

Exemption Scheme Application Form

This form should be completed by a responsible officer or the manager-in-charge (MIC) of compliance function of the sponsoring licensed corporation of a proposed exempted executive.

The completed form and the required supporting documents should be sent to the SFC by email at etravel@sfc.hk at least **five working days** prior to the expected date of departure from Hong Kong (for a senior executive travelling from and returning to Hong Kong (returning executive)) or the expected date of arriving in Hong Kong (for a senior executive visiting Hong Kong (visiting executive)).

If you have any enquiries, please contact your case officer in the Licensing Department of the SFC.

Part I: Application details

Particulars of sponsoring licensed corporation	Name:
	CE number:
Contact person from sponsoring licensed corporation [Note: The authorisation letter will be sent to the contact person by email.]	Name:
	Job title:
	Contact number:
	Email address:
Particulars of proposed exempted executive under application	Name*: <i>* As it appears on the applicant's Hong Kong identity card or passport</i>
	Hong Kong identity card / passport number and issuing country:
	Job title, specifying global / regional role:
	Contact number:
Purposes of the trip (please tick as appropriate)	<input type="checkbox"/> Returning to Hong Kong from _____ (location(s)**) attending board meeting / attending meeting with clients / attending senior management meeting / executing legal documents***. The meeting(s) and activities are held and carried out for the purposes of managing the sponsoring licensed corporation's group entities for which the executive has responsibility.
	<input type="checkbox"/> Travelling to Hong Kong from _____ (location(s)**) to attend board meeting / attend meeting with clients / attend senior management meeting / execute legal documents***. The meeting(s) and activities are held and carried out for the purposes of managing the

	licensed corporation. <input type="checkbox"/> Others, please specify: _____ <i>** To include all ports of entry passed through, with dates in the past 21 days, before returning to or arriving in Hong Kong</i> <i>*** Delete as appropriate</i>	
Date of arrival in and departure from Hong Kong	Arrival date:	Departure date:

Part II: Declaration by sponsoring licensed corporation

1. To the best of my knowledge, I certify that,
 - the meeting(s) and activities to be participated in during the course of travel by the proposed exempted executive under application are for the purposes of managing the sponsoring licensed corporation's group entities for which the executive has responsibility / the licensed corporation^;
 - the proposed exempted executive under application has completed a COVID-19 vaccination course¹;
 - all information provided in support of this application is true, accurate and complete; and
 - the sponsoring licensed corporation will inform the SFC in a timely manner if any of the information provided in connection with this application is no longer valid or accurate. The sponsoring licensed corporation acknowledges that the SFC reserves the right to take any appropriate actions, including legal actions, against the sponsoring licensed corporation for providing false or inaccurate information in support of this application.

2. On behalf of the proposed exempted executive, I confirm that the proposed exempted executive's consent is granted to the SFC's disclosure of the information provided in support of this application under section 378(3)(k) of the Securities and Futures Ordinance for the purposes of administering the Exemption Scheme.

 Name of responsible officer
 / MIC of compliance
 function^ of sponsoring
 licensed corporation

 Signature

 Date

^ Please delete as appropriate

¹ A person is deemed to have completed a COVID-19 vaccination course if he or she arrives at Hong Kong on or after the 14th day after receiving the required dose(s) of a COVID-19 vaccine recognised by the HKSAR Government as specified in: https://www.coronavirus.gov.hk/pdf/list_of_recognised_covid19_vaccines.pdf.

Part III: Checklist of supporting documents to enclose

- A copy of Hong Kong identity card or passport photo page of the proposed exempted executive under application.
- An itinerary of the proposed exempted executive for the entire duration of the trip (for a visiting executive) or throughout the entire medical surveillance period (for a returning executive) in Hong Kong, with information about his or her arrival, departure, accommodation or designated quarantine hotel(s), organisations and venues to be visited² with dates and times of the visits.
- A COVID-19 vaccination record³ issued by a healthcare institution or a relevant authority of the government of the place where the vaccine was administered.

Part IV: Notes on ongoing obligations

The sponsoring licensed corporation is required to:

1. keep an up-to-date record of the itinerary of the senior executive for the entire duration of the trip (for a visiting executive) or throughout the entire medical surveillance period (for a returning executive) in Hong Kong. In addition to the information set out in Part III, the itinerary maintained by the sponsoring licensed corporation should also include information about the contact details of the persons who had met or would meet with the exempted executive in Hong Kong. Any changes to the itinerary⁴ should be submitted to the SFC upon his or her arrival in Hong Kong and at the time when the sponsoring licensed corporation submits the attestation form as required under note 4 below;
2. ensure compliance with the guidelines for vehicles providing point-to-point transportation at **Appendix III** to this circular⁵;
3. ensure that, for exempted persons in self-isolation at an accommodation arranged by the sponsoring licensed corporation, the Department of Health's infection control guidelines are adhered to. For details, please refer to:
https://www.coronavirus.gov.hk/pdf/quarantine/Infection_Control_Advice_for_Person_under_Compulsory_Home_Quarantine.pdf;
4. submit the attestation form at **Appendix II** to the circular issued by the SFC on 28 May 2021, every three working days or at the half-way point of the trip, whichever is earlier, and on the last day of the exempted executive's trip (for a visiting executive) or the medical surveillance period (for a returning executive), by email to the SFC at etravel@sfc.hk; and

² Only essential business activities should be included in the itinerary; meals with others and social activities should not be included. For an exempted executive in self-isolation at an accommodation arranged by the sponsoring licensed corporation, his or her itinerary should also include visits for conducting corresponding COVID-19 tests.

³ The COVID-19 vaccination record must be in English or Chinese or translated into English or Chinese by a certified professional.

⁴ Except for any changes to the persons who had met or would meet with the exempted executive in Hong Kong.

⁵ Any non-compliance with the guidelines will be reported to the Department of Health and the FSTB for follow-up actions.

5. report to the SFC as soon as possible if an exempted executive is confirmed or suspected to be infected with COVID-19 during his or her trip in Hong Kong and within 14 days after departing from Hong Kong (for a visiting executive) or during the medical surveillance period (for a returning executive).

Personal Information Collection Statement

1. This Personal Information Collection Statement (PICS) is made in accordance with the guidelines issued by the Office of the Privacy Commissioner for Personal Data. The PICS sets out the policies and practices of the Securities and Futures Commission (SFC) with regard to your personal data⁶ and what you are agreeing to with respect to the SFC's use of your personal data for the purposes identified below.

Purpose of collection

2. The personal data provided in this application form or attestation form will be used by the SFC for one or more of the following purposes:
 - to process applications for the exemption (Exemption) granted by the Chief Secretary for Administration of the Hong Kong Special Administrative Region (HKSAR) Government pursuant to section 4(1)(b) of the Compulsory Quarantine of Certain Persons Arriving at Hong Kong Regulation (Cap. 599C) or section 4(1)(b) of the Compulsory Quarantine of Persons Arriving at Hong Kong from Foreign Places Regulation (Cap. 599E) for the financial services sector (Exemption Scheme) and purposes connected therewith;
 - to assess whether applicants have complied or are complying with the conditions or requirements of Exemption;
 - for the purposes of performing the SFC's statutory functions under the relevant Ordinances;
 - for research or statistical purposes; and
 - other purposes as permitted by law.
3. Failure to provide the requested personal data may result in the SFC being unable to process your application, assess whether you have complied or are complying with the conditions or requirements of Exemption or perform its statutory functions under the relevant Ordinances.

Transfer of personal data

4. Personal data may be disclosed by the SFC to the Financial Services and Treasury Bureau, health authorities (including the Food and Health Bureau, Centre for Health Protection, the Department of Health and the Hospital Authority) and other government bureaux, departments or bodies in Hong Kong, law enforcement agencies and local courts and tribunals for purposes related or incidental to administering the Exemption Scheme (including applications for Exemption), public health and the prevention or control of diseases, to assist the HKSAR Government with its assessment of compliance with, or enforcement of, the conditions or requirements of Exemption, or as required by law.
5. Personal data may be disclosed by the SFC to other financial regulators in Hong Kong (including the Hong Kong Exchanges and Clearing Limited, Insurance Authority and the Hong Kong Monetary Authority), Hong Kong Police Force, the Customs and Excise

⁶ As defined in the Personal Data (Privacy) Ordinance, Cap 486 (PDPO).



Department, overseas regulatory bodies and other government bodies as required under the law or pursuant to any regulatory or investigatory assistance arrangements between the SFC and other local or overseas regulators.

Access to data

6. You have the right to request access to and correction of your personal data in accordance with the provisions of the PDPO. Your right of access includes the right to obtain a copy of your personal data provided in the application form or attestation form. The SFC has the right to charge a reasonable fee for processing any data access requests.

Enquiries

7. Any enquiries regarding the personal data provided in the application form or attestation form, or requests for access to personal data or correction of personal data, should be addressed in writing to:

The Data Privacy Officer
Securities and Futures Commission
54/F, One Island East
18 Westlands Road
Quarry Bay
Hong Kong

A copy of the Privacy Policy Statement adopted by the SFC is available on the SFC's website at <https://www.sfc.hk/en/Quick-links/Others/Privacy-policy-statement>.

Notes to application

Senior executives authorised to be exempted from the compulsory quarantine arrangements are required to comply with specific conditions set out in an authorisation letter to be issued by the Financial Services and the Treasury Bureau (FSTB). A set of sample conditions, which include the completion of a COVID-19 vaccination course⁷, pre-departure, on arrival and post-arrival COVID-19 tests, point-to-point transportation, self-isolation and medical surveillance is set out below for reference only.

A. General

1. The exempted person must only travel for the purposes of undertaking the permitted activities as set out in the itinerary endorsed by his or her sponsoring licensed corporations. The itinerary must be submitted to the SFC. Meals with others and social activities should not be included in the itinerary.
2. The exempted person must show the authorisation letter issued by the FSTB to the staff at the border in order to be exempted from the compulsory quarantine arrangements.
3. The exempted person should refer to the COVID-19 Thematic Website for the latest information and requirements regarding testing arrangements:
<https://www.coronavirus.gov.hk/eng/exempted-persons-faq.html>
4. Exempted persons must comply with the conditions of exemption as set out in the authorisation letter issued by the FSTB. Contraventions with the exemption conditions would result in removal of their exemption status. In addition, if any exempted persons who are subject to self-isolation in a designated quarantine hotel room are found to have breached the self-isolation requirement, their exemption status will be removed immediately and be sent to the HKSAR Government's Quarantine Centre for compulsory quarantine for 21 days.
5. Exemption from the compulsory quarantine arrangements is only applicable to the exempted persons who travel to Hong Kong on the date specified in the authorisation letter issued by the FSTB.

B. Vaccination requirement

6. All exempted persons must have completed a COVID-19 vaccination course⁸.

⁷ A person is deemed to have completed a COVID-19 vaccination course if he or she arrives at Hong Kong on or after the 14th day after receiving the required dose(s) of a COVID-19 vaccine recognised by the HKSAR Government as specified in:
https://www.coronavirus.gov.hk/pdf/list_of_recognised_covid19_vaccines.pdf.

⁸ A person is deemed to have "completed a COVID-19 vaccination course" if he or she arrives at Hong Kong on or after the 14th day after completing vaccination in manners stipulated as follows:

- (i) For both the Sinovac COVID-19 vaccine (CoronaVac vaccine) and Fosun Pharma/BioNTech COVID-19 vaccine (Comirnaty vaccine), completing the vaccination course involves receiving two doses in general. For persons previously infected with COVID-19, they may be deemed to have completed the COVID-19 vaccination course after receiving one dose of CoronaVac vaccine or one dose of Comirnaty vaccine.
- (ii) For individuals who received COVID-19 vaccines in places outside of Hong Kong and have received the recommended doses as stipulated in relevant guidelines, they will also be regarded as having completed the vaccination course of the relevant COVID-19 vaccine subject to the vaccine used being included in the list of vaccines recognised for this purpose as published on the HKSAR Government's COVID-19 Thematic Website.

For those who arrive at Hong Kong after they have completed a COVID-19 vaccination course, they must provide the vaccination record or a written confirmation in English or Chinese issued by a healthcare institution or a relevant authority of

C. Testing requirement

Pre-departure test

7. Exempted persons arriving at the Hong Kong International Airport (HKIA) who have stayed in extremely or very high risk places specified in Group A1 or Group A2 during the 21 days prior to their arrival in Hong Kong or high risk places specified in Group B under Cap. 599H or Taiwan, China⁹ during the 14 days prior to their arrival in Hong Kong must possess a negative result of SARS-CoV-2 nucleic acid test done at an ISO 15189-accredited laboratory or a laboratory recognised by the government where the laboratory is located with the specimen collected within 48 hours prior to the scheduled departure time of the flight to Hong Kong.
8. Exempted persons arriving in Hong Kong via a land boundary control point:
 - (a) must produce documentary proof to show that –
 - (i) the person underwent a COVID-19 test, the sample for which was taken on the day of arrival or within three days before the day of arrival;
 - (ii) a polymerase chain reaction-based nucleic acid test for COVID-19 is conducted on the sample;
 - (iii) the person was tested negative for COVID-19; and
 - (iv) the test was conducted by a laboratory that, at the time of the person's arrival, is included in a list of recognised medical or testing institutions published for this purpose in the Department of Health's official website (please refer to <https://www.coronavirus.gov.hk/eng/exempted-persons-faq.html> for details).

Otherwise, they will not be exempted from the compulsory quarantine arrangements.

- (b) Exempted persons can conduct a nucleic acid test for SARS-CoV-2 at a recognised laboratory in Hong Kong. If the exempted persons return to Hong Kong via land boundary control points during the valid period of the testing results, they are not required to conduct the test again. However, if the exempted persons return to Hong Kong after the expiry of the testing results, they must obtain and present a negative SARS-CoV-2 nucleic acid test result in accordance with the requirements set out in condition (8)(a). Otherwise, they will not be exempted from the compulsory quarantine arrangements.

the government of the place where the vaccine was administered, bearing the name of the relevant vaccinated person identical to that in his or her valid travel document to show that (i) the relevant vaccinated person received the dose(s) of vaccination(s) against COVID-19 and the date(s) on which the dose(s) was or were administered; and (ii) the name of the vaccine administered which must be included in the list of vaccines recognised for this purpose as published on the HKSAR Government's COVID-19 Thematic Website.

⁹ Risk classifications for specified places may change subject to latest situation in those jurisdictions. Please refer to <https://www.coronavirus.gov.hk/eng/high-risk-places.html> for details.

Arrival test

9. Upon arrival at HKIA, all exempted persons must take a SARS-CoV-2 nucleic acid test at the Department of Health's Temporary Specimen Collection Centre and wait for the results there or at any other location as designated by the Department of Health.

Post-arrival test

10. Exempted persons who have stayed in extremely or very high risk places specified in Group A1 or Group A2 under Cap. 599H during the 21 days prior to their arrival in Hong Kong must be subject to the prevailing SARS-CoV-2 nucleic acid test requirement applicable to persons staying at the designated quarantine hotel. After leaving the designated quarantine hotel, they must also be subject to a polymerase chain reaction-based nucleic acid test for COVID-19 on the 16th, 19th and 26th day following their arrival in Hong Kong (or until their departure from Hong Kong, whichever is earlier).
11. Exempted persons who have stayed in high or medium risk places specified in Group B, Group C under Cap. 599H or Taiwan, China (and have not stayed in any Group A1 or Group A2 specified places during the 21 days prior to their arrival in Hong Kong) during the 14 days prior to their arrival in Hong Kong:
 - (a) For those who are subject to self-isolation at the designated quarantine hotel, they must be subject to the prevailing SARS-CoV-2 nucleic acid test requirement applicable to persons staying at the designated quarantine hotel. After leaving the designated quarantine hotel, they must also be subject to a polymerase chain reaction-based nucleic acid test for COVID-19 on the 16th and 19th day following their arrival in Hong Kong (or until their departure from Hong Kong, whichever is earlier);
 - (b) For those who are subject to self-isolation at an accommodation arranged by the sponsoring licensed corporation other than a hotel, they must be subject to a polymerase chain reaction-based nucleic acid test for COVID-19 on the 3rd, 7th, 12th, 16th and 19th day following their arrival in Hong Kong (or until their departure from Hong Kong, whichever is earlier).
12. Exempted persons who have stayed in low risk places specified in Group D under Cap. 599H (and have not stayed in any Group A1 or Group A2 specified places during the 21 days prior to their arrival in Hong Kong; or Group B, Group C specified places or Taiwan, China during the 14 days prior to their arrival in Hong Kong) during the 14 days prior to their arrival in Hong Kong must be subject to a polymerase chain reaction-based nucleic acid test for COVID-19 on the 3rd, 7th and 12th day following their arrival in Hong Kong (or until their departure from Hong Kong, whichever is earlier).
13. Exempted persons who have stayed in the Mainland or Macau (and have not stayed in any Group A1 or Group A2 specified places during the 21 days prior to their arrival in Hong Kong; or Group B, Group C, Group D specified places or Taiwan, China during the 14 days prior to their arrival in Hong Kong) during the 14 days prior to their arrival in Hong Kong must be subject to a polymerase chain reaction-based nucleic acid test for COVID-19 on the 12th day following their arrival in Hong Kong (or until their departure from Hong Kong, whichever is earlier).

14. In addition to the above post-arrival testing requirements, exempted persons arriving in Hong Kong via a land boundary control point must also be subject to a SARS-CoV-2 nucleic acid test on the 2nd day following their arrival in Hong Kong during their medical surveillance period (or until their departure from Hong Kong, whichever is earlier).
15. Exempted persons must report to sponsoring licensed corporation after submitting the specimen on respective days.

D. Point-to-point transportation requirement

16. Point-to-point transportation must be arranged between the HKIA or a land boundary control point and the exempted person's accommodation; and between his or her accommodation and the venue of his or her designated activities as specified in the exemption application during the medical surveillance period. "Guidelines for vehicles providing point-to-point transportation" issued by the Department of Health should be observed. Use of public transport including the MTR, airport shuttle train and taxi for transfer is prohibited. The exempted person must only use the designated channel for exempted persons (other than air crew within the HKIA) to arrive at the designated pick-up points (see the Map at Annex to the authorisation letter), and he or she should wear masks during the entire transportation journey.

E. Self-isolation requirement

17. Exempted persons who have stayed in extremely or very high risk places specified in Group A1 or Group A2 under Cap.599H during the 21 days prior to their arrival in Hong Kong must be subject to self-isolation at a designated quarantine hotel for 14 days upon arrival, except for permitted activities as designated in the exemption and so endorsed by their sponsoring licensed corporation.
18. Exempted persons who have stayed in high or medium risk places specified in Group B or Group C under Cap. 599H or Taiwan, China (and have not stayed in any Group A1 or Group A2 specified places during the 21 days prior to their arrival in Hong Kong) during the 14 days prior to their arrival in Hong Kong must be subject to self-isolation at an accommodation arranged by the sponsoring licensed corporation for 14 days upon arrival except for permitted activities as designated in the exemption and so endorsed by their sponsoring licensed corporation. If they choose to self-isolate at a hotel, they must only do so at a designated quarantine hotel.

F. Medical surveillance

19. Exempted persons are subject to a 21-day or 14-day medical surveillance period upon arrival in Hong Kong (depending on the risk level of places that exempted persons have stayed in during the 21 days prior to their arrival), during which their scope of activity in Hong Kong is limited to the permitted activities as designated in the Exemption Scheme and so endorsed by their sponsoring licensed corporation. The exempted person must take every precautionary measure to ensure personal hygiene and avoid unnecessary social contact whilst in Hong Kong.