



**LABUAN FINANCIAL SERVICES AUTHORITY
(LEMBAGA PERKHIDMATAN KEWANGAN LABUAN)**

Our Ref . : 277/2022/ALL
Date : 20 September 2022

Chairman

Association of Labuan Banks
Labuan Investment Bank Group
Labuan International Insurance Association
Association of Labuan Trust Companies

Dear Sir/ Madam,

Payment of Fees and Other Chargeable Activities in United States Dollar (USD) Denomination

We refer to the Circular on Payment of Fees and Other Chargeable Activities in United States Dollar (USD) Denomination issued on 1 November 2019 pertaining to the above.

2. As you are fully aware, Phase 1 of the payment of fees and other chargeable activities to be denominated in USD applicable for payment of licence, registration, approval and processing fees mentioned in the following Regulations has taken effect from 1 January 2020:

- i. Labuan Financial Services and Securities (Amendment) Regulations 2013;
- ii. Labuan Islamic Financial Services and Securities (Amendment) Regulations 2013;
- iii. Labuan Financial Services and Securities (Amendment) Regulations 2018; and
- iv. Labuan Financial Services Authority (Processing and Approval Fees) (Labuan Financial Institutions) Order 2012.

3. Please be advised that subject to the gazetting of the amendments of the relevant Regulations and Orders, effective from 1 January 2023, Labuan FSA will be implementing Phase 2 for the payment of fees and other chargeable activities to be denominated in USD for all other chargeable activities such as for Labuan companies, Labuan foundations and other entities which will continue to be facilitated via Labuan FSA e-Payment System (LEPAY).

4. Kindly refer to the Appendix attached for guidance on the payment methods available via the LEPAY system. Additionally, entities need to be aware that the exchange rate may defer from the rate in effect on the date of the transaction due to market fluctuations. Such rate imposed shall be final and conclusive and the payor shall bear all exchange risks, losses, commission and other bank charges which may thereby be incurred to ensure that the amount paid to Labuan FSA's account reflects the stipulated regulatory fees and charges. For reference, Labuan FSA will be using the daily rates published by Bank Negara Malaysia.

5. Please do not hesitate to contact the following personnel should you require further clarification on the above:

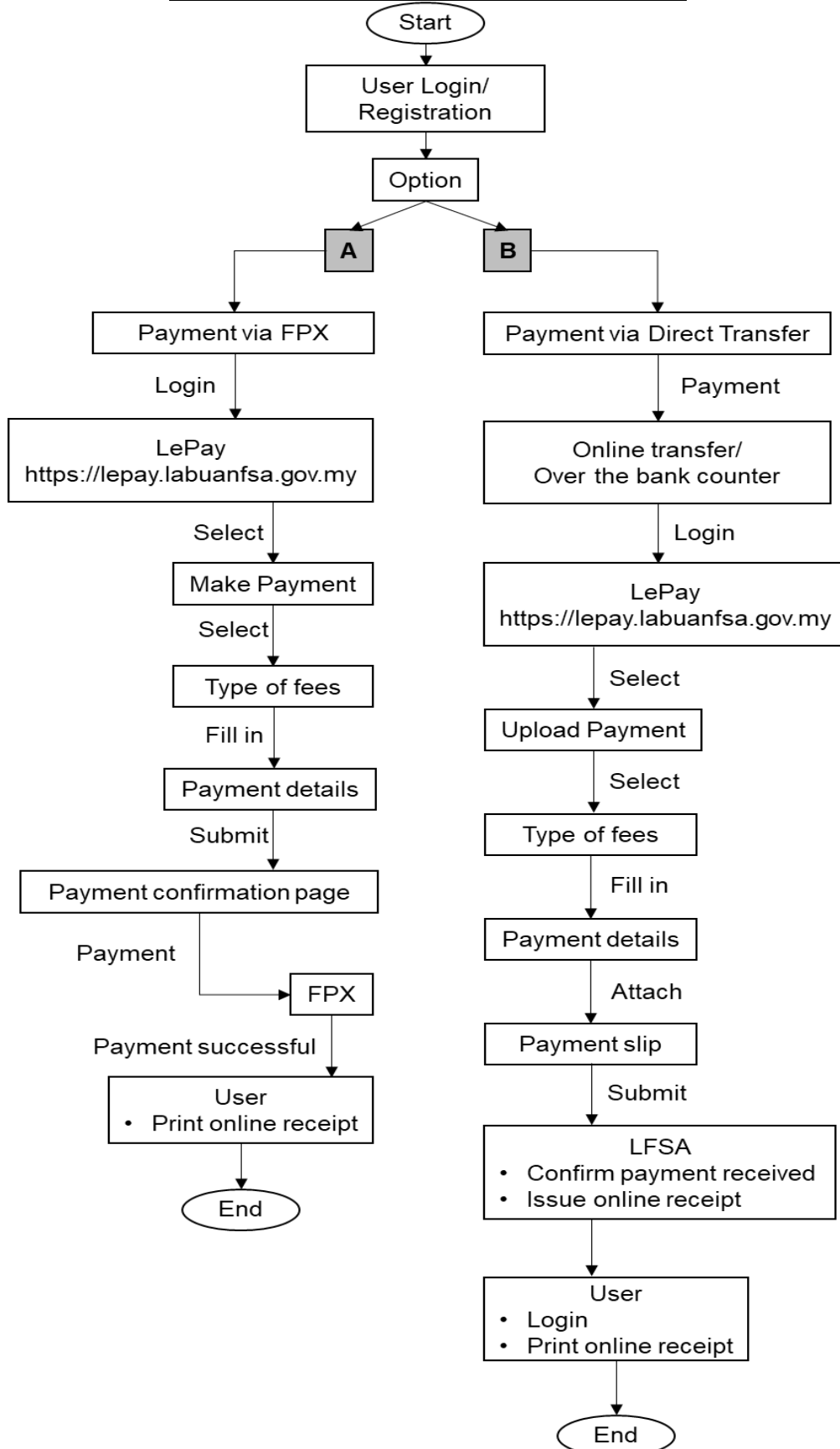
Name	Contact No.	Unit	Email Address
Doreen Fadli	03-8873 2015	Business Policy	doreen@labuanfsa.gov.my
Mabelle Tan	03-8873 2017	Business Policy	mabelle@labuanfsa.gov.my
Nazuhana Hood	03-8873 2022	Authorisation and Licensing	nazuhana@labuanfsa.gov.my
Mohamad Ibrahim Abdul Hamid	03-8873 2062	Registrar of Company	ibrahim@labuanfsa.gov.my
Zulkarnain Mohd Said	03-8873 2072	Group Finance	zulkarnain@labuanfsa.gov.my

For and on behalf of
Labuan Financial Services Authority



Jaffree Ismail
Director
Business Development Department

Appendix

A. Overview of Payment Method Options

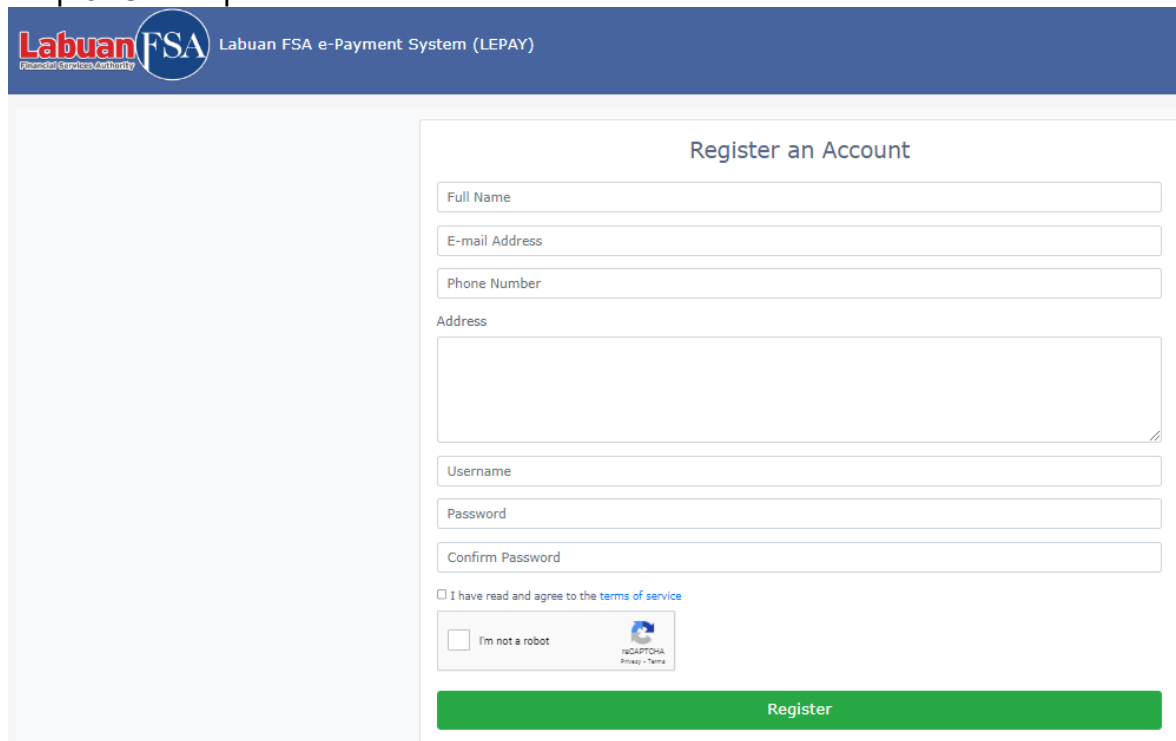
B. User Registration/ Login

Step 1: Login to <https://lepay.labuanfsa.gov.my>

Step 2: Select Register Now



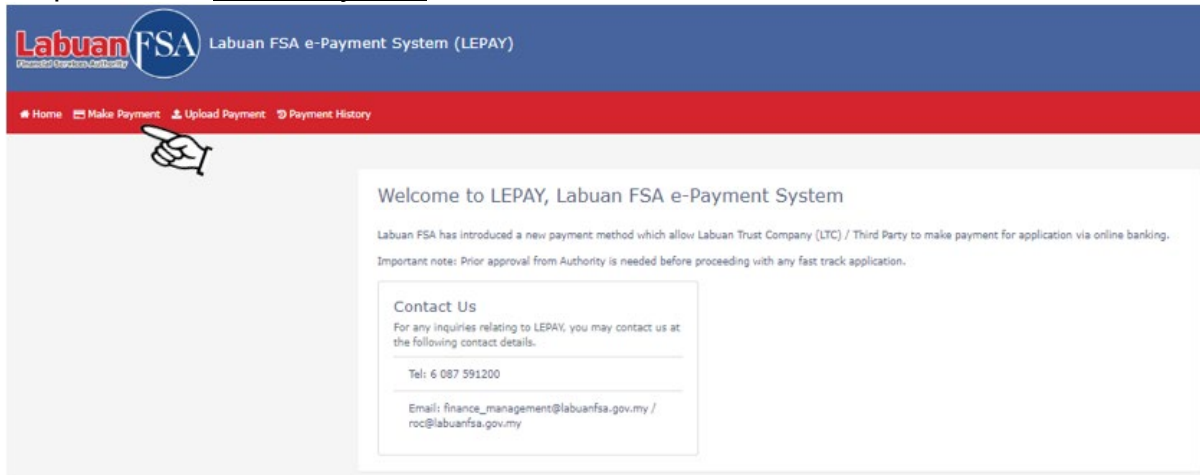
Step 3: Create profile



Step 4: Email notification will be sent to the user to activate account and verify the email address.

Option A: Payment via FPX (Denominated in USD currency of its MYR equivalent)

Step 1: Select Make Payment



Labuan FSA Labuan FSA e-Payment System (LEPAY)

Home Make Payment Upload Payment Payment History

Welcome to LEPAY, Labuan FSA e-Payment System

Labuan FSA has introduced a new payment method which allow Labuan Trust Company (LTC) / Third Party to make payment for application via online banking.

Important note: Prior approval from Authority is needed before proceeding with any fast track application.

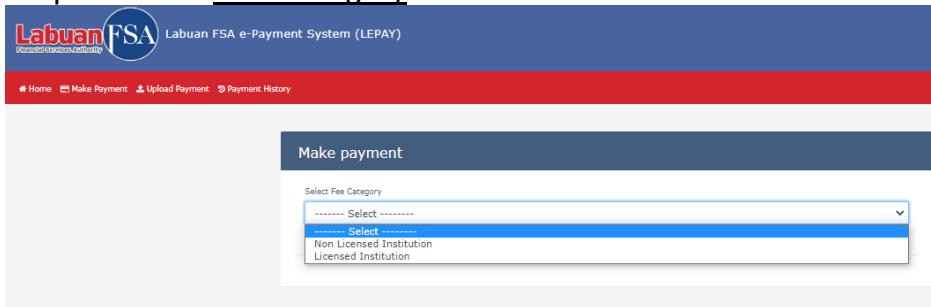
Contact Us

For any inquiries relating to LEPAY, you may contact us at the following contact details.

Tel: 6 087 591200

Email: finance_management@labuanfsa.gov.my / roc@labuanfsa.gov.my

Step 2: Select Fee Category



Labuan FSA Labuan FSA e-Payment System (LEPAY)

Home Make Payment Upload Payment Payment History

Make payment

Select Fee Category

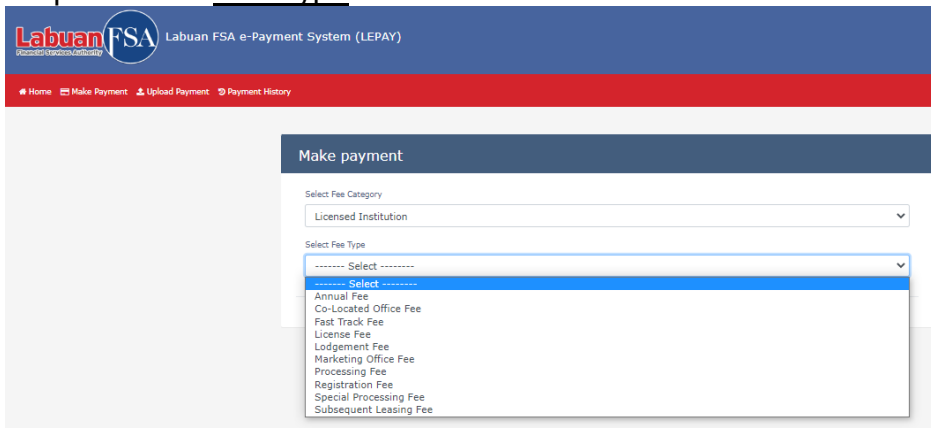
----- Select -----

----- Select -----

Non Licensed Institution

Licensed Institution

Step 3: Select Fee Type



Labuan FSA Labuan FSA e-Payment System (LEPAY)

Home Make Payment Upload Payment Payment History

Make payment

Select Fee Category

Licensed Institution

Select Fee Type

----- Select -----

----- Select -----

Annual Fee

Co-located Office Fee

Fast Track Fee

License Fee

Lodgement Fee

Marketing Office Fee

Processing Fee

Registration Fee

Special Processing Fee

Subsequent Leasing Fee

Step 4: Select Fee & fill-in payment details

Labuan FSA Labuan FSA e-Payment System (LEPAY)

Home Make Payment Upload Payment Payment History

Make payment

Select Fee Category: Licensed Institution

Select Fee Type: Co-located Office Fee

Select Fee: Bank - USD3,500

For the Year (eg. 2019): 2022

Additional Payment Info (Optional):

Continue

Step 5: Continue to payment page

Labuan FSA Labuan FSA e-Payment System (LEPAY)

Home Make Payment Upload Payment Payment History

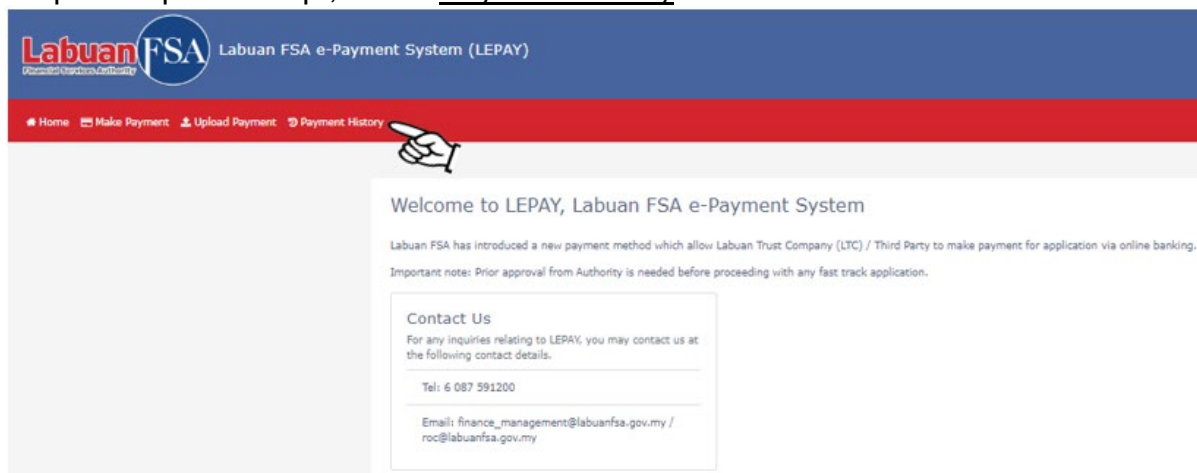
Payment Mode

Internet Banking **FPX**

Payment For	Licensed Institution (2022) Co-located Office Fee - Bank
Total Amount	USD3,500
USD/MYR Exchange Rates	4.4815
Amount to be paid	RM15,685.25
Select Bank Type	Select Bank Type
Bank	Select Bank
Email Address (Optional)	xxx@xxx.gov.my

Back Proceed

Step 6: To print receipt, select Payment History



Labuan FSA Labuan FSA e-Payment System (LEPAY)
Dedicated. Dedicated. Dedicated.

Home Make Payment Upload Payment **Payment History**

Welcome to LEPAY, Labuan FSA e-Payment System

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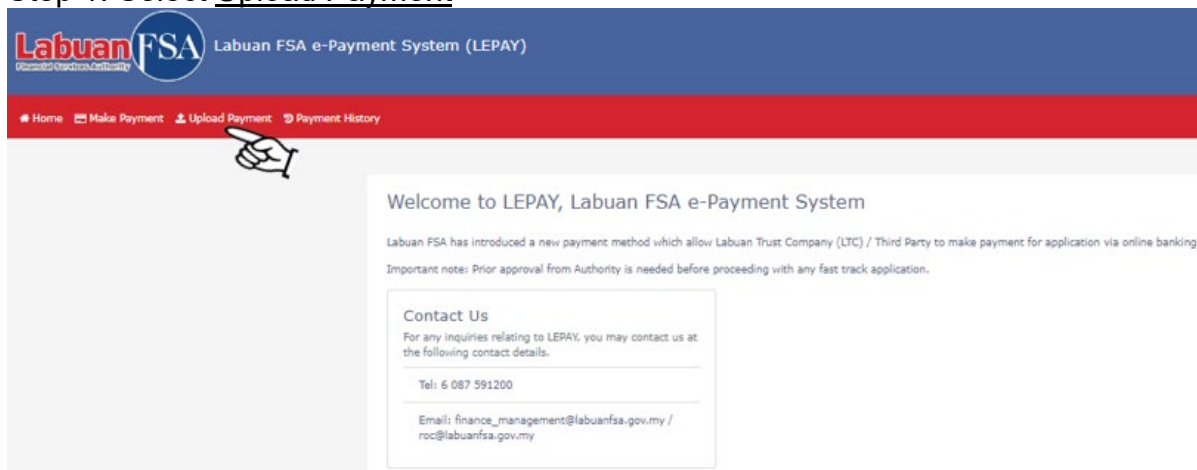
Tel: 6 087 591200

Email: finance_management@labuanfsa.gov.my / roc@labuanfsa.gov.my

Option B: Payment via Direct Transfer to Labuan FSA's Foreign Currency Account

(Refer to Page 10 for Labuan FSA's banking details)

Step 1: Select Upload Payment



Labuan FSA Labuan FSA e-Payment System (LEPAY)

Home Make Payment Upload Payment Payment History

Welcome to LEPAY, Labuan FSA e-Payment System

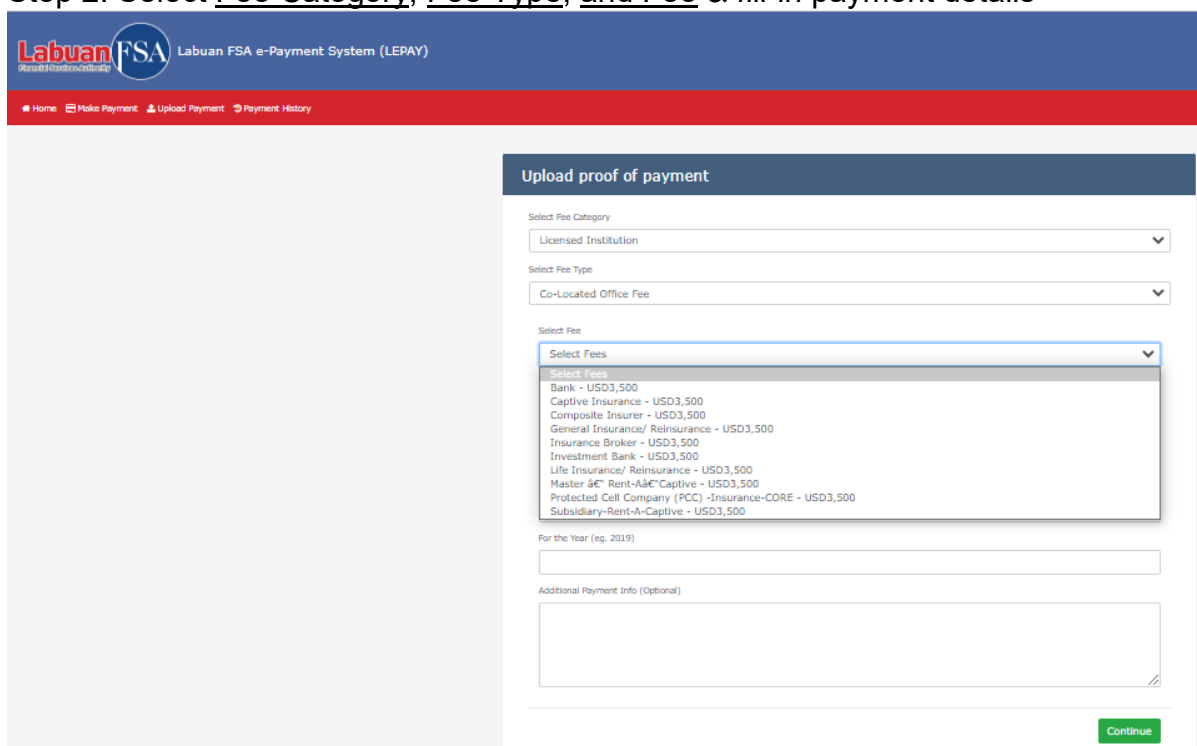
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Step 2: Select Fee Category, Fee Type, and Fee & fill-in payment details



Labuan FSA Labuan FSA e-Payment System (LEPAY)

Home Make Payment Upload Payment Payment History

Upload proof of payment

Select Fee Category
Licensed Institution

Select Fee Type
Co-located Office Fee

Select Fee
Select Fees

- Bank - USD3,500
- Captive Insurance - USD3,500
- Composite Insurer - USD3,500
- General Insurance/ Reinsurance - USD3,500
- Insurance Broker - USD3,500
- Investment Bank - USD3,500
- Life Insurance/ Reinsurance - USD3,500
- Master &C/ Rent-A&C/ Captive - USD3,500
- Protected Cell Company (PCC) -Insurance-CORE - USD3,500
- Subsidiary-Rent-A-Captive - USD3,500

For the Year (eg. 2019)

Additional Payment Info (Optional)

Continue

Step 3: Attach Proof of Payment & fill-in payment details

Labuan FSA Labuan FSA e-Payment System (LEPAY)

Home Make Payment Upload Payment Payment History

Confirm proof of payment

Payment Details

Payment Description	Licensed Institution - Co-Located Office Fee - Bank - USD3,500
Payment for	TESTING - TESTING / TESTING
For the Year	2017

Additional Info

Upload proof of payment

Choose File No file chosen

Transaction Date

dd/mm/yyyy

Reference Number

Beneficiary Bank (LPSA bank account)

CIMB

Sending Bank

Amount (USD)

Cancel Submit

Step 4: Labuan FSA will verify the payment received & issue an online receipt

Step 5: To print receipt, select Payment History

Labuan FSA Labuan FSA e-Payment System (LEPAY)

Home Make Payment Upload Payment **Payment History**

Welcome to LEPAY, Labuan FSA e-Payment System

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Option B: Details of the Bank Accounts of Labuan FSA

I. CIMB Bank Berhad

Account Name	Labuan Financial Services Authority
ID	DR3995
Address	Level 17, Main Office Tower Financial Park Complex Jalan Merdeka, 87000 Labuan F.T., Malaysia
Bank Name	CIMB Bank Berhad
Bank Address	Ground Floor, E006 Podium Block Financial Park Complex Jalan Merdeka, 87000 Labuan F.T., Malaysia
Account Number	800002558740 (USD)
Swift Code	CIBBMYKL
Payment Purpose Code	15100

II. Maybank Berhad

Account Name	Labuan Financial Services Authority
ID	15120001
Address	Level 17, Main Office Tower Financial Park Complex Jalan Merdeka, 87000 Labuan F.T., Malaysia
Bank Name	Maybank Berhad
Bank Address	Ground Floor, Podium Level Financial Park Complex Jalan Merdeka, 87000 Labuan F.T., Malaysia
Account Number	715120010827 (USD)
Swift Code	MBBEMYKL
Payment Purpose Code	15100