



HONG KONG MONETARY AUTHORITY  
香港金融管理局

Our Ref: B2/1C

16 September 2010

The Chief Executive  
All Authorized Institutions

Dear Sir/Madam,

**Register of Authorized Institutions**

The Monetary Authority (MA) maintains a register (Register) of Authorized Institutions (AIs) under Section 20(1) of the Banking Ordinance (Ordinance). The Register contains relevant information about AIs which is available for public inspection. We have reviewed the process for updating the Register recently, and note that certain procedures could be enhanced to ensure that the information contained in the Register is kept up-to-date.

Following the above review, the MA, under section 20(3) of the Ordinance, requires all AIs to submit the following documents in electronic form to the MA for the purpose of maintaining the Register of AIs:

1. a copy of the disclosure statement lodged with the MA under section 6(5) or section 88(4) of the Banking (Disclosure) Rules (Rules);
2. a copy of each of the documents lodged with the MA under section 60(4) or section 60(5) of the Ordinance.

AIs are required to submit the above information in Adobe Portable Document Format (PDF) to the Hong Kong Monetary Authority by electronic mail at [register@hkma.finnet.hk](mailto:register@hkma.finnet.hk) within 3 working days after the first publication or exhibition of such information in Hong Kong.

Please note that submission of the disclosure statement and the documents mentioned in this circular does not absolve AIs of responsibility to lodge the same with the MA under the relevant provisions of the Ordinance and the Rules.

If you have any questions regarding the above requirements, please contact Mr CW Mok at 2878-1602 or Ms Shirley Ho at 2878-1847.

Yours faithfully,

Meena DATWANI  
Executive Director (Banking Conduct)