



**COMPANIES REGISTRY**

**REGISTRY FOR TRUST AND COMPANY SERVICE PROVIDERS**

# Services of the Registry for Trust and Company Service Providers

## Contact us



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## Licensing Regime for Trust or Company Service Providers

On the commencement of Part 5A of the Anti-Money Laundering and Counter-Terrorist Financing Ordinance (Cap. 615) (“the AMLO”), a new licensing regime for trust or company service providers (“TCSPs”) is implemented and administered by the Registry for Trust and Company Service Providers of the Companies Registry. TCSPs are also required to comply with the statutory customer due diligence and record-keeping requirements. ***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 and imprisonment.***

## Major Services of the Registry for Trust and Company Service Providers

Granting of TCSP licences	Renewal of TCSP licences	Giving approval to become ultimate owners / partners / directors of TCSP Licensees
Processing of notifications of changes in particulars and cessation of business of TCSPs	Maintaining a Register of TCSP Licensees for public inspection	Processing of electronic submission of applications and notifications for TCSPs

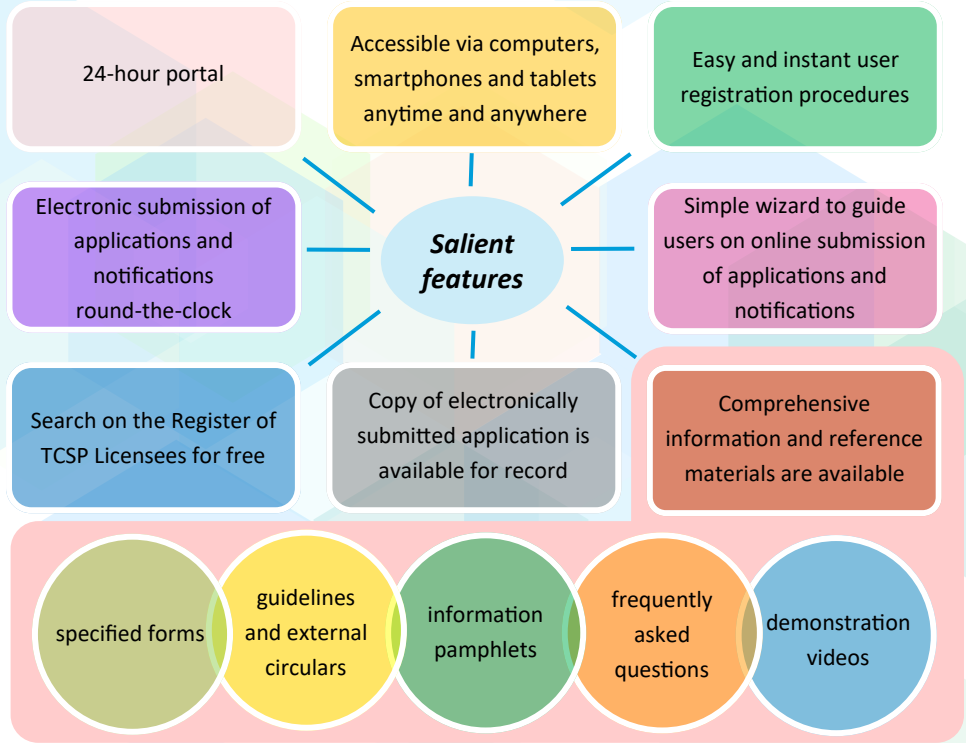
### Compliance Inspection

Staff of the Companies Registry will conduct inspections on the business premises of TCSP licensees to ascertain whether licensees have complied with the AMLO, including the inspection and making copies of records or documents, and making enquiries about any record or document relating to the business carried on, or any transaction carried out, by the licensees.

### Disciplinary Actions

In cases of contravention of a relevant requirement of the AMLO, regulation made by the Registrar of Companies (“the Registrar”) or condition of licence, the Registrar may exercise disciplinary powers against a TCSP licensee.

## Our Website



## Online services available to registered users

- Online submission of applications and documents
- Online payment of application fees
- Inspection of the Register of TCSP Licensees or search by name of licensee / licence number
- Online application for certified copies of an entry in or an extract from the Register of TCSP Licensees / certificates
- Check status of applications and update user's particulars in Registered User Dashboard



**Delivery of Applications / Documents in hardcopy form or by way of electronic submission**

	<b>Hardcopy Form</b>	<b>Electronic Submission</b>
<b>Where should I deliver the forms / applications?</b>	<p><u>Registry for Trust and Company Service Providers</u></p> <p>Unit 1208, 12th Floor, One Kowloon, 1 Wang Yuen Street, Kowloon Bay, Kowloon, Hong Kong</p> <p><i>(by post or in person)</i></p>	<p>Our website at</p> <p><a href="http://www.tcsp.cr.gov.hk">www.tcsp.cr.gov.hk</a></p>
<b>Service hours?</b>	<p><b>Monday – Friday</b></p> <p>Office hours</p> <p><b>8:30 a.m. to 5:45 p.m.</b></p> <p>Receipt of applications, notifications and documents in hard copy form and fees</p> <p><b>8:45 a.m. to 5:30 p.m.</b></p> <p><i>(office will be closed on Saturdays, Sundays and general holidays)</i></p>	<p>24-hour</p>
<b>How to pay fees?</b>	<p>In person - Cash / cheque / FPS</p> <p>By post - Cheque</p>	<ul style="list-style-type: none"> <li>• Credit card (VISA / Mastercard / JCB / UnionPay)</li> <li>• FPS</li> <li>• PPS by internet</li> <li>• Digital wallet (Apple Pay / Google Pay)*</li> </ul> <p><small>*Use VISA / Mastercard as payment card</small></p>

**Guideline**

Please refer to the “Guideline on Licensing of Trust or Company Service Providers” for more information on the licensing regime.