



詳情改變通知書

Notification of Changes in Particulars

第一部
Part 1

信託或公司服務持牌人詳情

Particulars of Trust or Company Service Provider ("TCSP") Licensee

持牌人姓名／名稱 Name of Licensee	7 中文姓名／名稱 Name in Chinese
	英文姓名／名稱 Name in English
信託或公司服務提供者 牌照編號 TCSP Licence No.	

第二部
Part 2

改變的類別

Types of Changes

請在適用的空格內加上✓號 Please tick the relevant box(es)

改變的類別 Type(s) of Changes	隨本表格交付的附表 Schedule(s) Attached with this Form
☐ 持牌人的詳情的改變 Change in particulars of Licensee	附表 A Schedule A
☐ 不再是持牌人的相關人士 Cessation of being a Relevant Person of Licensee	附表 B Schedule B
☐ 加入相關人士／相關人士的詳情的改變－屬個人 Addition of a Relevant Person/Change in particulars of a Relevant Person – Individual	附表 C Schedule C
☐ 加入相關人士／相關人士的詳情的改變－屬法團 Addition of a Relevant Person/Change in particulars of a Relevant Person – Corporation	附表 D Schedule D
☐ 持牌人／相關人士「適當人選」狀況的改變 Change in fit and proper status of Licensee/a Relevant Person	附表 E Schedule E

本表格所指的持牌人的相關人士包括 Relevant Person of Licensee referred to in this form includes

屬個人 For Individual

- 最終擁有人 Ultimate Owner
- 董事 Director
- 洗錢報告主任 Money Laundering Reporting Officer
- 合夥人 Partner
- 合規主任 Compliance Officer

屬法團 For Corporation

- 合夥人 Partner
- 董事 Director

請勿填寫本欄 For Official Use



第三部
Part 3

證明書
Certification

本人現核證：-

I certify that:-

- (a) 本通知書內提供的資料均屬完整、真實及正確無誤。

The information given in this notification is complete, true and correct.

- (b) 本人明白香港法例第 615 章《打擊洗錢及恐怖分子資金籌集條例》(下稱「《打擊洗錢條例》」) 第 53ZN 條訂明任何人在根據《打擊洗錢條例》第 5A 部向公司註冊處處長(下稱「處長」) 提出的申請、作出的具報或提供的任何其他文件內，或為與在該部向處長提出的申請或作出的具報相關的目的，(1)作出在要項上屬虛假或具誤導性的陳述；及知道該項陳述在要項上屬虛假或具誤導性，或罔顧該項陳述是否在要項上屬虛假或具誤導性；或(2)在某項陳述中遺漏任何要項，以致該項陳述成為虛假或具誤導性的陳述；及知道該項陳述遺漏該要項，或罔顧該項陳述是否遺漏該要項，即屬犯罪，一經定罪，可被處第 5 級罰款(50,000 元)及監禁 6 個月。

I understand that section 53ZN of the Anti-Money Laundering and Counter-Terrorist Financing Ordinance, Chapter 615 ("the AMLO") provides that any person who, in an application made, a notification given or any other document provided to the Registrar of Companies ("the Registrar") under Part 5A of the AMLO or for a purpose in connection with an application made or a notification given to the Registrar under that Part, (1) makes a statement that is false or misleading in a material particular; and knows that, or is reckless as to whether, the statement is false or misleading in a material particular; or (2) 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 material particular is omitted from the statement, commits an offence and is liable on conviction to a fine at level 5 (\$50,000) and to imprisonment for 6 months.

- (c) 本人及所有從本表格中被收集個人資料的人士已閱讀本表格內的填表須知所載的收集個人資料聲明，並明白當中內容。

I and all persons of whom personal information has been collected in this form have read the Personal Information Collection Statement stated in the Notes for Completion of this form and understand the contents stated therein.

本表格包括下列附表 This form includes the following Schedule(s)

附表 Schedule	A	B	C	D	E
數目 Number					

簽署
Signed

簽署日期
Date of Signature

日D	日D	月M	月M	年Y	年Y	年Y	年Y		

姓名
Name

- ☐ 以獨資經營人身分經營業務的持牌人 Licensee who carries on business as a sole proprietor
- ☐ 獲持牌人授權的合夥人 Authorized partner of Licensee
- ☐ 獲持牌人授權的董事 Authorized director of Licensee

請在適用的空格內加上✓號 Please tick the relevant box



附表 A Schedule A

信託或公司服務提供者
牌照編號
TCSP Licence No.

持牌人的詳情的改變 Change in Particulars of Licensee

改變的生效日期 Effective Date of Change(s) in Particulars

生效日期 Effective Date										(如需具報不同生效日期的業務詳情改變，請另用個別附表 A 填報) (Please use separate Schedule A for reporting changes with different effective dates)
	日D	日D	月M	月M	年Y	年Y	年Y	年Y		

持牌人業務詳情的改變 Change in Business Particulars of Licensee

請只填報有更改的項目 Please complete item(s) with change(s) only

持牌人姓名／名稱 Name of Licensee	中文姓名／名稱 Name in Chinese																
	中文電碼 Chinese Commercial Codes																
		(只適用於香港身分證持有人) (Only applicable to holder of Hong Kong Identity Card)															
持牌人的業務名稱 Name of Business of Licensee	英文姓名／名稱 Name in English																



附表 A

Schedule A

信託或公司服務提供者
牌照編號
TCSP Licence No.

持牌人的詳情的改變 (續) Change in Particulars of Licensee (Cont'd)

持牌人業務詳情的改變 Change in Business Particulars of Licensee (續 Cont'd)	
營業地址 Business Address	請在適用的空格內加上✓號 Please tick the relevant box
室／店舖等 Flat／Room／Unit／Shop, etc.	
樓 Floor	
座／期 Block／Tower／Phase	
大廈名稱 Building Name	
屋邨／屋苑名稱 Estate／Court Name	
門牌號碼 Street No.	
街道名稱(或鄉村) Street Name (or Village)	
地區 District	☐ 香港 Hong Kong ☐ 九龍 Kowloon ☐ 新界 New Territories
業務網址 Business Website Address	
業務電郵地址 Business Email Address	
業務電話號碼(香港) Business Telephone No. (Hong Kong)	
業務傳真號碼(香港) Business Fax No. (Hong Kong)	



持牌人的詳情的改變 (續) Change in Particulars of Licensee (Cont'd)

以下項目只適用以獨資經營人身分經營業務的持牌人
The following items are only applicable to Licensee who carries on business as a sole proprietor

個人資料的改變 Change in Personal Details

[illegible]

身分證明的改變 Change in Identification

香港身分證 Hong Kong Identity Card	號碼 No.									
							(	)		

						(	)	
--	--	--	--	--	--	---	---	--

						(	)	
--	--	--	--	--	--	---	---	--

[illegible][illegible][illegible]

其他身分證明文件／ 旅遊證件 Other Identification／ Travel Document	證件類別 Document Type
其他身分證明文件／ 旅遊證件 Other Identification／ Travel Document	簽發地點 Place of Issue
其他身分證明文件／ 旅遊證件 Other Identification／ Travel Document	號碼 No.

[illegible][illegible][illegible]

附表 A Schedule A

信託或公司服務提供者
牌照編號
TCSP Licence No.

持牌人的詳情的改變 (續) Change in Particulars of Licensee (Cont'd)

個人聯絡資料的改變 Change in Personal Contact Details	
通訊地址 Correspondence Address	8 請在適用的空格內加上✓號 Please tick the relevant box
室／店舖等 Flat／Room／Unit／Shop, etc.	
樓 Floor	
座／期 Block／Tower／Phase	
大廈名稱 Building Name	
屋邨／屋苑名稱 Estate／Court Name	
門牌號碼 Street No.	
街道名稱(或鄉村) Street Name (or Village)	
地區 District	☐ 香港 Hong Kong ☐ 九龍 Kowloon ☐ 新界 New Territories
國家／地區 Country／Region	
電郵地址 Email Address	
香港電話號碼 Hong Kong Telephone No.	(如適用) (if applicable)



持牌人的詳情的改變 (續) Change in Particulars of Licensee (Cont'd)

(Please fill in the type and details of the business after the change)

☐ 信託及公司服務
Trust and Company Service

詳情 Details

A blank sheet of graph paper with a light gray grid pattern on a white background. The grid consists of small squares, typical of standard graph paper used for mathematics or engineering. There are no margins, text, or other markings on the page.

附表 B

Schedule B

信託或公司服務提供者
牌照編號
TCSP Licence No.

不再是持牌人的相關人士

Cessation of Being a Relevant Person of Licensee

(如有超過一名個人，請使用另一份附表B填報)
(If there is more than one individual, please use separate Schedule B to report)

以下個人／法團不再是持牌人的 The following individual/corporation has ceased to be Licensee's 請在適用的空格內加上✓號 Please tick the relevant box(es)										
☐	最終擁有人 ultimate owner				☐	合夥人 partner				
☐	董事 director				☐	合規主任 Compliance Officer				
☐	洗錢報告主任 Money Laundering Reporting Officer									
個人的中文姓名 Name of Individual in Chinese										
個人的英文姓名 Name of Individual in English		姓氏 Surname								
法團的中文名稱 Name of Corporation in Chinese		名字 Other Names								
法團的英文名稱 Name of Corporation in English										
生效日期 Effective Date		日D	日D	月M	月M	年Y	年Y	年Y	年Y	(如需具報不同生效日期的改變，請另用個別附表B填報) (Please use separate Schedule B for reporting changes with different effective dates)



附表 C

Schedule C

信託或公司服務提供者
牌照編號
TCSP Licence No.

加入相關人士／相關人士的詳情的改變－屬個人 Addition of a Relevant Person／Change in Particulars of a Relevant Person － Individual

(如有超過一名個人，請使用另一份附表 C 填報加入其他相關人士或相關人士的詳情的改變)

(If there is more than one individual, please use separate Schedule C to report the addition/change in particulars of other Relevant Person(s))

改變的類別 Type of Change 9

請在適用的空格內加上✓號 Please tick the relevant box(es)

- | | |
|---|--|
| ☐ 加入最終擁有人
Addition of ultimate owner | ☐ 加入合夥人
Addition of partner |
| ☐ 加入董事
Addition of director | ☐ 加入合規主任
Addition of Compliance Officer ("CO") |
| ☐ 加入洗錢報告主任
Addition of Money Laundering Reporting Officer ("MLRO") | |
| ☐ 持牌人的最終擁有人／合夥人／董事／合規主任／洗錢報告主任詳情的改變
Change in particulars of Licensee's ultimate owner/partner/director/CO/MLRO | |

生效日期
Effective Date

日D 日D 月M 月M 年Y 年Y 年Y 年Y

(如需具報不同生效日期的業務詳情改變，請另用個別附表 C 填報)
(Please use separate Schedule C for reporting changes with different effective dates)

如具報合規主任及／或洗錢報告主任的詳情而該人士並不是持牌人／持牌人的最終擁有人／合夥人／董事，則只須填報注有「*」的項目
For reporting particulars of CO and/or MLRO who is not Licensee/Licensee's ultimate owner/partner/director, only items marked with an asterisk (" * ") need to be completed

相關人士的姓名 Name of Relevant Person

(只適用於申報詳情改變 Only applicable for reporting change in particulars)

(如該人的姓名有改變，請填報其前用姓名 If the name of Relevant Person has changed, please state his/her previous name)

中文姓名 Name in Chinese	
英文姓名 Name in English	姓氏 Surname
	名字 Other Names



附表 C

Schedule C

信託或公司服務提供者
牌照編號
TCSP Licence No.

加入相關人士／相關人士的詳情的改變－屬個人 (續) Addition of a Relevant Person／Change in Particulars of a Relevant Person － Individual (Cont'd)

如具報詳情改變，請只填報有改變的項目

For reporting change in particulars, please complete item(s) with change(s) only

個人資料／個人資料的改變 Personal Details／Change in Personal Details	
中文姓名 * Name in Chinese *	
中文電碼 Chinese Commercial Codes	
	(只適用於香港身分證持有人) (Only applicable to holder of Hong Kong Identity Card)
英文姓名 * Name in English *	姓氏 Surname
	名字 Other Names
國籍 Nationality	
出生地點 Place of Birth	
出生日期 Date of Birth	日D 日D 月M 月M 年Y 年Y 年Y 年Y



附表 C Schedule C

信託或公司服務提供者
牌照編號
TCSP Licence No.

加入相關人士／相關人士的詳情的改變－屬個人 (續)
Addition of a Relevant Person／Change in Particulars of a Relevant Person
－ Individual (Cont'd)

聯絡資料／聯絡資料的改變 Contact Details／Change in Contact Details														
通訊地址 Correspondence Address	10	請在適用的空格內加上✓號 Please tick the relevant box												
室／店舖等 Flat／Room／Unit／Shop, etc.														
樓 Floor														
座／期 Block／Tower／Phase														
大廈名稱 Building Name														
屋邨／屋苑名稱 Estate／Court Name														
門牌號碼 Street No.														
街道名稱(或鄉村) Street Name (or Village)														
地區 District														
		☐ 香港 Hong Kong	☐ 九龍 Kowloon	☐ 新界 New Territories										
國家／地區 Country／Region														
電郵地址 * Email Address *														
香港電話號碼 * Hong Kong Telephone No. *						(如適用) (if applicable)								



附表 C Schedule C

信託或公司服務提供者
牌照編號
TCSP Licence No.

加入相關人士／相關人士的詳情的改變－屬個人 (續)
Addition of a Relevant Person／Change in Particulars of a Relevant Person
－ Individual (Cont'd)

身分證明／身分證明的改變 Identification／Change in Identification 11														
香港身分證 * Hong Kong Identity Card *	號碼 No.													
												(	)	
護照 * Passport *	簽發國家／地區 Issuing Country／Region													
其他身分證明文件／ 旅遊證件 * Other Identification／ Travel Document *	號碼 No.													
	證件類別 Document Type													
	簽發地點 Place of Issue													
	號碼 No.													





附表 D

Schedule D

信託或公司服務提供者
牌照編號
TCSP Licence No.

加入相關人士／相關人士的詳情的改變－屬法團 Addition of a Relevant Person／Change in Particulars of a Relevant Person – Corporation

(如有超過一個法團，請使用另一份附表 D 填報加入其他相關人士／相關人士的詳情的改變)

(If there is more than one corporation, please use separate Schedule D to report the addition of / change in particulars of other Relevant Person(s))

改變的類別 Type of Change 14

請在適用的空格內加上✓號 Please tick the relevant box

- ☐ 加入合夥人
Addition of partner
- ☐ 加入董事
Addition of director
- ☐ 持牌人的合夥人／董事的詳情改變
Change in particulars of Licensee's partner / director

生效日期
Effective Date

日D 日D 月M 月M 年Y 年Y 年Y 年Y

(如需具報不同生效日期的改變，請另用個別附表 D 填報)
(Please use separate Schedule D for reporting changes with different effective dates)

相關人士的名稱 Name of Relevant Person

(只適用於申報詳情改變 Only applicable for reporting change in particulars)

(如該法團的名稱有改變，請填報其前用名稱 If the name of Relevant Person has changed, please state the previous name of the Corporation)

中文名稱
Name in Chinese

英文名稱
Name in English





附表 D Schedule D

信託或公司服務提供者
牌照編號
TCSP Licence No.

加入相關人士／相關人士的詳情的改變－屬法團 (續)
Addition of a Relevant Person／Change in Particulars of a Relevant Person
－ Corporation (Cont'd)

聯絡資料／聯絡資料的改變 Contact Details／Change in Contact Details	
營業地址 Business Address	請在適用的空格內加上✓號 Please tick the relevant box
室／店舖等 Flat／Room／Unit／Shop, etc.	
樓 Floor	
座／期 Block／Tower／Phase	
大廈名稱 Building Name	
屋邨／屋苑名稱 Estate／Court Name	
門牌號碼 Street No.	
街道名稱(或鄉村) Street Name (or Village)	
地區 District	☐ 香港 Hong Kong ☐ 九龍 Kowloon ☐ 新界 New Territories
國家／地區 Country／Region	
電郵地址 Email Address	
業務電話號碼(香港) Business Telephone No. (Hong Kong)	(如適用) (if applicable)
業務傳真號碼(香港) Business Fax No. (Hong Kong)	(如適用) (if applicable)



附表 D

Schedule D

信託或公司服務提供者
牌照編號
TCSP Licence No.

加入相關人士／相關人士的詳情的改變－屬法團 (續)
Addition of a Relevant Person／Change in Particulars of a Relevant Person
– Corporation (Cont'd)

只適用於加入合夥人／董事

Only applicable to addition of partner／director

新加入的合夥人／董事 The newly added partner／director

16

(請在適用的空格內加上✓號 Please tick the relevant box)

☐ 屬會計師執業法團
is a corporate practice of
certified public accountants

☐ 屬認可機構
is an authorized institution

☐ 屬持牌法團
is a licensed corporation

證明該法團屬上述其中一類人士的文件的複本須連同本表格一併提交。

A copy of the document proving that the corporation belongs to one of the above categories should be submitted together with this form.

☐ 不屬上述任何一類人士而公司註冊處處長已發出書面批准，批准該法團成為持牌人的合夥人／董事。
does not belong to one of the above categories and approval in writing has been given by the Registrar for the corporation to become Licensee's partner／director.



附表 E Schedule E

信託或公司服務提供者 牌照編號 TCSP Licence No.							

持牌人／相關人士適當人選狀況的改變 Change in Fit and Proper Status of Licensee／a Relevant Person

(如有超過一名人士的適當人選狀況有改變，請使用另一份附表 E 填報其改變)
(If there is more than one person whose fit and proper status has changed, please use separate Schedule E to report their change(s))

以下個人／法團的適當人選狀況有所改變 The fit and proper status of the following individual／corporation has changed 請在適用的空格內加上✓號 Please tick the relevant box							
☐ 持牌人(以獨資經營人身分經營業務的個人) Licensee (an individual carrying on business as a sole proprietor)							
☐ 持牌人的最終擁有人／合夥人／董事 Licensee's ultimate owner／partner／director							

生效日期 Effective Date								(如需具報不同生效日期的改變，請另用個別附表 E 填報) (Please use separate Schedule E for reporting changes with different effective dates)
	日D	日D	月M	月M	年Y	年Y	年Y	

個人的中文姓名 Name of Individual in Chinese								
個人的英文姓名 Name of Individual in English	姓氏 Surname							
	名字 Other Names							
法團的中文名稱 Name of Corporation in Chinese								
法團的英文名稱 Name of Corporation in English								



附表 E Schedule E

信託或公司服務提供者 牌照編號 TCSP Licence No.					

持牌人／相關人士適當人選狀況的改變 (續) Change in Fit and Proper Status of Licensee/a Relevant Person (Cont'd)

定罪紀錄 Conviction Record	
請在適用的空格內加上✓號 Please tick the relevant box(es)	
☐	上述個人／法團被裁定干犯香港法例第 615 章《打擊洗錢及恐怖分子資金籌集條例》(下稱「《打擊洗錢條例》」)內所訂的罪行 The individual/corporation mentioned above has been convicted of an offence under the Anti-Money Laundering and Counter-Terrorist Financing Ordinance (Chapter 615) ("the AMLO")
☐	上述個人／法團被裁定干犯香港法例第 575 章《聯合國(反恐怖主義措施)條例》第 14 條所訂的罪行 The individual/corporation mentioned above has been convicted of an offence under section 14 of the United Nations (Anti-Terrorism Measures) Ordinance (Chapter 575)
☐	上述個人／法團被裁定干犯香港法例第 405 章《販毒(追討得益)條例》第 25(1)、25A(5)或 (7) 條所訂罪行，或該條例附表 1 所指明的罪行 The individual/corporation mentioned above has been convicted of an offence under section 25(1), 25A(5) or (7) of, or an offence specified in Schedule 1 to, the Drug Trafficking (Recovery of Proceeds) Ordinance (Chapter 405)
☐	上述個人／法團被裁定干犯香港法例第 455 章《有組織及嚴重罪行條例》第 25(1)、25A(5)或 (7) 條所訂罪行，或該條例附表 1 或 2 所指明的罪行 The individual/corporation mentioned above has been convicted of an offence under section 25(1), 25A(5) or (7) of, or an offence specified in Schedule 1 or 2 to, the Organized and Serious Crimes Ordinance (Chapter 455)
☐	除上述的罪行及交通罪行外，上述個人／法團在香港或其他地方就任何罪行被定罪 The individual/corporation mentioned above has been convicted of any offence, other than any offence above or a traffic offence, in Hong Kong or elsewhere

不遵從規定的紀錄 Non-Compliance Record	
請在適用的空格內加上✓號 Please tick the relevant box	
☐	上述個人／法團被裁定不遵從根據《打擊洗錢條例》所施加的規定或公司註冊處處長根據《打擊洗錢條例》第 53ZM 條訂立的任何規例 The individual/corporation mentioned above has been found to have failed to comply with any requirement imposed under the AMLO or regulation made by the Registrar under section 53ZM of the AMLO

破產紀錄 Bankruptcy Record (只適用於個人 Only applicable to individuals)	
請在適用的空格內加上✓號 Please tick the relevant box(es)	
☐	上述個人被判定為破產人及仍未解除破產人身份 The individual mentioned above has been adjudged bankrupt and not yet been discharged
☐	上述個人是香港法例第 6 章《破產條例》下的任何破產程序所針對的人 The individual mentioned above is the subject of any bankruptcy proceedings under the Bankruptcy Ordinance (Chapter 6)



附表 E

Schedule E

信託或公司服務提供者
牌照編號
TCSP Licence No.

持牌人／相關人士適當人選狀況的改變 (續)

Change in Fit and Proper Status of Licensee/a Relevant Person (Cont'd)

清盤／接管人委任紀錄 Liquidation/Receiver Appointment Record

(只適用於法團 Only applicable to corporations)

請在適用的空格內加上✓號 Please tick the relevant box(es)

☐	上述法團正在清盤當中或屬任何清盤令所針對的法團 The corporation mentioned above is in liquidation or is the subject of a winding-up order
☐	有接管人已就上述的法團而獲委任 A receiver has been appointed in relation to the corporation mentioned above

不再獲豁免於適當人選評定 Cessation of Exemption from the Fit and Proper Test

上述個人／法團已不再屬《打擊洗錢條例》第 53B 條所述明下列類別的個人或法團：

The individual/corporation mentioned above no longer belongs to any of the following categories of individuals or corporations as listed in section 53B of the AMLO:

請在適用的空格內加上✓號 Please tick the relevant box(es)

☐	會計師 Certified public accountant
☐	律師 Solicitor
☐	外地律師 Foreign lawyer
☐	會計師執業法團 Corporate practice of certified public accountants
☐	認可機構 Authorized institution
☐	持牌法團 Licensed corporation

公司註冊處會聯絡上述個人／法團以取得有關改變的進一步資料。

The Companies Registry will contact the individual/corporation mentioned above for further details of the changes.



須提交的證明文件的核對清單 (與申請表格 TCS P6 一併提交)

持牌人	
合夥	■ 經持牌人的所有合夥人簽署授權有關的合夥人作出本通知的授權書的複本
法團	■ 由持牌人的董事局發出授權有關的董事作出本通知的授權書的複本

附表 A – 持牌人的詳情的改變		
更改事項	如持牌人屬：-	證明文件
姓名／國籍／身分證明的改變	以獨資經營人身分經營業務的個人	■ 顯示持牌人的新姓名及／或國籍及／或身分證明的香港身分證／護照的個人資料頁／其他身分證明文件／旅遊證件的複本
名稱的改變	合夥／法團	■ 顯示持牌人的新名稱的有效商業登記證的複本
業務名稱／營業地址的改變	以獨資經營人身分經營業務的個人／合夥／法團	■ 顯示持牌人的新業務名稱／營業地址的有效商業登記證的複本

附表 C – 加入相關人士／相關人士的詳情的改變 – 屬個人	
更改事項	證明文件
加入相關人士	■ 香港身分證／護照的個人資料頁／其他身分證明文件／旅遊證件的複本 ■ 證明該個人屬會計師、律師或外地律師的文件的複本 (如適用)
姓名／身分證明的改變	■ 顯示相關人士的新姓名及／或身分證明的香港身分證／護照的個人資料頁／其他身分證明文件／旅遊證件的複本

附表 D – 加入相關人士／相關人士的詳情的改變 – 屬法團		
更改事項	如合夥人或董事屬：-	證明文件
加入相關人士	在香港成立的法團	■ 有效商業登記證的複本 ■ 證明該法團屬會計師執業法團、認可機構或持牌法團的文件的複本 (如適用)
	在公司註冊處註冊的註冊非香港公司	■ 有效商業登記證的複本 ■ 證明該法團屬認可機構或持牌法團的文件的複本 (如適用)
	在香港以外地方成立為法團而沒有在公司註冊處註冊的法團	■ 由法團成立所在地發出的「公司迄今仍註冊證書」或同類文件的複本 ■ 證明該法團屬認可機構或持牌法團的文件的複本 (如適用)
名稱／營業地址的改變	在香港成立的法團／在公司註冊處註冊的註冊非香港公司	■ 顯示該法團的新名稱／營業地址的有效商業登記證的複本
	在香港以外地方成立為法團而沒有在公司註冊處註冊的法團	■ 由法團成立所在地發出，顯示該法團的新名稱／營業地址的「公司迄今仍註冊證書」或同類文件的複本

Checklist for submission of supporting documents (to be submitted with Form TCSP6)

Licensee	
Partnership	■ A copy of the authorization letter signed by all partners of the licensee authorizing the partner to make the notification
Corporation	■ A copy of the authorization letter issued by the board of directors of the licensee authorizing the director to make the notification

Schedule A - Change in Particulars of Licensee		
Type of Change	If the Licensee is a/an:-	Supporting Document
Change in Name/ Nationality/ Identification	Individual who carries on business as a sole proprietor	■ A copy of Hong Kong Identity Card / Bio-data page of the Passport / Other Identification / Travel Document showing the new name and / or nationality and / or identification of the licensee
Change in Name	Partnership / corporation	■ A copy of valid Business Registration Certificate showing the new name of the licensee
Change in Business Name / Address	Individual / partnership / corporation	■ A copy of valid Business Registration Certificate showing the new business name / address of the licensee

Schedule C - Addition of a Relevant Person / Change in Particulars of a Relevant Person - Individual	
Type of Change	Supporting Document(s)
Addition of a Relevant Person	■ A copy of Hong Kong Identity Card / Bio-data page of the Passport / Other Identification / Travel Document ■ A copy of the document proving that the individual is a certified public accountant, a solicitor or a foreign lawyer (if applicable)
Change in Name / Identification	■ A copy of Hong Kong Identity Card / Bio-data page of the Passport / Other Identification / Travel Document showing the new name / identification of the Relevant Person

Schedule D - Addition of a Relevant Person / Change in Particulars of a Relevant Person - Corporation		
Type of Change	If the Relevant Person is a:-	Supporting Document(s)
Addition of a Relevant Person	Corporation incorporated in Hong Kong	■ A copy of valid Business Registration Certificate ■ A copy of the document proving that the corporation is a corporate practice of certified public accountants, an authorized institution or a licensed corporation (if applicable)
	Registered non-Hong Kong company registered with the Companies Registry	■ A copy of valid Business Registration Certificate ■ A copy of the document proving that the corporation is an authorized institution or a licensed corporation (if applicable)
	Corporation incorporated outside Hong Kong which is NOT registered with the Companies Registry	■ A copy of the Certificate of Continuing Registration or equivalent issued by the place of incorporation of the corporation ■ A copy of the document proving that the corporation is an authorized institution or a licensed corporation (if applicable)
Change in Name / Business Address	Corporation incorporated in Hong Kong / registered non-Hong Kong company registered with the Companies Registry	■ A copy of valid Business Registration Certificate showing the new name / business address of the corporation
	Corporation incorporated outside Hong Kong which is NOT registered with the Companies Registry	■ A copy of the Certificate of Continuing Registration or equivalent issued by the place of incorporation of the corporation showing the new name / business address of the corporation

填表須知

一般事項

1. 根據香港法例第 615 章《打擊洗錢及恐怖分子資金籌集條例》(下稱「《打擊洗錢條例》」) 第 53W 條的規定，凡在與某信託或公司服務持牌人(下稱「持牌人」)就牌照的批給或續期而提出的申請相關的情況下提供詳情予公司註冊處處長(下稱「處長」)，而該等先前提供的詳情有所改變，則該持牌人須在自該等改變發生之日起計的 1 個月內，向處長具報該等改變。持牌人須使用本表格通知處長有關改變。
2. 在填報本表格前，持牌人須閱讀處長發出的《信託或公司服務提供者發牌指引》，了解向處長具報詳情改變的規定及程序。上述指引可於公司註冊處(下稱「本處」)信託及公司服務提供者發牌制度的網站(www.tcsp.cr.gov.hk)下載。
3. 本表格 **必須連同所有相關證明文件一併交付**。有關所須證明文件的詳情，請參閱本表格的「須提交的證明文件的核對清單」。本處不接納沒有隨附所有相關證明文件的表格。
4. 請劃一以中文或英文填報各項所需資料。如以中文填報，請用繁體字。
5. 如本表格是以印本形式交付本處，你可郵寄本表格及所有相關證明文件到「香港九龍九龍灣宏遠街 1 號「一號九龍」12 樓 1208 室信託及公司服務提供者註冊辦事處」，或親身到上址交付。

簽署

6. 本表格必須由以獨資經營人身分經營業務的持牌人、一名獲持牌人授權的合夥人(如持牌人屬合夥)或一名獲持牌人授權的董事(如持牌人屬法團)簽署並核證第三部「證明書」內的各項陳述。如表格由持牌人的獲授權合夥人／董事簽署，**本表格必須連同經合夥的所有合夥人簽署／由法團的董事局發出的授權書複本一併交付**。本處不接納未簽妥的表格。

個別項目的備註 (請參照表格上的備註編號)

第一部 信託或公司服務持牌人詳情

7. 如持牌人的姓名／名稱有改變，請填報前用姓名。

附表 A—持牌人的詳情的改變

8. 如屬非香港地址，請同時填報所屬國家／地區。本處不接納「轉交」地址或郵政信箱號碼。

附表 C—加入相關人士／相關人士的詳情的改變—屬個人

9. 有關加入新的最終擁有人／合夥人／董事，除非該個人屬《打擊洗錢條例》第 53B 條所述明類別的個人(例如會計師(按照《專業會計師條例》(第 50 章)第 2(1)條所界定的涵義)／執業會計師(按照《會計及財務匯報局條例》(第 588 章)第 2(1)條所界定的涵義)、律師(按照《法律執業者條例》(第 159 章)第 2(1)條所界定的涵義)及外地律師(按照《法律執業者條例》(第 159 章)第 2(1)條所界定的涵義))，持牌人必須以「批准成為信託或公司服務持牌人的最終擁有人／合夥人／董事申請書」(表格 TCSP3)向處長提出申請並已經獲得處長的書面批准。詳情請參閱《信託或公司服務提供者發牌指引》第 8 章。

根據《信託或公司服務提供者遵從打擊洗錢及恐怖分子資金籌集規定的指引》第 3.4 段，任何信託或公司服務持牌人均須委任一名合規主任及一名洗錢報告主任。持牌人可委任一名人士同時擔任合規主任及洗錢報告主任。不過，每名持牌人應確保持牌人業務的各層人員均遵從打擊洗錢及恐怖分子資金籌集的規定。持牌人須考慮業務的規模及性質，以決定應否委任其業務的不同人員為合規主任及洗錢報告主任。

填表須知

附表 C—加入相關人士／相關人士的詳情的改變－屬個人 (續)

10. 請提供該個人的有效通訊地址。如屬非香港地址，請同時填報所屬國家／地區。本處不接納「轉交」地址或郵政信箱號碼。
11. 請填報該個人的香港身分證號碼或其所持有護照的號碼及簽發國家／地區(如該個人並非香港身分證持有人)。如該個人並非香港身分證持有人亦沒有任何國家的護照，但持有其他身分證明文件或旅遊證件，請在「其他身分證明文件／旅遊證件」項填報有關資料。
12. 如該個人屬《打擊洗錢條例》第 53B 條所述明類別的個人，持牌人須連同本表格一併提交證明該個人屬該類人士的文件的複本。詳情請參閱《信託或公司服務提供者發牌指引》第 3 章。
13. 如持牌人為公司集團的成員，而出任合規主任及／或洗錢報告主任的人士為其屬信託或公司服務持牌人的母公司或集團其他公司的高級經理，請於空格內填報有關公司的名稱及其在該公司擔任的職位。

附表 D—加入相關人士／相關人士的詳情的改變－屬法團

14. 有關加入新的合夥人／董事，除非該法團屬《打擊洗錢條例》第 53B 條所述明類別的法團（例如執業法團(按照《會計及財務匯報局條例》(第 588 章)第 2(1)條所界定的涵義)、認可機構(按照《銀行業條例》(第 155 章)第 2(1)條所界定的涵義)及在香港經營信託或公司服務業務的持牌法團(按照《證券及期貨條例》(第 571 章)附表 1 第 1 部第 1 條所界定的涵義)(前提是該業務附屬於該法團的主要業務))，持牌人必須以「批准成為信託或公司服務持牌人的最終擁有人／合夥人／董事申請書」(表格 TCSP3)向處長提出申請並已經獲得處長的書面批准。詳情請參閱《信託或公司服務提供者發牌指引》第 8 章。
15. 如該法團為註冊非香港公司，則請在「成立／註冊日期」項填報在香港註冊的日期。
16. 如該法團屬《打擊洗錢條例》第 53B 條所述明類別的法團，持牌人須連同本表格一併提交證明該法團屬該類人士的文件的複本。詳情請參閱《信託或公司服務提供者發牌指引》第 3 章。

收集個人資料聲明

收集目的

1. 依據《打擊洗錢及恐怖分子資金籌集條例》(第 615 章)(下稱「《打擊洗錢條例》」)的規定向公司註冊處處長(下稱「處長」)提供的個人資料，處長會作為下列一項或一項以上用途：
 - (a) 根據《打擊洗錢條例》處理有關信託或公司服務牌照的申請或牌照續期的申請；
 - (b) 根據《打擊洗錢條例》處理有關批准成為信託或公司服務持牌人的最終擁有人／合夥人／董事的申請，或具報詳情有所改變的通知書；
 - (c) 實施《打擊洗錢條例》；
 - (d) 執行《打擊洗錢條例》的有關條文(包括信託或公司服務提供者牌照的相關條件)；
 - (e) 備存載有每名持牌人的姓名或名稱及其營業地址的信託或公司服務持牌人登記冊(下稱「登記冊」)讓公眾查閱；
 - (f) 在收取費用後為任何人提供登記冊內某記項／登記冊的摘錄的核證複本，或處長根據《打擊洗錢條例》所發出的證明書；及
 - (g) 就處長根據《打擊洗錢條例》行使紀律處分權力的個案，向公眾披露個案的重要事實。
2. 向處長提供所須的個人資料屬《打擊洗錢條例》的規定。如未能提供所須的個人資料，公司註冊處將無法處理有關申請／通知書。

填表須知

獲轉交資料的人士

3. (a) 所收集的某些個人資料會記錄在登記冊內供公眾查閱。
(b) 你提供的個人資料可能會根據《打擊洗錢條例》的第76C、76D及76F條向其他政府政策局／部門、監管當局／機構或任何其他人士披露；或在法律授權或規定的情況下作出此等披露。

公告

4. 《個人資料(私隱)條例》(第486章)的條文，適用於如何使用從登記冊取得的個人資料。任何使用個人資料的人士，如將資料作為並非「收集個人資料聲明」所述的用途，或違反《個人資料(私隱)條例》的規定，均須支付補償，並可能遭受根據該條例而採取的執法行動。
5. 依據《個人資料(私隱)條例》第18和22條規定，任何個人均有權查閱與更正處長備存的登記冊內有關其本人的資料。如須查閱和更正這些資料，可到以下辦事處提出要求：

香港九龍九龍灣宏遠街1號
「一號九龍」12樓1208室
信託及公司服務提供者註冊辦事處

Notes for Completion

General

1. Under section 53W of the Anti-Money Laundering and Counter-Terrorist Financing Ordinance (Cap. 615) ("the AMLO"), a trust or company service provider licensee ("licensee") must notify the Registrar of Companies ("the Registrar") if there is a change in the particulars previously provided to the Registrar in connection with the application for the grant or renewal of a licence within one month beginning on the date on which the change takes place. This form should be used by the licensee to notify the Registrar of such change(s).
2. Before completing this form, the licensee should read the 'Guideline on Licensing of Trust or Company Service Providers' issued by the Registrar and understand the requirements and procedures for licensee to notify the Registrar of changes in particulars. The aforesaid guideline is available for download at the website of the Companies Registry's Trust and Company Service Providers Licensing Regime (www.tcsp.cr.gov.hk).
3. This form **should be accompanied by all the relevant supporting documents**. For details of the required supporting documents, please refer to the 'Checklist for submission of supporting documents' of this form. A form which is not accompanied by all the relevant supporting documents will be rejected by the Companies Registry ("the Registry").
4. Please fill in all particulars and complete all items consistently in either Chinese or English. Traditional Chinese characters should be used if the form is completed in Chinese.
5. If this form is delivered to the Registry in hard copy form, it can be delivered together with all supporting documents by post or in person to 'The Registry for Trust and Company Service Providers, Unit 1208, 12th floor, One Kowloon, 1 Wang Yuen Street, Kowloon Bay, Kowloon, Hong Kong'.

Signature

6. This form must be signed by the licensee who carries on business as a sole proprietor, a partner authorized by the licensee which is a partnership or a director authorized by the licensee which is a corporation. The person who signs the form should certify the statements in Part 3. If the form is signed by an authorized partner / director of the licensee, **this form must be accompanied by a copy of the authorization letter signed by all partners of the partnership / issued by the board of directors of the corporation**. A form which is not properly signed will be rejected by the Registry.

Notes for specific items (please refer to the form for the note numbers)

Part 1 Particulars of Trust or Company Service Provider ("TCSP") Licensee

7. If the name of the licensee has changed, please state the previous name of the licensee.

Schedule A – Change in Particulars of Licensee

8. If a non-Hong Kong address is given, please also complete the box for 'Country / Region'. 'Care of' addresses or post office box numbers are not acceptable.

Notes for Completion

Schedule C – Addition of a Relevant Person/Change in the Particulars of a Relevant Person – Individual

9. For addition of ultimate owner/partner/director, unless the individual belongs to any of the categories of the individuals listed in section 53B of the AMLO (i.e. a certified public accountant (as defined by section 2(1) of the Professional Accountants Ordinance (Cap. 50)) / a certified public accountant (practising) (as defined by section 2(1) of the Accounting and Financial Reporting Council Ordinance (Cap. 588)), a solicitor (as defined by section 2(1) of the Legal Practitioners Ordinance (Cap. 159)) and a foreign lawyer (as defined by section 2(1) of the Legal Practitioners Ordinance (Cap. 159))), the licensee must have already obtained the Registrar's approval in writing by making an application using an 'Application for Approval to Become an Ultimate Owner / a Partner / a Director of a Trust or Company Service Provider Licensee' (Form TCSP3). Please refer to Chapter 8 of the 'Guideline on Licensing of Trust or Company Service Providers'.

Under paragraph 3.4 of the 'Guideline on Compliance of Anti-Money Laundering and Counter-Terrorist Financing Requirements for Trust or Company Service Providers', a trust or company service provider licensee should appoint a compliance officer and a money laundering reporting officer. The licensee may appoint the same person as the CO and MLRO. However, every licensee should ensure that the anti-money laundering and counter-terrorist financing requirements are complied with by different levels of staff of the licensee's business. The licensee must consider the scale and nature of the business and determine whether different staff of the licensee's business should be appointed as the CO and MLRO.

10. Please provide a valid correspondence address of the individual. If a non-Hong Kong address is given, please also complete the box for 'Country/Region'. 'Care of' addresses or post office box numbers are not acceptable.
11. The Hong Kong Identity Card Number of the individual, or if the individual does not hold a Hong Kong Identity Card, the number and issuing country/region of the passport of the individual should be stated. If the individual holds neither a Hong Kong Identity Card nor a passport, but holds other identification or travel documents, please state the relevant particulars in the boxes under 'Other Identification / Travel Document'.
12. If the individual belongs to any of the categories of the individuals listed in section 53B of the AMLO, a copy of the document proving that the individual belongs to that category should be submitted together with this form. Please refer to Chapter 3 of the 'Guideline on Licensing of Trust or Company Service Providers'.
13. If the licensee is a member of a group of companies and the person being appointed as the CO and/or MLRO is a senior manager of its parent company or other companies within the group which is a TCSP licensee, please state the name of the relevant company and the position in that company in the boxes provided.

Schedule D – Addition of a Relevant Person/Change in the Particulars of a Relevant Person – Corporation

14. For addition of partner/director, unless the corporation belongs to any of the categories of the corporations listed in section 53B of the AMLO (i.e. a corporate practice (as defined by section 2(1) of the Accounting and Financial Reporting Council Ordinance (Cap. 588)), an authorized institution (as defined by section 2(1) of the Banking Ordinance (Cap. 155)) and a licensed corporation (as defined in section 1 of Part 1 of Schedule 1 to the Securities and Futures Ordinance (Cap. 571) that operates a trust or company service business in Hong Kong that is ancillary to the corporation's principal business)), the licensee must have already obtained the Registrar's approval in writing by making an application using an 'Application for Approval to Become an Ultimate Owner / a Partner / a Director of a Trust or Company Service Provider Licensee' (Form TCSP3). Please refer to Chapter 8 of the 'Guideline on Licensing of Trust or Company Service Providers'.
15. If the corporation is a registered non-Hong Kong company, please state the date of registration in Hong Kong in the item 'Date of Incorporation/Registration'.

Notes for Completion

Schedule D – Addition of a Relevant Person / Change in the Particulars of a Relevant Person – Corporation (Cont'd)

16. If the corporation belongs to any of the categories of the corporations listed in section 53B of the AMLO, a copy of the document proving that the corporation belongs to that category should be submitted together with this form. Please refer to Chapter 3 of the 'Guideline on Licensing of Trust or Company Service Providers'.

Personal Information Collection Statement ("PICS")

Purpose of Collection

1. Personal data provided to the Registrar of Companies ("the Registrar") pursuant to the requirements of the Anti-Money Laundering and Counter-Terrorist Financing Ordinance (Chapter 615) ("the AMLO") will be used by the Registrar for one or more of the following purposes:
 - (a) to process applications for licences for Trust or Company Service Providers ("TCSPs") or their renewals under the AMLO;
 - (b) to process applications for approvals to become an ultimate owner / a partner / a director of a TCSP licensee or notifications of changes in particulars under the AMLO;
 - (c) to administer the AMLO;
 - (d) to enforce relevant provisions of the AMLO (including relevant conditions of TCSP licences);
 - (e) to maintain a register of TCSP licensees ("the Register") containing the name of every licensee and its business address for public inspection;
 - (f) to provide a certified copy of an entry in / an extract from the Register or a certificate issued by the Registrar under the AMLO to any person subject to payment of a fee; and
 - (g) to disclose to the public the material facts of cases in which the Registrar exercised disciplinary powers under the AMLO.
2. Provision of the required personal data to the Registrar is obligatory for compliance with the AMLO. The Companies Registry will not be able to process the relevant applications / notifications if the required personal data are not provided.

Classes of Transferees

3.
 - (a) Certain personal data collected will be disclosed in the Register for public inspection.
 - (b) The personal data you provide may be disclosed to government bureaux / departments, regulatory authorities / bodies or any other persons under sections 76C, 76D and 76F of the AMLO; or where such disclosure is authorized or required by law.

Notice

4. The provisions of the Personal Data (Privacy) Ordinance (Chapter 486) ("the PDPO") apply to the use of personal data obtained from the Register. Any person who uses personal data for any purpose other than the purposes stated in the PICS or in contravention of the requirements under the PDPO is liable to pay compensation and may be subject to enforcement action under the PDPO.
5. Individuals have a right to request access to and correction of his / her personal data held in the Register maintained by the Registrar pursuant to sections 18 and 22 of the PDPO. Any such request for access to and correction of such personal data may be made to the Registry for Trust and Company Service Providers at:

Unit 1208, 12th Floor, One Kowloon
1 Wang Yuen Street, Kowloon Bay
Kowloon, Hong Kong