

[Letterhead of Applicant Subscriber]

[Date]

The Hong Kong Institute of Chartered Secretaries (HKICS)

3/F, Hong Kong Diamond Exchange Building
8 Duddell Street, Central
Hong Kong

Dear Sirs,

Re: Reference Letter for our Responsible Person

Reference is made to the HKICS AML/CFT Charter and our application to subscribe thereto. A requirement for subscription is for us to nominate a 'fit and proper' Responsible Person for the purposes referred therein.

We confirm that [name] is 'fit and proper' to be our Responsible Person. We:

- (1) attach a certified copy of the identity proof;
- (2) attach a certified true copy of the relevant educational qualifications [(with English translation thereof)]; and
- (3) confirm that the Responsible Person has at least three years' relevant experiences in CSP business and related AML/CFT practices [with us] [OR] [as set out in the attached CV/Resume which we confirm are true and correct in all material respects].

In the event you require further verification of any of the matters herein, please feel free to contact [name] at [contact details].

Yours sincerely,

[Name of Company]

By: [Name] – [Title]