



Application for Licence by Trust or Company Service Providers

Contact us



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Statutory Requirement to apply for a licence

A person who carries on or wishes to carry on a trust or company service business in Hong Kong is required to apply for a licence under the Anti-Money Laundering and Counter-Terrorist Financing Ordinance (Cap. 615) (“the AMLO”). **Any person who carries on a trust or company service business in Hong Kong without a licence commits an offence and is liable on conviction to a fine of up to HK\$100,000 and imprisonment up to 6 months.**

What is a trust or company service?

A trust or company service means the provision in Hong Kong by a person, by way of business, of one or more of the following service to other persons

Forming corporations or other legal persons

Providing a registered office, business address, correspondence or administrative address

Acting as, or arranging for another person to act as a director / secretary of a corporation / partner of a partnership or in a similar position in relation to other legal persons

Acting as, or arranging for another person to act as

- ◆ a trustee of an express trust; or
- ◆ a nominee shareholder for a person other than a corporation whose securities are listed on a recognized stock market

Persons exempted from the licensing requirements

- ◆ **An authorized institution** (as defined in the Banking Ordinance (Cap. 155))
- ◆ **A licensed corporation** (as defined in the Securities and Futures Ordinance (Cap. 571))
- ◆ **An accounting professional** (i.e. a Certified Public Accountant (“CPA”) as defined in the Professional Accountants Ordinance (Cap. 50) or a CPA (practising), a corporate practice or a CPA firm as defined in the Accounting and Financial Reporting Council Ordinance (Cap. 588))
- ◆ **A legal professional** (i.e. a solicitor or a foreign lawyer as defined in the Legal Practitioners Ordinance (Cap. 159))

How to apply for a licence?

Read guidelines



- ◆ Available for download at our website

Complete and sign forms



- ◆ Available for download at our website
- ◆ One Form TCSP4 for each individual subject to the fit and proper test
- ◆ One Form TCSP5 for each corporation subject to the fit and proper test

- ◆ Form TCSP1 – Application for a Trust or Company Service Provider Licence
- ◆ Form TCSP4 – Statement as regards Fit and Proper Criteria (For applicant / ultimate owner / partner / director – individual)
- ◆ Form TCSP5 – Statement as regards Fit and Proper Criteria (For partner / director – corporation)

Prepare all supporting documents required



- ◆ Fees payable
 - ◇ Application fee – HK\$3,440
 - ◇ Additional fee for each person subject to the fit and proper test – HK\$975
- ◆ The Registrar of Companies (“the Registrar”) may request for additional information and / or documentary evidence whenever necessary
- ◆ The Registrar may invite relevant persons to attend interviews to obtain further information

Deliver forms and pay fees

- ◆ Please refer to the information pamphlet “Services of the Registry for Trust and Company Service Providers” for more information

If the application is successful, a licence will be granted



If the Registrar decides not to grant a licence

Applicant will be notified in writing of the decision and the reasons for the decision

Application in hard copy form

Collect licence at our office

Application submitted electronically

Download licence at our website

TCSF licence

- Valid for 3 years
- Contains the name and business address of licensee
- The Registrar of Companies (“the Registrar”) may impose conditions on granting a licence

Comply with

- the requirements of the AMLO and the guidelines issued by the Registrar (including the **customer due diligence** and **record-keeping** requirements)
- the licensing conditions imposed by the Registrar

Ongoing obligations of licensee

Revocation / Suspension of licence

License may be revoked or suspended if the Registrar is no longer satisfied that the licensee or its ultimate owner / partner / director is fit and proper for carrying on or, to be associated with, a trust or company service business.

Please refer to the “Guideline on Licensing of Trust or Company Service Providers” and the “Guideline on Anti-Money Laundering and Counter-Financing of Terrorism (For Trust or Company Service Provider Licensees)” for more information.

Guidelines