



**COMPANIES REGISTRY  
REGISTRY FOR TRUST AND COMPANY SERVICE PROVIDERS**

# **Application for Renewal of Licence by Trust or Company Service Providers**

## **Contact us**



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3586 9987



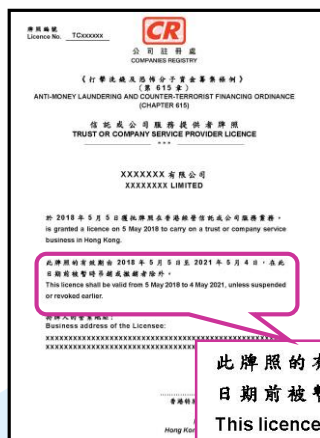
[www.tcsp.cr.gov.hk](http://www.tcsp.cr.gov.hk)



## When should I apply for the renewal of my trust or company service provider (“TCSP”) licence?

If you wish to continue to carry on your trust or company service business upon the expiry of your licence, you must apply for the renewal of your licence **at least 60 days before the licence is due to expire**, i.e. the due date for submission of application for renewal (“due date”).

## How can I check the expiry date of my TCSP Licence?



此牌照的有效期限由 2018 年 5 月 5 日至 2021 年 5 月 4 日 在此日期前被暫時吊銷或撤銷者除外。

This licence shall be valid from 5 May 2018 to 4 May 2021, unless suspended or revoked earlier.

**I forget to apply for renewal of my TCSP licence on or before the due date. What should I do?**

You have to apply for a new TCSP licence if you still wish to carry on a trust or company service business in Hong Kong. However, before you are granted a new licence, you must cease all your trust or company service business. Otherwise, you will commit an offence of carrying on a trust or company service business in Hong Kong without a licence and will be liable on conviction to **a fine of HK\$100,000 and imprisonment for 6 months.**

## How to apply for the renewal of licence?

### Complete and sign forms

- ◆ **Form TCSP2** – Application for Renewal of a Trust or Company Service Provider Licence
- ◆ **Form TCSP4 and/or TCSP5** – Statement as regards Fit and Proper Criteria



- ◆ 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



### Prepare all supporting documents required



Please refer to the “Checklist for submission of supporting documents” of Form TCSP2



### Deliver forms and pay fees

- ◆ Fees payable
  - ◇ Application fee – **HK\$2,910**
  - ◇ Additional fee for each person subject to the fit and proper test – **HK\$975**
- ◆ Deliver electronically at [www.tcsp.cr.gov.hk](http://www.tcsp.cr.gov.hk) or in person / by post to our office at Kowloon Bay



- ◆ The Registrar of Companies (“the Registrar”) may request for additional information and / or documentary evidence whenever necessary
- ◆ The Registrar may inspect the business premises of the licensees or invite relevant persons to attend interviews to obtain further information



**If the application is successful,  
the licence will be renewed**



**If the Registrar decides not to renew the licence**, applicant will be notified in writing of the decision and the reasons for the decision

Application  
in hard copy form

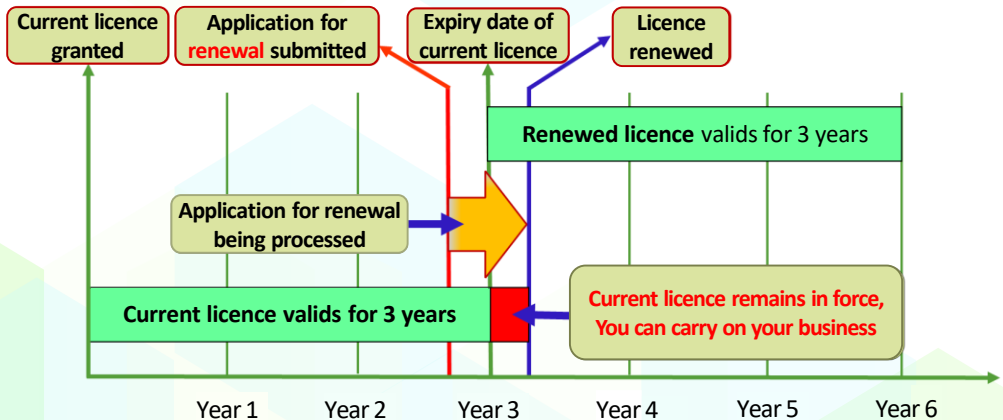
Collect renewed licence  
at our office

Application  
submitted electronically

Download renewed  
licence

## Do I need to cease my trust or company service business when my current TCSP licence expires?

### Application for renewal submitted at least 60 days before the licence expires



### Licensee fails to submit application for renewal at least 60 days before the licence expires

