

AMLO Statutory Requirements (English)

打擊洗錢條例要求 (英語)

Programme Code 課程編號 : PE4200285



HONG KONG
MONEY SERVICE OPERATORS
ASSOCIATION
香港金錢服務業協會

Co-organizer 合辦機構



Sponsor 贊助機構



Speakers 講師 :

Ms. Lee 李女士 ACAMS, CPA (Australia), CPA (Practising), MBA

Ms. Lee has 20 years of experience in AML compliance, banking, auditing, taxation and business consulting. She is a Certified AML Compliance Auditor and Specialist with the ACAMS, and obtained the Advanced Certificate for ECF on Anti-Money Laundering and Counter-Financing of Terrorism with the Hong Kong Institute of Bankers. She is also a Certified Public Accountant (Practising) with the Hong Kong Institute of Certified Public Accountants.

李女士擁有20年的打擊洗錢合規、銀行、審計、稅務和商業諮詢經驗，她持有ACAMS的公認反洗錢合規審計師和專業人士資格、香港銀行學會的打擊洗錢證書、及香港會計師公會的執業會計師資格。

Mr. Kwan 關先生 FCPA (Practising), BBA (Accounting & Finance) (Hons)

Mr. Kwan is the founding director of a consulting company which specialises in providing AML and compliance consulting services. He is also a practising fellow of the Hong Kong Institute of Certified Public Accountants and has extensive BIG 4 accounting firm experience in the field of compliance, auditing as well as accounting.

關先生是一間反洗黑錢及合規顧問公司的創辦人，現為香港資深執業會計師，過去曾任職全球四大會計師事務所，並擁有超過15年豐富經驗，主力處理合規、審計和會計的工作。

Course Outlines

- Brief introduction to Anti-Money Laundering and Counter-Terrorist Financing Ordinance and the Guideline on Anti-Money Laundering and Counter-Terrorist Financing (For Money Service Operators)
- How to formulate clear and specific AML policy
- Definition of Customer Due Diligence measures
- How to identify and verify customer identity
- Definition of risk-based approach
- How to adopt risk-based approach mechanism on ongoing monitoring
- Definition of record keeping
- How to identify and report suspicious transactions
- The importance of staff training
- Institutional Risk Assessment and Independent Compliance Audit
- HKCE guidelines

課程內容

- 簡介《打擊洗錢及恐怖分子資金籌集條例》及《打擊洗錢及恐怖分子資金籌集指引 (金錢服務經營者適用)》
- 如何制定清晰及明確的打擊洗錢政策
- 何謂盡職審查措施
- 如何識別及核實客戶身分
- 何謂風險為本
- 如何採用風險為本的方法進行持續監察
- 何謂備存紀錄
- 如何識別及舉報可疑交易
- 職員培訓的重要性
- 認識機構層面的風險評估和獨立合規審查
- 香港海關指引

Date	日期 :	2022-1-25 (Tuesday 星期二)
Time	時間 :	7:00pm - 9:30pm (2.5 hours 小時)
Venue	地點 :	9/F, VTC Tower, 27 Wood Road, Wanchai, Hong Kong (香港灣仔活道27號職業訓練局大樓9樓)
Language	語言 :	Teach in English (英文授課)
Fee	費用 :	HK\$590 Or HK\$490* (For applicants who pay by cheque or credit card, please submit the completed enrollment form at least 7 working days before the course commencement) (若選擇以支票或信用卡付款，必須於開課前最少7個工作天遞交填妥之報名表)

*Fee Discount: The course only costs MSOA member HK\$490 per person. To verify the eligibility to the special discount, applicants must enroll in the course through the Hong Kong Money Service Operators Association at Tel: 3176 2004, Fax: 3010 8582 or Email: info@msoa.hk

*學費優惠: 香港金錢服務業協會會員報讀本課程只須每位HK\$490，享受此優惠必須經由香港金錢服務業協會報名，以核實資格。報名可聯絡香港金錢服務業協會

ENROLLMENT FORM (SHORT COURSE)

Office use only ver 20190517

Date of Receipt: _____ Handled by: _____

Receipt No.: _____

Application: Walk-in By Mail By Fax

Payment: Cash Cheque Credit Card

PERSONAL PARTICULARS OF APPLICANT

(Please fill in your name as it appears on your HK Identity (HKID) Card / Passport)

Name (in English): Mr./ Ms. / Miss* (Surname) _____

(Given Name): _____

(in Chinese): _____ 先生 / 女士 / 小姐*

HKID Card / Passport No.*: _____

Date of Birth: (dd/mm/yyyy) _____

Correspondence Address: _____

Employing Company: _____

Job Title / Department: _____

E-Mail Address #: _____

Daytime Contact Telephone No.: _____

Mobile Phone No.: _____ Fax No.: _____

Do you require a visa / entry permit to enter Hong Kong Special Administrative Region (HKSAR) for study? YES NO
(If YES, please provide the original copy of visa / entry permit for study to PEAK for verification at the time of enrollment)

* Applicants would be notified of Enrollment results, Class confirmation and further notices relating to the study (e.g. rescheduling of classes) by **EMAIL**.

(Applicants without email accounts will be contacted by Mail/Phone).

* Please delete as appropriate

I AM APPLYING FOR THE FOLLOWING PROGRAMME

Programme Code/ Title: _____

Commencement Date (dd/mm/yy) : _____ / _____ / _____

Commencement Time : _____

FOR OFFICE USE ONLY

The programme you have applied for has been confirmed. Please go to PEAK (9/F Reception Counter / Rm _____, _____/F) **15 minutes before the commencement time** for taking attendance. **No further notice of class commencement will be sent.**

Class Confirmation will be sent **7 working days** (exclusive of Saturdays, Sundays and Public Holidays) before the class commencement date. Please contact us at 2836 1906 / 2836 1922 if you do not receive any notices **3 working days** before the class commences.

PAYMENT METHOD

For a programme commencing within **7 working days** (exclusive of Saturdays, Sundays and Public Holidays) at the time of enrollment, applicants are required to settle the programme fee by **cash**.

Cash Amount : HK\$ _____

Cheque (payable to "Vocational Training Council") Cheque No. _____

Credit Card

Card Number : _____



Expiry Date : _____
(mm/yy)

I, Cardholder, hereby authorise PEAK to charge the credit card above for a tuition fee of HK\$ _____.

Cardholder's Name

Authorised Signature

Where did you learn about this programme ? (You may select more than one source by "✓")

Yahoo Google PEAK Website Email Leaflet Prospectus Friend Education Expo Newspaper / Magazine (Name _____) Other _____

APPLICATION FOR CONTINUING EDUCATION FUND (CEF)

Notes to Applicants who would like to apply for CEF:

- Please submit the completed CEF application form, together with a copy of HKID Card issued by the Immigration Department of the Government of the HKSAR to PEAK for certification, within one year upon the successful completion of the CEF reimbursable Course before submitting the relevant documents to OCEF. Late submission will NOT be accepted.
- Please refer to the "Application Procedures" under "Continuing Education Fund" stipulated in Programme Administration Guidelines of PEAK's Programme Prospectuses for details.

APPLICANT'S DECLARATION and SIGNATURE

By signing on the "Applicant's signature" on page 3 of this enrollment form, I fully understood and agreed to comply with all relevant rules and regulations promulgated by PEAK under VTC stipulated in the "(I) Collection and Use of personal data", "(II) Notes to Applicants", "(III) Declaration", "(IV) Intellectual Property Policy (IP Policy) on Students" & "(V) Student Declaration on Academic Originality" on page 2 & 3 of this enrollment form and in the "Programme Administration Guidelines" (the Guidelines).

USE OF PERSONAL DATA

VTC and its member institutions intend to use the personal data you provided, including your name, phone number, mobile number, email address, correspondence address and education level, to provide direct marketing information in relation to any programmes, admission and events of VTC and its member institutions, but we cannot use your personal data without your consent. If you do not agree the arrangement stated above, please put a tick in the following box.

I do not agree that my personal data provided, including my name, phone number, mobile number, email address, correspondence address and education level may be used by VTC and its member institutions for providing direct marketing information in relation to any programmes, admission and events of VTC and its member institutions.

If you would like to unsubscribe from receiving the said information or update your personal data, please send your request with registered name, phone number, mobile number, email address, correspondence address and education level to peak@vtc.edu.hk or by fax to 2891 5707.

(I) COLLECTION and USE OF PERSONAL DATA

- The information collected from the applicants/students at the time of their application and registration of study, including the name, phone number, mobile number, email address, correspondence address and education level, will be used by PEAK/VTC for the following enrollment and programme administrative purposes:
 - for processing and selection of applications for admission to PEAK/VTC programmes; and related purposes;
 - for obtaining the HKCEE/HKDSE/HKALE results from the Hong Kong Examinations and Assessment Authority (HKEAA), and obtaining information from relevant institutions about the applicant's candidature in public examinations and studies in institutions in Hong Kong and elsewhere;
 - for checking of application records, checking and obtaining the study records and records of examination results attained in the programmes provided by member institutions under the VTC;
 - for statistical analysis of the application data and/or the profile of students. The enrollment form and other related personal information will be disposed of after the completion of the admissions exercise. Nevertheless, if I have indicated in the enrollment form that I wish to receive information about PEAK/VTC, the application data will be retained;
 - for storage of information on the successful applicants in the Students Records System; and
 - if applicant indicated his/her wish to receive PEAK/VTC information, the application data will be retained for providing direct marketing information in relation to any programmes, admission and events of VTC and its member institutions.
- PEAK/VTC undertakes to keep personal data provided by applicants/students confidential. However, PEAK/VTC may provide such information to any other persons or agents for the purposes described in (1) under a duty of confidentiality to PEAK/VTC.
- In accordance with the Personal Data (Privacy) Ordinance (the Ordinance), an applicant/a student has the right:
 - to check whether PEAK holds his/her personal data;
 - to request a copy of such data; and
 - to require PEAK to correct any of the personal data relating to him/her which is inaccurate.Sufficient information will need to be provided to establish identity, otherwise PEAK shall refuse to comply with the request.
- Request for access for data should be submitted in writing to:
PEAK, 9/F, VTC Tower, 27 Wood Road, Wanchai, Hong Kong
- In accordance with the terms of the Ordinance, PEAK/VTC reserves the right to charge a fee for the processing of data access request.

(II) NOTES TO APPLICANTS

- Applicants should complete one enrollment form (the Form) for each programme and photocopy the Form if necessary.
- Applicants should show HKID Card / Passport / Travel Document, or valid visa / entry permit for study issued by the Immigration Department of the Government of the HKSAR for enrollment.
- For the applicants who pay the programme fees by cheque, please return the Form to us by mail or in person with a crossed cheque (one cheque for one programme) payable to "Vocational Training Council". For the applicants who pay the programme fees by credit card, please return the Form to us by fax / mail / in person (Fax no.: 2891 5707 / Address: PEAK, 9/F, VTC Tower, 27 Wood Road, Wanchai, Hong Kong).
- For applicants who choose to return the Form and cheque payment to PEAK by fax or mail, please call us at 2836 1906 to confirm our receipt of your application and payment before the programme commences.
- All places are allocated on a first-come-first-served basis. **Incomplete forms, forms without applicants' signatures and forms received without payment will not be processed.**
- Applicants should refer to the programme leaflets or the programme prospectus for the admission requirements & relevant details of PEAK's programmes and provide the information about the qualifications and working experience relevant to the programme(s) he/she is applying for in this section of the enrollment form. During the enrollment, the applicant should provide the original copies of the academic transcript(s) & certificate(s) and the employment proofs & job reference letters from employers accompanied with one photocopy of each documentation to PEAK for verification. The responsibility of providing all necessary evidence rests with the applicant.
- Applicants / Students must read carefully and observe the "Programme Administration Guidelines" (the Guidelines) stipulated in PEAK's Programme Prospectus. In particular, students of Continuing Professional Development (CPD) programmes should read & comply with the circumstance defined for the calculation of IA, SFC and MPFA hours as indicated in the "CPD Programme-Notes to Students" in the Guidelines. The Guidelines are also available from PEAK Office and on PEAK Website.
- The programme fees paid are non-refundable, except for the cases of unsuccessful applications and programme cancellation or rescheduling. Fees paid and places enrolled are not transferable, and request for programme swapping will not be entertained.**
- Applicants/Students who have outstanding fees in respect to his/her previous study in VTC would need to clear the outstanding debts owed to VTC even if the outstanding fees is revealed after his/her re-admission to a VTC programme. Otherwise, his/her study transcripts, award certificates and related certification of all VTC programmes will be withheld.

(III) DECLARATION

- I declare that the information given in this application is, to the best of my knowledge, accurate and complete. I understand that this information will be used in the admission process of the programmes offered by PEAK/VTC.
- I authorize PEAK/VTC to obtain, and the relevant authorities (which include the HKEAA, VTC, etc.) to release, any and all information about my results of any public examinations and my studies in institutions in Hong Kong and elsewhere.
- I authorize PEAK/VTC to use my data to carry out checks on any applications for admission to programmes it offers and checks on records of current and previous studies in VTC and its member institutions.
- I understand that upon my registration in a programme in PEAK/VTC, the data contained in this application will become part of my student record and may be used for all purposes relating to my study in PEAK/VTC.
- I understand that provision of any false or misleading information in the application will lead to **DISQUALIFICATION of my application** without notice and cancellation of any resultant registration. Any fees paid will **NOT** be refunded.
- I acknowledge and agree that PEAK may check my valid identification documentations (HKID card / Passport / Travel Document, or valid visa / entry permit for study issued by the Immigration Department of the Government of the HKSAR) for identity verification purpose while I am participating in CPD programmes and short courses.
- I understand that I should provide as much information to PEAK as I can so that my application can be processed efficiently.
- I acknowledge and agree that PEAK may calculate my attendance hours and CPD / CPT hours of a programme according to PEAK's clocks. I also agree to Point 7 of the "(II) Notes to Applicants" which defines the circumstance for calculating IA, SFC and MPFA hours.

(IV) INTELLECTUAL PROPERTY POLICY (IP Policy) ON STUDENTS

Intellectual Property

- "Intellectual Property" (IP) means any discovery, creation, invention, design, get-up, trademark, commercially licensable technologies, database rights, confidential information, trade secrets, know-how or any research effort and all rights pertaining thereto whether registrable or not including patents, copyright, trademarks, designs, utility models, or other such rights in any country, and applications for any of the foregoing. Intellectual Property Rights (IPR) are legal rights protecting the creator of IP, giving him/her economic rights and control in his/her creations.

Applicability of Intellectual Property Policy to Students

- VTC's Policy on Intellectual Property is applicable to all students, whether full-time or part-time, who are registered students of programmes offered by VTC or its institutions/centres, whether the programme is solely offered by VTC or jointly offered with other partner institutions or is commissioned to be offered.

Ownership of the Intellectual Property

- In the course of study, students will make use of the equipment, facilities or resources owned by VTC, including but not limited to drawings, data, sketches, documents, laboratories, stationery and consumables, and will receive guidance from teachers in generating ideas for assignments and projects and may, therefore, generate Intellectual Property which might be adopted for commercial use. Whilst the student will maintain ownership of the Intellectual Property in the materials he or she creates, each student irrevocably grants VTC a perpetual, royalty-free, world-wide and non-exclusive right to reproduce or use (in whole or in part) any Intellectual Property materials (including adaptations of such materials) created solely or jointly with other persons during his/ her course of study. Such right to use will include but not limited to, for example, the followings:

- The right of VTC to sub-license the Intellectual Property;
- To showcase the award-winning works of the student for publicity or display purpose; and
- To refer to and use the works created by student in seminars, symposia, lectures and professional meetings.

VTC will acknowledge the materials as the student's Intellectual Property.

- The exception to the rule on ownership set out at the above clause is that in cases where a student is working on a project that is sponsored by an external company and/or the VTC, the right to the Intellectual Property generated from the project should belong to the Company or VTC or student as stipulated in the prior agreement of the parties concerned. In this context, "sponsor" means support from the Company or VTC, which could include financial assistance (cash or in kind), use of Company's or VTC's equipment and facilities, and access to Company's or VTC's confidential data, drawings, sketches, and documents relating to the project.

Student's Obligations and Warranty

- Notes and programme materials provided to students by teachers or departments are VTC's properties and shall be used by students only for private study. Students are not permitted to upload such materials to other servers and/ or make copies, either in printed or electronic format, of the materials for other people who are not registered on the studying programme concerned. Video taking or recording during lessons without permission are prohibited.

6. Each student should ensure that the Intellectual Property materials created by him or her shall be original and do not infringe the Intellectual Property rights belonging to any other person especially copyright, moral rights, patents or registered designs of any person and, in particular, that it does not contain anything defamatory or libelous.
7. Each students undertakes to promptly report to VTC if he/ she knows or has reason to believe that the right of the Intellectual Property materials belongs to someone else solely or jointly with him/ her.
8. Each student should, at the time when he or she completes registration for a programme offered by VTC or its institutions/ centres, undertake to agree to follow the policies, rules and regulations issued or to be issued or revised by VTC from time to time. Each student acknowledges his or her understanding that adherence and compliance to the policies, rules and regulations is a condition of continued enrollment and graduation. Any violation of VTC's Intellectual Property Policy is considered as a serious misconduct, which may be referred to Student Disciplinary Committee, or any counterpart in respective member institution handling student disciplinary matters, for investigation and consideration.

(V) STUDENT DECLARATION ON ACADEMIC ORIGINALITY

I declare that all the academic work that I will submit, which may take various forms such as but not limited to class work, written assignments, laboratory work, presentations, portfolios, artefacts and projects during the course of my study are entirely my own work. I understand submitting or presenting academic or assessment works, either in its entirety or in part, which is not my own work but claiming that it is my own work would be considered as cheating, which will render me liable to disciplinary actions.

I have read, understood and agreed to follow all relevant rules and regulations promulgated by PEAK under VTC stipulated in the "(I) Collection and Use of personal data", "(II) Notes to Applicants", "(III) Declaration", "(IV) Intellectual Property Policy (IP Policy) on Students" & "(V) Student Declaration on Academic Originality" on page 2 & 3 of this enrollment form and in the "Programme Administration Guidelines" (the Guidelines).

Applicant's Signature

Date