<b>Address in Chinese</b>	
<b>Flat, floor and block number</b>			
<b>Building name</b>			
<b>Street number and name</b>			
<b>District and city</b>			
<b>State and country</b>			
<b>Postal code, if any</b>			
<b>Contact number</b>			
<b>Mobile number, if applicable</b>			
<b>Facsimile number</b>			
<b>E-mail address</b>			
<b>Website address</b>			
<b>Effective date (DD/MM/YYYY)</b>			



<b>Address (Please tick “✓” where applicable.)</b>		<input type="checkbox"/> Addition	<input type="checkbox"/> Deletion
<input type="checkbox"/> Principal place of business	<input type="checkbox"/> Registered office	<input type="checkbox"/> Correspondence	<input type="checkbox"/> Other place of business
<input type="checkbox"/> Residential			
	<b>Address in English</b>	<b>Address in Chinese</b>	
<b>Flat, floor and block number</b>			
<b>Building name</b>			
<b>Street number and name</b>			
<b>District and city</b>			
<b>State and country</b>			
<b>Postal code, if any</b>			
<b>Contact number</b>			
<b>Mobile number, if applicable</b>			
<b>Facsimile number</b>			
<b>E-mail address</b>			
<b>Website address</b>			
<b>Effective date (DD/MM/YYYY)</b>			

**Section 10: Change in Bank Account  
(Major Operational and Segregated Trust Accounts)**

**Part A** (Ceasing to use a bank account)

10.1 Please provide the following information:

<b>Name of bank</b>	
<b>Account number</b>	
<b>Effective closing date (DD/MM/YYYY)</b>	
<b>Reason</b>	<input type="checkbox"/> Closed <input type="checkbox"/> Commercial reason <input type="checkbox"/> Ordered to be frozen by a competent authority

<b>Name of bank</b>	
<b>Account number</b>	
<b>Effective closing date (DD/MM/YYYY)</b>	
<b>Reason</b>	<input type="checkbox"/> Closed <input type="checkbox"/> Commercial reason <input type="checkbox"/> Ordered to be frozen by a competent authority

**Part B** (Using a new bank account)

10.2 Please provide the following details of major operational and segregated trust accounts you will use to carry out Relevant Activities as defined under the Guidelines for Virtual Asset Trading Platform Operators.

<b>Type of account:</b> <input type="checkbox"/> Current <input type="checkbox"/> Savings <input type="checkbox"/> Others (please specify) <div style="border: 1px solid black; width: 150px; height: 30px; margin-top: 5px;"></div>	<b>Name of bank</b>	
	<b>Account number</b>	
	<b>Date opened (DD/MM/YYYY)</b>	
	<b>Currency</b>	
	<b>Is it a trust account?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<b>Effective date (DD/MM/YYYY)</b>	

<b>Type of account:</b> <input type="checkbox"/> Current <input type="checkbox"/> Savings <input type="checkbox"/> Others (please specify) <div style="border: 1px solid black; height: 30px; width: 150px; margin-top: 5px;"></div>	<b>Name of bank</b>	
	<b>Account number</b>	
	<b>Date opened (DD/MM/YYYY)</b>	
	<b>Currency</b>	
	<b>Is it a trust account?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<b>Effective date (DD/MM/YYYY)</b>	

**Part C (Change in details of bank account)**

**10.3 Please describe the change.**

<b>Name of bank</b>	
<b>Account number</b>	
<b>Particulars to be changed</b>	
<b>Effective date (DD/MM/YYYY)</b>	

<b>Name of bank</b>	
<b>Account number</b>	
<b>Particulars to be changed</b>	
<b>Effective date (DD/MM/YYYY)</b>	

**Section 11: Change in Auditor**

**Part A (Ceasing to act as an auditor)**

11.1 Please provide the following information on the person ceasing to act as your auditor.

Name of auditor	
Date of cessation (DD/MM/YYYY)	
Reason for cessation	

**Part B (Appointing a new auditor)**

11.2 Please provide the following information on the person becoming your auditor.

Name of auditor	
Date of appointment (DD/MM/YYYY)*	

\* Date of appointment is the date on which a written agreement is signed with the auditor for the provision of services.

**Section 12: Change in Name or Personal Particulars or Outside Directorships and Business Interests**

12.1 Please provide the following information:

Former name	
New name	
Effective date (DD/MM/YYYY)	
Reason for the change	

12.2 Please enclose the relevant supporting document(s), e.g. copy of the Certificate of Change of Name (for corporation) or other legal document for record. If you are a licensed corporation, please also return the original printed licence and submit a fee of \$200 for replacement.





**12.3 Please describe the change in personal particulars.**

<b>Particulars to be changed</b>	
<b>Effective date (DD/MM/YYYY)</b>	

**12.4 Please describe the change in outside directorships and business interests.**

<b>Particulars to be changed</b>	
<b>Effective date (DD/MM/YYYY)</b>	

**Section 13: Change in Associated Entity or Its Particulars**

**Part A** (Corporation ceasing to act as an associated entity)

**13.1** Please provide the following information on the corporation ceasing to act as your associated entity.

Name of corporation	CE number (if any)	Date of cessation (DD/MM/YYYY)

**13.2** Please state the reason for cessation.

**13.3** Has the above associated entity fully accounted for and properly disposed of all your clients' assets? (Not applicable where the associated entity is a licensed corporation or an authorised financial institution.)

Yes.

No. Please provide the particulars of all the client assets that the associated entity has not fully accounted for and properly disposed of, and your plan to safeguard such assets.

(Note: Your associated entity is required to complete relevant sections of Form VA-6U.)



**Part B (Appointing a new associated entity)**

13.4 Please state the name of the corporation proposing to act as your associated entity.

Name of corporation	Is it a licensed corporation/ registered institution/ licensed provider?	Effective date (DD/MM/YYYY)
	<input type="checkbox"/> Yes, CE number <input type="checkbox"/> No*	
	<input type="checkbox"/> Yes, CE number <input type="checkbox"/> No*	
	<input type="checkbox"/> Yes, CE number <input type="checkbox"/> No*	

\* If you tick NO to any of the above, please complete Form VA-6U for each associated entity.  
(Note: Your associated entity is required to complete relevant sections of Form VA-6U.)

**Part C (Change in particulars of associated entity)**

13.5 Please provide the following information:

Name of associated entity	
CE number (if any)	
Particulars to be changed	
Effective date (DD/MM/YYYY)	

Name of associated entity	
CE number (if any)	
Particulars to be changed	
Effective date (DD/MM/YYYY)	

(Note: Your associated entity is required to complete relevant sections of Form VA-6U.)



**Section 14: Appointment / Cessation of Manager-In-Charge or change in particulars of Manager-In-Charge or addition of Manager-In-Charge for a core function**

**Part A (Appointing a new Manager-In-Charge)**

**14.1** Please provide the following information on the person becoming your Manager-In-Charge.

Core Function*	Name of Managers-In-Charge	CE Number (if applicable)	Job title*	Director <input type="checkbox"/> Yes <input type="checkbox"/> No	Reports to**	Effective date (DD/MM/YYYY)
				<input type="checkbox"/> Yes <input type="checkbox"/> No		
				<input type="checkbox"/> Yes <input type="checkbox"/> No		
				<input type="checkbox"/> Yes <input type="checkbox"/> No		

\*For Key business Line, please provide description.

**14.2** For each of your Managers-In-Charge of Core Functions who is not a responsible officer, please complete the parts below and provide his/her curriculum vitae.

**Please tick “✓” the Core Function(s) to be supervised by this individual:**

- Overall Management Oversight
- Key Business Line
- Operational Control and Review
- Risk Management
- Finance and Accounting
- Information Technology
- Compliance
- Anti-Money Laundering and Counter – Terrorist Financing

Please provide the particulars of the individual you have appointed to be principally responsible for managing any of your Core Functions. If you have appointed two or more individuals to act as your Managers-In-Charge of Core Functions, please submit a separate section 14.2 for each of them.

<b>Full name (in English)</b>	
<b>Full name (in Chinese)</b>	
<b>Hong Kong identity card number</b>	



Passport number*		Date of expiry* (DD/MM/YYYY)	
Passport issuing country*			
CE number, if any			
Place of residence (Country/Region)			
Job title**			
Mobile number			
Email address			

\* Only applicable to individuals who are non-Hong Kong permanent residents.

\*\* The job title should indicate an individual's position and his or her particular business or operational area (e.g., Chief Executive Officer, Chief Administrative Officer and Head of Risk Management).

**14.3 You should inform, and obtain acknowledgement from, each of your Managers-In-Charge of Core Functions regarding (a) his or her appointment as your Manager-In-Charge and (b) the particular Core Function(s) which he or she is principally responsible for managing.**

**Part B** (Ceasing to act as a Manager-In-Charge)

**14.4 Please provide the following information:**

Name of Manager-In-Charge	CE number (if applicable)	Core Function	Effective date (DD/MM/YYYY)

**14.5 Please state the reason for cessation.**

- Resignation
- Expiry of contract
- Job rotation
- Redundancy
- Deceased
- Dismissal, please specify the date and cause.



--

Others, please specify details.

--

**Part C (Addition of Manager-In-Charge of a Core Function)**

**14.6 Please provide the following information:**

<b>Name of Manager-In-Charge</b>	
<b>Core Function(s) the individual is principally responsible for managing</b>	
<b>Description (for Key Business Line only)</b>	
<b>Reports to</b>	
<b>Effective date (DD/MM/YYYY)</b>	

**Part D (Change in particulars of Manager-In-Charge)**

**14.7 Please provide the following information:**

<b>Name of Manager-In-Charge</b>	
<b>CE number (if applicable)</b>	
<b>Particulars to be changed</b>	
<b>Description of the change</b>	
<b>Effective date (DD/MM/YYYY)</b>	

**Part E (Change in organisational structure)**

**14.8 Please provide an updated organisational chart.**

**Section 15: Other Notifications (for example, significant changes in the business plan)**

15.1 Please provide the following information:

<b>Particulars to be changed</b>	
<b>Description of the change</b>	
<b>Effective date (DD/MM/YYYY)</b>	

<b>Particulars to be changed</b>	
<b>Description of the change</b>	
<b>Effective date (DD/MM/YYYY)</b>	

<b>Particulars to be changed</b>	
<b>Description of the change</b>	
<b>Effective date (DD/MM/YYYY)</b>	

\* You may use this part to notify the changes stipulated in the Securities and Futures (Licensing and Registration)(Information) Rules and/or Part XVI of the VATP Guidelines (Ongoing Reporting and Notification Obligations).

\* For corporation making notification of significant change in business, please enclose a business plan detailing the change in business.



## Section 16: Declaration

If you are a licensed corporation or licensed provider, please complete Part A only.

If you are a responsible officer or licensed representative, please complete Part B only.

### Part A

#### Corporation's declaration

We:

- **Have completed** Part(s) \_\_\_\_\_ of this notification.
- **Declare** that all the information provided in this notification and any associated documentation is complete, true and correct.
- **Understand** that providing false or misleading information in this notification is an offence under section 384 of the SFO, and/or section 53ZTP and/or 53ZTQ of the AMLO.
- **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 notification.
- **Understand** that if any information contained in this notification, 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.

**(For a licensed corporation, licensed provider or corporate substantial shareholder, this declaration must be signed by a director, responsible officer or person authorized by the board of directors.)**

For and on behalf of:

\_\_\_\_\_  
Name of corporation

\_\_\_\_\_  
Name of director/responsible officer/  
person authorized by the board of  
directors\*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\* Delete where not applicable.





**Part B**

**Individual's declaration**

I, \_\_\_\_\_  
Name of individual

- **Have completed** Part(s) \_\_\_\_\_ of this notification.
- **Declare** that all the information provided in this notification and any associated documentation is complete, true and correct.
- **Understand** that providing false or misleading information in this notification is an offence under section 384 of the SFO and/or section 53ZTP and/or 53ZTQ of the AMLO.
- **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 notification.
- **Understand** that if any information contained in this notification, or any associated documentation changes prior to the Commission making a decision in respect of any relating application, I should notify the Commission in writing immediately of the changes.
- **Confirm** that I have read and understood the enclosed Personal Information Collection Statement.
- **Consent** to the Commission using any personal information I have provided in this application, or any associated documentation, and any personal information I may provide in the future, for the purposes described in the Personal Information Collection Statement.
- **Understand** that the Commission may make such enquiries and seek such further information as it thinks appropriate.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



### **Personal Information Collection Statement**

1. The Personal Information Collection Statement ("PICS") is made in accordance with the guidelines issued by the Office of the Privacy Commissioner for Personal Data. The PICS sets out the policies and practices of the Securities and Futures Commission ("SFC") with regard to your Personal Data<sup>1</sup> and what you are agreeing to with respect to the SFC's use of your Personal Data for the purposes identified below.

#### **Purpose of Collection**

2. The Personal Data provided in this application form/statement of personal information/annual return/notification on change of information/any other form of request for information (as the case may be) will be used by the SFC for one or more of the following purposes:

- to administer the relevant Ordinances, rules, regulations, codes and guidelines made or promulgated pursuant to the powers vested in the SFC as in force at the relevant time, including:
    - the Securities and Futures Ordinance ("SFO");
    - the Anti-Money Laundering and Counter-Terrorist Financing Ordinance ("AMLO");
    - the Fit and Proper Guidelines;
    - the Code of Conduct for Persons Licensed by or Registered with the Securities and Futures Commission;
    - the Management, Supervision and Internal Control Guidelines;
    - the Guidelines for Virtual Asset Trading Platform Operators ("VATP Guidelines");
    - the Guideline on Anti-Money Laundering and Counter-Financing of Terrorism (For Licensed Corporations and SFC-licensed Virtual Asset Service Providers);
    - the Codes on Takeovers and Mergers and Share Buy-backs; and
    - the Code on Unit Trusts and Mutual Funds.
  - to process any application you may make under the relevant Ordinances;
  - to assess your fitness and properness in relation to any of your applications for licence under the SFO and/or the AMLO, as the case may be;
  - to monitor your fitness and properness to remain licensed under the relevant Ordinances as an ongoing compliance process;
  - to consider any application under the relevant Ordinances where you are named as a referee or may otherwise have a connection;
  - for the purposes of performing the SFC's statutory functions under the relevant Ordinances, including , but not limited to, surveillance, investigation, inspection or enforcement/disciplinary action;
  - for research or statistical purposes; and
  - other purposes as permitted by law.
3. Failure to provide the requested Personal Data may result in the SFC being unable to process your application or perform its statutory functions under the relevant Ordinances.

#### **Transfer/Matching of Personal Data**

4. Personal Data may be disclosed by the SFC to other financial regulators in Hong Kong (including, but not limited to, the Hong Kong Exchanges and Clearing Limited and the Hong Kong Monetary Authority), the Hong Kong Police Force, the Customs and Excise Department, overseas regulatory bodies and other government bodies as required or permitted under the law or pursuant to any regulatory/investigatory assistance arrangements between the SFC and other regulators (local/overseas).

<sup>1</sup> Personal Data means personal data as defined in the Personal Data (Privacy) Ordinance, Cap 486 ("PDPO")



5. Personal Data may be disclosed by the SFC to other financial regulators, the Hong Kong Police Force, the Customs and Excise Department, other government bodies, corporations, organisations or individuals in Hong Kong, the People's Republic of China or overseas for the purposes of verifying/matching<sup>2</sup> those data.

#### **Public Registers**

6. The SFC is required to maintain public registers containing specified data relating to licensed persons and registered persons and to publish such specified data in the Gazette (or in such manner as it considers appropriate), pursuant to the relevant provisions of the SFO, the AMLO, or any rules or regulations made thereunder. Any member of the public may inspect the public registers for the purposes of ascertaining whether he is dealing with a licensed person or a registered institution in matters of or connected with any regulated activity, and the particulars of the licence or registration of such persons.

#### **Access to Data**

7. You have the right to request access to and correction of your Personal Data in accordance with the provisions of the PDPO. Your right of access includes the right to obtain a copy of your Personal Data provided in the application form/statement of personal information/annual return/notification on change of information/any other form of request for information (as the case may be). The SFC has the right to charge a reasonable fee for processing of any data access request.

#### **Enquiries**

8. Any enquiries regarding the Personal Data provided in the application form/statement of personal information/annual return/notification on change of information/any other form of request for information (as the case may be), or requests for access to Personal Data or correction of Personal Data, should be addressed in writing to:

The Data Privacy Officer  
Securities and Futures Commission  
54/F, One Island East  
18 Westlands Road  
Quarry Bay, Hong Kong

A copy of the Privacy Policy Statement adopted by the SFC is available upon request.

<sup>2</sup> "Matching procedure" is defined in section 2 of the PDPO.