



SECURITIES AND
FUTURES COMMISSION
證券及期貨事務監察委員會

Quick Guide for Annual Licensing Fee Payment

March 2025

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1. Overview

All intermediaries and licensed individuals are required to pay annual licensing fees to the Securities and Futures Commission (SFC) within one month after each anniversary date of their licences or registrations under section 138(2) of the Securities and Futures Ordinance (**SFO**). This quick guide aims to illustrate how to handle annual licensing fees on WINGS.

The following table details the annual licensing fees for each type of intermediary, licensed individual and regulated activity (**RA**).

Types of intermediary / licensed individual	Types of RA ¹	Annual licensing fee ²
Licensed Corporation	RAs other than RA 3	\$4,740 per RA
	RA 3	\$129,730
Responsible Officer	RAs other than RA 3	\$4,740 per RA
	RA 3	\$5,370
Licensed Representative	RAs other than RA 3	\$1,790 per RA
	RA 3	\$2,420
Registered Institution ³	RAs other than RAs 3 and RA 8	\$35,000 per RA

Failure to make full payment of the annual licensing fees before the due date will attract a surcharge on the outstanding amount under section 138(3) of the SFO as well as possible suspension and revocation of a licence or registration under sections 195(4)(a) and 195(6) of the SFO. Details are set out in the table below.

Overdue period	Penalty
Less than 1 month	10% surcharge
Over 1 month but less than 2 months	30% surcharge
Over 2 months but less than 3 months	50% surcharge
Over 3 months but less than 4 months	Suspension of licence / registration
Over 4 months	Revocation of licence / registration

¹ The annual fee payable for RA 7 (providing automated trading services) is waived if the person's carrying on of RA 7 is incidental to the person's carrying on of RA 1 (dealing in securities) or RA 2 (dealing in futures contracts) for which the person is licensed or registered.

² Annual licensing fees are set out in item 18 of Schedule 3 of the Securities and Futures (Fees) Rules.

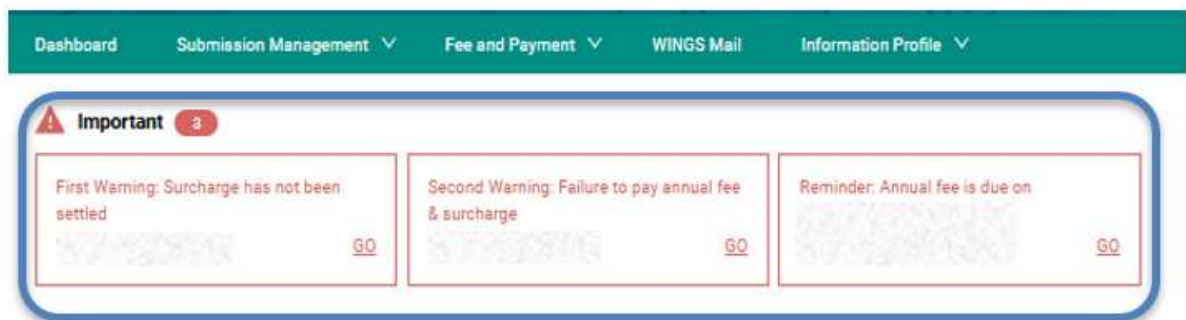
³ Section 119 of the SFO does not require authorized financial institutions to seek registration for RA 3 (leveraged foreign exchange trading) and RA 8 (securities margin financing).

2. Reminders/Notifications

The following reminders and notifications are sent to intermediaries and licensed individuals' WINGS accounts via WINGS Mails:

- Annual licensing fees and notification messages on intermediaries and licensed individuals' anniversary dates.
- Reminders are sent seven days in advance to the due dates of annual licensing fee payment.
- Further notifications or reminder messages are sent if intermediaries and licensed individuals fail to settle the annual licensing fees and surcharges on the due dates as set out in section 1.

You can view the reminder message(s) for outstanding annual licensing fees on the WINGS Dashboard.

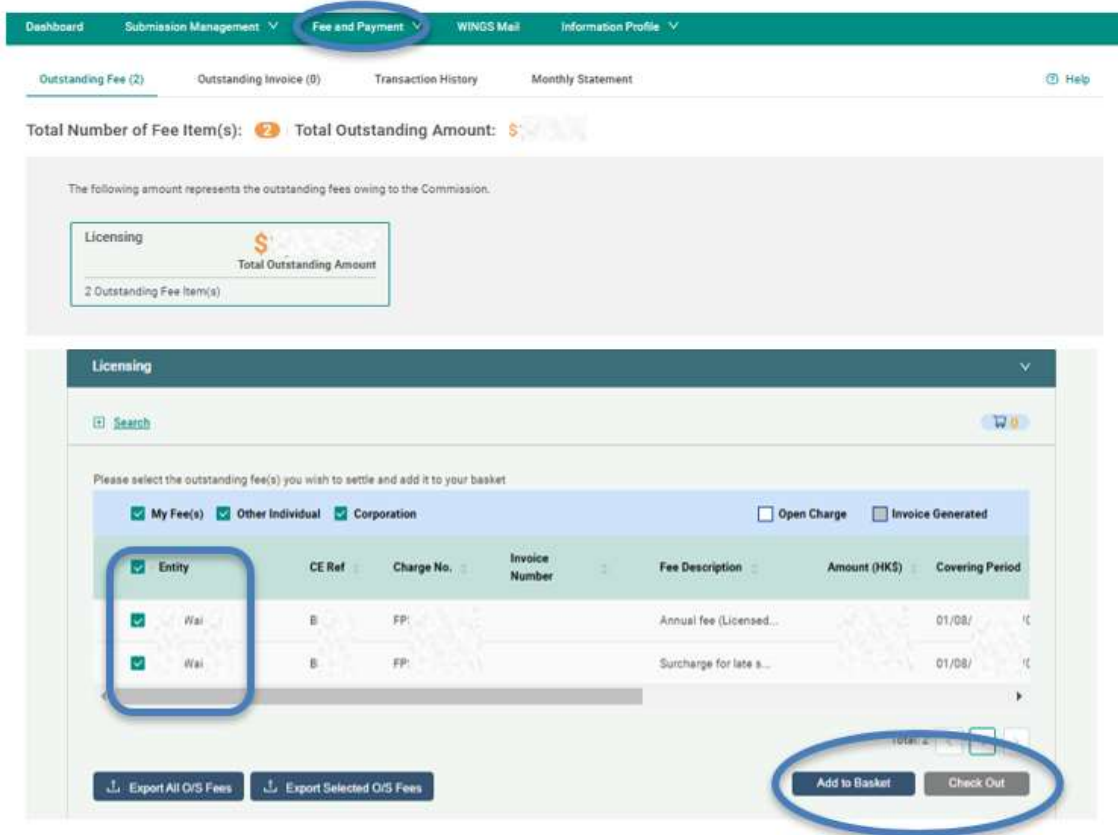


3. Payment of Annual Licensing Fees by Licensed Individuals

To pay annual licensing fees, follow three key steps after signing into your WINGS account, ie, Add Fees to Payment Basket, Invoice Generation and Fee Payment, as illustrated below.

Step 1 – Add Fees to Payment Basket:

Under “Fee and Payment”, check all the outstanding annual licensing fees and surcharges (if any) and click “Add to Basket”, then “Check Out”.



Dashboard Submission Management **Fee and Payment** WINGS Mail Information Profile

Outstanding Fee (2) Outstanding Invoice (0) Transaction History Monthly Statement Help

Total Number of Fee Item(s): 2 Total Outstanding Amount: \$2,000.00

The following amount represents the outstanding fees owing to the Commission.

Licensing	Total Outstanding Amount
2 Outstanding Fee Item(s)	

Licensing

Search

Please select the outstanding fee(s) you wish to settle and add it to your basket

☒ My Fee(s)
 ☒ Other Individual
 ☒ Corporation
 ☐ Open Charge
 ☐ Invoice Generated

☒ Entity	CE Ref	Charge No.	Invoice Number	Fee Description	Amount (HK\$)	Covering Period
☒ #/ai	B	FP:		Annual fee (Licensed...		01/08/17 - 01/08/18
☒ #/ai	B	FP:		Surcharge for late s...		01/08/17 - 01/08/18

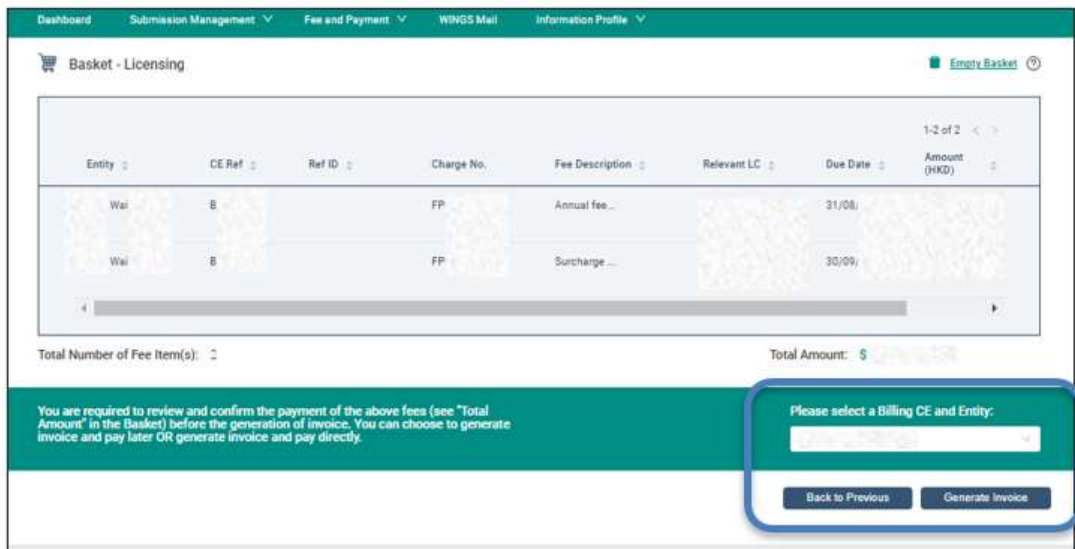
Export All O/S Fees Export Selected O/S Fees

Add to Basket Check Out

3. Payment of Annual Licensing Fees by Licensed Individuals (continued)

Step 2 – Invoice Generation:

Double-check the details of “Billing CE and Entity”, then click “Generate Invoice”.



Entity	CE Ref	Ref ID	Charge No.	Fee Description	Relevant LC	Due Date	Amount (HKD)
Wai	8		FP	Annual fee...		31/08	
Wai	8		FP	Surcharge...		30/09	

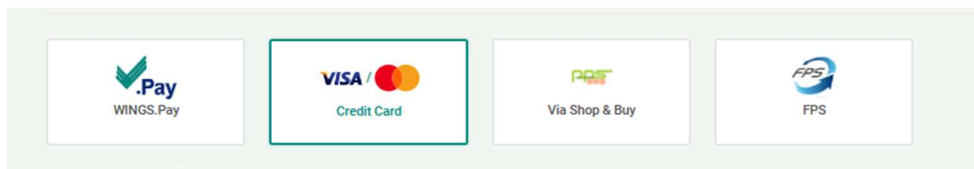
Total Number of Fee Item(s): 2 Total Amount: \$2,000.00

You are required to review and confirm the payment of the above fees (see "Total Amount" in the Basket) before the generation of invoice. You can choose to generate invoice and pay later OR generate invoice and pay directly.

Please select a Billing CE and Entity:

Back to Previous Generate Invoice

Step 3 – Fee Payment:



WINGS.Pay Credit Card Via Shop & Buy FPS

Choose a payment method, including:

WINGS.Pay

To top up the WINGS.Pay Account by bank transfer (eg, telegraphic or local bank transfer) or other means (eg, bill payment or PPS), please refer to the “Preferred Payment Methods” section of the SFC invoice.

While conventional payment methods may still be used to pay the annual licensing fees, for cheque payment, you should visit a Standard Chartered Bank branch and make a cheque deposit either at a counter or drop the cheque into the bank’s collection box. Please note that cheque deposits through a cheque deposit machine will not be accepted.

3. Payment of Annual Licensing Fees by Licensed Individuals (continued)

Credit Card / PPS via Shop & Buy / FPS

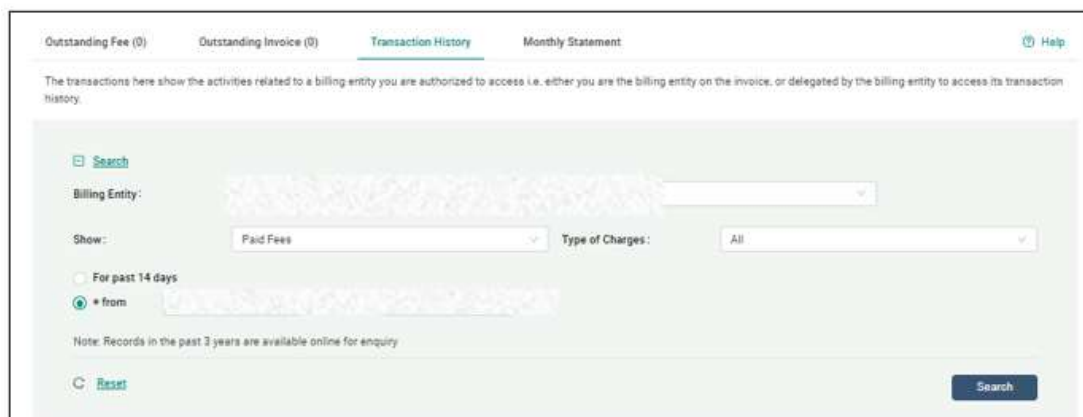
- (a) Select the respective icon and click the "Confirm Payment" button.
- (b) You will be redirected to the "Transaction Information" page, where you will need to enter your payment information. For FPS, the page will display a QR code.
- (c) Complete the transaction by clicking the "Submit" button to confirm the payment. For FPS, scan the QR code using your mobile bank app and follow the procedures within the app to complete the payment.

Payment Confirmation

Once the payment is successfully settled, a confirmation will be shown and the transaction history can be accessed within two business days.

Acknowledgement of payment and payment receipt will be sent via WINGS Mail after the settlement has been completed.

The payment record can be accessed under "Transaction History". Select "Billing Entity", show "Paid Fees" and the period, then click "Search".



4. Payment of Annual Licensing Fees by Intermediaries

Matters related to intermediaries' annual licensing fees should be handled by:

- Manager-In-Charge for Overall Management Oversight / Responsible Officers of licensed corporations;
- Executive officers of registered institutions; or
- any person delegated by the intermediaries (collectively the **"Delegated Person"**).

The Delegated Person's WINGS account can access all outstanding fees of the intermediaries.

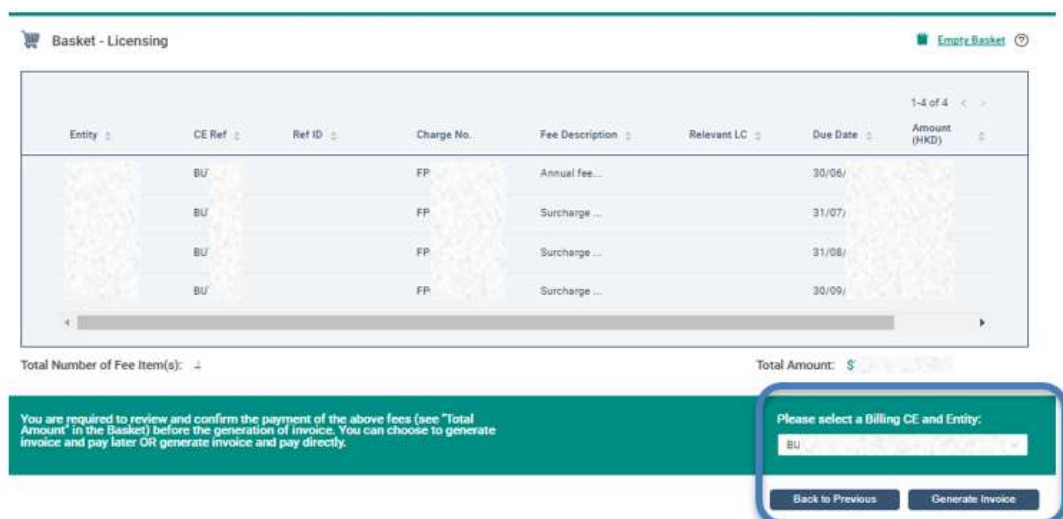
Same as the procedures mentioned in section 3, follow three key steps, ie, Add Fees to Payment Basket, Invoice Generation and Fee Payment, to pay annual licensing fees for intermediaries after signing into the Delegated Person's WINGS account.

Step 1 – Add Fees to Payment Basket:

Select the outstanding annual licensing fees and surcharges (if any) as illustrated in section 3 – Step 1.

Step 2 – Invoice Generation:

Select the intermediaries as the "Billing CE and Entity", then click "Generate Invoice".



Basket - Licensing Empty Basket

Entity	CE Ref	Ref ID	Charge No.	Fee Description	Relevant LC	Due Date	Amount (HKD)
BU			FP	Annual fee...		30/06/	
BU			FP	Surcharge ...		31/07/	
BU			FP	Surcharge ...		31/08/	
BU			FP	Surcharge ...		30/09/	

Total Number of Fee Item(s): 4 Total Amount: \$ 0.00

You are required to review and confirm the payment of the above fees (see "Total Amount" in the Basket) before the generation of invoice. You can choose to generate invoice and pay later OR generate invoice and pay directly.

Please select a Billing CE and Entity:

BU

Back to Previous Generate Invoice

4. Payment of Annual Licensing Fees by Intermediaries (continued)

Step 3 – Fee Payment:

You can then make the payment by using the intermediaries' WINGS.Pay account or other payment methods as summarised in section 3 – Step 3.

Payment Confirmation

Once the payment is successfully settled, a confirmation of payment will be shown and the transaction history can be accessed within two business days.

Acknowledgement of payment and payment receipt will be sent via the intermediaries and Delegated Person's WINGS Mails after the settlement has been completed.

The payment record can also be accessed under "Transaction History", as mentioned on page 7.

5. Payment without Login

Apart from the above steps, you can follow the steps below to settle a payment without logging in:

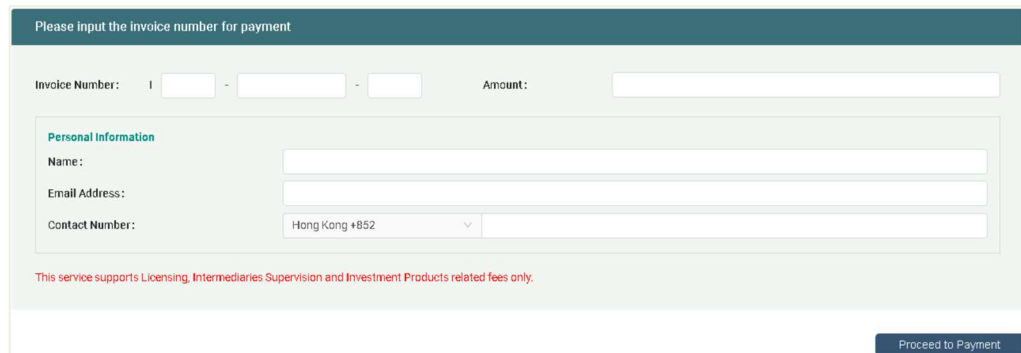
Step 1:

Access the WINGS homepage and click on the "Payment" button.



Step 2:

Enter the invoice number and the amount to pay. Provide your personal information, including your name, email address and contact number.



Please input the invoice number for payment

Invoice Number: I - - Amount:

Personal information

Name:

Email Address:

Contact Number: Hong Kong +852

This service supports Licensing, Intermediaries Supervision and Investment Products related fees only.

[Proceed to Payment](#)

Step 3:

After entering all invoice information, click the "Proceed to Payment" button and complete the CAPTCHA verification pop-up. You will then be redirected to the "Payment Method" page. Follow the payment selection procedures mentioned above to complete the transaction.