

New Account Opening Documentation Checklist - Applicable for Sole Proprietorship established in Hong Kong

新開賬戶文件 - 適用於在香港成立的獨資經營商號

- | | | |
|---|---|-----|
| 1 | Original of Business Registration Certificate
商業登記證正本 | [] |
| 2 | Original of identification document(s) of sole proprietor and all authorized signatories
獨資經營商號 持有人及所有授權簽署人之身份證明文件正本 | [] |
| 3 | Nationality Proof (e.g. Passport) of sole proprietor and all authorized signatories (if they are not holders of HK Permanent identity card)
獨資經營商號持有人及授權簽署人之國籍證明(如護照) (如不是持有香港永久性居民身份證) | [] |
| 4 | Business Proof (The bank may request the prospective customer to provide further document when necessary)
商業證明文件(如有需要，本行要求客戶提供) | |
| | Acceptable business proofs include but not limited to:
可接受的商業證明文件包括但不限於: | |
| | a) Invoice 發票 | [] |
| | b) Sales Contract 銷售合同 | [] |
| | c) Website of the Business 貴 商號網站 | [] |
| | d) Brochure of the Business 貴 商號小冊子 | [] |

- Note :** (a) The sole proprietor must be present for the account opening.
(b) Apart from the above-listed documents, we may further request customer to provide more account opening details and documents when necessary.
(c) The residential addresses of all authorized signatories should

- 注意: (甲) 獨資經營商號持有人必須親身開立戶口。
(乙) 除上列文件外，如有需要，本行會要求客戶提供其他開戶文件。
(丙) 本行須取得所有授權簽署人士的住址。

New Account Opening Documentation Checklist - Applicable for Partnership established in Hong Kong

新開賬戶文件 - 適用於在香港成立的合夥經營商號

- | | | |
|---|--|-----|
| 1 | Original of Business Registration Certificate
商業登記證正本 | [] |
| 2 | Original of identification document(s) of all partners and all authorized signatories
所有合夥人及所有授權簽署人之身份證明文件正本 | [] |
| 3 | Nationality Proof (e.g. Passport) of all partners and all authorized signatories (if they are not holders of HK Permanent identity card)
所有合夥人及所有授權簽署人之國籍證明(如護照) (如不是持有香港永久性居民身份證) | [] |
| 4 | Business Proof (The bank may request the prospective customer to provide further document when necessary)
商業證明文件(如有需要，本行要求客戶提供) | |
| | Acceptable business proofs include but not limited to:
可接受的商業證明文件包括但不限於： | |
| | a) Invoice 發票 | [] |
| | b) Sales Contract 銷售合同 | [] |
| | c) Website of the Business 貴商號網站 | [] |
| | d) Brochure of the Business 貴商號小冊子 | [] |

- Note :**
- (a) All partners must be present for the account opening.
 - (b) Apart from the above-listed documents, we may further request customer to provide more account opening details and documents when necessary.
 - (c) In cases where a partnership arrangement exists, a mandate from the partnership authorizing the opening of an account and conferring authority on those who will operate it should be obtained.
 - (d) The residential addresses of all partners and all authorized signatories should be obtained.

- 注意:
- (甲) 所有合夥人必須親身開立戶口。
 - (乙) 除上列文件外，如有需要，本行會要求客戶提供其他開戶文件。
 - (丙) 如已存在合夥安排，應向合夥商號取得授權開立戶口及賦權有關人士操作戶口的委託書。
 - (丁) 本行須取得所有合夥人及所有授權簽署人士的住址。

New Account Opening Documentation Checklist - Applicable for Limited Company (Not listed on Recognised Stock Exchange) established in Hong Kong

新開賬戶文件 - 適用於在香港成立的有限公司 (未在認可的證券交易所上市)

- | | | |
|---|--|-------|
| 1 | Original of Certificate of Incorporation and subsequent certificate of change of name (if any)
公司註冊證書及其後的公司更改名稱證書正本(如有) | [] |
| 2 | Original of Business Registration Certificate
商業登記證正本 | [] |
| 3 | Company search report issued within the last 6 months (to be completed by the Bank)
最近六個月認可的公司查冊 (由本行辦理) | [] |
| 4 | a) For a company with corporate shareholders - Ownership chart certified by a director/shareholder showing percentage of shareholdings owned by each intermediate company to the ultimate beneficial owners of the company
如股東為一間公司 - 經董事/股東確認的擁有權架構圖顯示公司股份由每家中介控股公司擁有的股權份數及其最終實益擁有人 | [] |
| | b) If the ultimate shareholder of the company is a trust - identification proof of trustee(s), settlor(s), protector(s), enforcer(s) and beneficiary(ies) *
如最終股東為信託 - 受託人、財產授予人、保護人、執行人及受益人的身份證明文件 | |
| | c) For company with nominee shareholders - details of ultimate beneficial owner(s)
如公司的股東為代理人的身份 - 最終實益擁有人的資料 | |

- 5 Original of identification document(s) of at least 1 director*, all authorized signatories and all beneficial owners and other relevant individuals, if any []
 最少一名董事、所有授權簽署人和所有實益擁有人及其他有關人士(如有)之身份證明文件正本*
- *i)We may request customer to provide identification documents of any other directors depending on business nature and company structure of the customer. 本行會視乎客戶之公司行業和架構或要求客戶提供更多董事之身份證明文件正本。

ii)Any natural person has a controlling ownership interest (i.e. more than 25%) in the company and any natural person exercising control of the company or its management is requested to provide original identification document(s). 所有持有公司25%控制權以上之人士均須提供身份證明文件正本。

iii) If there is no person has a controlling ownership interest (i.e. more than 25%) in the company and any natural person exercising control of the company or its management, senior managing official(s) is/are requested to provide original identification document(s). 如公司未有持有公司25%控制權以上之人士，須提供公司高級管理人員的身份證明文件正本。
- 6 Nationality Proof (e.g. Passport) of director(s), all authorized signatories, all beneficial owners and other relevant individuals, if any (if they are not holders of HK Permanent identity card) []
 董事及所有授權簽署人和所有實益擁有人及其他有關人士(如有)之國籍證明(如護照)(如不是持有香港永久性居民身份證)
- 7 Original of Memorandum and Articles of Association / Articles of Association (for those companies established on or after 3/3/2014) []
 公司章程大綱及章程細則 / 章程細則(適用於3/3/2014或之後成立的公司)正本
- 8 Official document(s) proving incorporation, registration and subsequent change of name, if any, for Directors which are corporate entities []
 如董事為一間公司，該公司須提交法定文件以證明公司的註冊、登記及其後的更改名稱(如有)
- 9 Official document(s) listing current directors such as an Annual Return or Director/Shareholder Declaration (Certification Letter from a qualified certified public accountant / lawyer certifying that information contained in the Director/Shareholder Declaration is correct and accurate, is required upon the Bank's request) for Directors which are corporate entities []
 如董事為一間公司，該公司須提交法定文件詳列現任董事的資料如最近一期的周年申報表或董事/股東證明書(本行或會要求客戶提供合資格的執業會計師/律師發出的證明信，確認董事/股東證明書的內容屬實)
- 10 Board Resolution specifying the authorised signatories who have the power to act for Corporate Directors []
 如董事為一間公司，該公司董事會決議列出有權代表該公司執行事務的授權簽署人
- 11 List of specimen signatures of authorized signatories who act for Corporate Directors []
 如董事為一間公司，所有授權簽署人的簽名式樣

12 For a corporate director, documents of items 4-6 listed above in respect of that Corporate Director should also be submitted []

如董事為一間公司，由該公司提供上列第四至六項的文件

13 Business Proof (The bank may request the prospective customer to provide further document when necessary)

商業證明文件(如有需要，本行要求客戶提供)

Acceptable business proofs include but not limited to:

可接受的商業證明文件包括但不限於：

a) Invoice 發票 []

b) Sales Contract 銷售合同 []

c) Website of the Business 貴公司網站 []

d) Brochure of the Business 貴公司小冊子 []

Note : (a) Apart from the above-listed documents, we may further request customer to provide more account opening details and documents when necessary.

注意：(甲) 除上列文件外，如有需要，本行會要求客戶提供其他開戶文件。

New Account Opening Documentation Checklist - Applicable for Limited Company (Listed on Recognised Stock Exchange) established in Hong Kong

新開賬戶文件 - 適用於在香港成立的有限公司 (在認可的證券交易所上市)

- | | | |
|---|--|--------|
| 1 | Original of Certificate of Incorporation and subsequent certificate of change of name, if any
公司註冊證書及其後的公司更改名稱證書正本，如有 | [] |
| 2 | Original of Business Registration Certificate
商業登記證正本 | [] |
| 3 | Original of identification documents of all authorized signatories and at least one director
全部授權簽署人及最少一名董事之身份證明文件正本 | [] |
| 4 | Nationality Proof (e.g.Passport) of all authorized signatories and at least one director (if they are not holders of HK Permanent identity card)
全部授權簽署人及最少一名董事之國籍證明(如護照)(如不是持有香港永久性居民身份證) | [] |
| 5 | Original of Memorandum and Articles of Association / Articles of Association (for those companies established on or after 3/3/2014)
公司章程大綱及章程細則 / 章程細則(適用於3/3/2014或之後成立的公司)正本 | [] |

Note : (a) Apart from the above-listed documents, we may further request customer to provide more account opening details and documents when necessary.

注意: (甲) 除上列文件外，如有需要，本行會要求客戶提供其他開戶文件。

New Account Opening Documentation Checklist - Applicable for Society, Club or Association established in Hong Kong

新開賬戶文件 - 適用於在香港成立的社團或會社

- | | | |
|---|--|-----|
| 1 | Original of Certificate of Registration of A Society issued by the Licensing Office of the Hong Kong Police Force
由香港警務處牌照課發出的社團註冊證明書正本 | [] |
| 2 | Original of Application for Registration of A Society Form
社團註冊申請表 | [] |
| 3 | Original of Current list of office-bearers certified by the Societies Officer, Hong Kong Police
由警務處社團事務主任核證的的社團幹事名單正本 | [] |
| 4 | Original of Rules and Regulations / Constitution / By-laws
規則 / 組織章程 / 細則正本 | [] |
| 5 | Original of identification document(s) of all senior managing members
所有高級管理成員之身份證明文件正本 | [] |
| 6 | Nationality Proof (e.g. Passport) of all senior managing members (if they are not holders of HK Permanent identity card)
所有高級管理成員之國籍證明(如護照)(如不是持有香港永久性居民身份證) | [] |

- Note :** (a) All senior managing members must be present for the account opening.
(b) Apart from the above-listed documents, we may further request customer to provide more account opening details and documents when necessary.
(c) The residential addresses of all senior managing members should be obtained.

- 注意: (甲) 所有高級管理成員必須親身開立戶口。
(乙) 除上列文件外, 如有需要, 本行會要求客戶提供其他開戶文件。
(丙) 本行須取得所有高級管理成員的住址。

New Account Opening Documentation Checklist - Applicable for Owners' Corporation established in Hong Kong

新開賬戶文件 - 適用於在香港成立的業主立案法團

- | | | |
|---|---|--------|
| 1 | Original of Certificate of Registration from Land Registry
由土地註冊處簽發的註冊證書正本 | [] |
| 2 | Original of Application for Registration of Owners as a Corporation and / or subsequent Notice of change of particulars of office-bearers of its management committee
業主立案法團註冊申請書及 / 或其後有關管理委員會的成員更改註冊事項通知書正本 | [] |
| 3 | Regulations (if any)
法團章則 (如有) | [] |
| 4 | Original of identification document(s) of all senior managing members
所有高級管理成員之身份證明文件正本 | [] |
| 5 | Nationality Proof (e.g. Passport) of all senior managing members (if they are not holders of HK Permanent identity card)
所有高級管理成員之國籍證明(如護照)(如不是持有香港永久性居民身份證) | [] |

- Note :** (a) All senior managing members must be present for the account opening.
(b) Apart from the above-listed documents, we may further request customer to provide more account opening details and documents when necessary.
(c) The residential addresses of all senior managing members should be obtained .

- 注意: (甲) 所有高級管理成員必須親身開立戶口。
(乙) 除上列文件外, 如有需要, 本行會要求客戶提供其他開戶文件。
(丙) 本行須取得所有高級管理成員的住址。

New Account Opening Documentation Checklist - Applicable for Mutual Aid Committee established in Hong Kong

新開賬戶文件 - 適用於在香港成立的互助委員會

- | | | |
|---|--|--------|
| 1 | Confirmation Letter issued by Home Affairs Department
由民政事務處發出的互助委員會證明書正本 | [] |
| 2 | Original of Application for Registration of A Society Form and / or its current list of office-bearers
社團註冊申請表 及 / 或現在的幹事名單正本 | [] |
| 3 | Rules and Regulations of the Mutual Aid Committee (if any)
互助委員會之規則 (如有) | [] |
| 4 | Original of identification document(s) of all senior managing members
所有高級管理成員之身份證明文件正本 | [] |
| 5 | Nationality Proof (e.g. Passport) of all senior managing members (if they are not holders of HK Permanent identity card)
所有高級管理成員之國籍證明(如護照)(如不是持有香港永久性居民身份證) | [] |

- Note :** (a) All senior managing members must be present for the account opening.
(b) Apart from the above-listed documents, we may further request customer to provide more account opening details and documents when necessary.
(c) The residential addresses of all senior managing members should be obtained.

- 注意: (甲) 所有高級管理成員必須親身開立戶口。
(乙) 除上列文件外, 如有需要, 本行會要求客戶提供其他開戶文件。
(丙) 本行須取得所有高級管理成員的住址。

New Account Opening Documentation Checklist - Applicable for School established in Hong Kong

新開賬戶文件 - 適用於在香港成立的學校

- | | | |
|---|--|-----|
| 1 | Original of Certificate of Registration of School issued by Education Bureau
由教育局發出的學校註冊證書正本 | [] |
| 2 | Original of Registration as a School Supervisor / School Manager issued by Education Bureau
由教育局發出的校監 / 校董註冊文件正本 | [] |
| 3 | Original of identification document(s) of all senior managing members
所有高級管理成員之身份證明文件正本 | [] |
| 4 | Nationality Proof (e.g. Passport) of all senior managing members (if they are not holders of HK Permanent identity card)
所有高級管理成員之國籍證明(如護照)(如不是持有香港永久性居民身份證) | [] |
| 5 | If it is registered as a limited company, the documents required are the same as those for a limited company
如以有限公司形式註冊，所需的文件與有限公司的相同 | [] |

- Note :** (a) All senior managing members must be present for the account opening.
(b) Apart from the above-listed documents, we may further request customer to provide more account opening details and documents when necessary.
(c) The residential addresses of all senior managing members should be obtained .

- 注意: (甲) 所有高級管理成員必須親身開立戶口。
(乙) 除上列文件外，如有需要，本行會要求客戶提供其他開戶文件。
(丙) 本行須取得所有高級管理成員的住址。

New Account Opening Documentation Checklist - Applicable for Incorporated Management Committee established in Hong Kong

新開賬戶文件 - 適用於在香港成立的法團校董會

- | | | |
|---|--|-----|
| 1 | Original of Certificate of Incorporation issued by Education Bureau
由教育局發出的法團證明書正本 | [] |
| 2 | Original of Registration as a School Manager issued by Education Bureau
由教育局發出的校董註冊文件正本 | [] |
| 3 | Original of identification document(s) of all senior managing members
所有高級管理成員之身份證明文件正本 | [] |
| 4 | Nationality Proof (e.g. Passport) of all senior managing members (if they are not holders of HK Permanent identity card)
所有高級管理成員之國籍證明(如護照)(如不是持有香港永久性居民身份證) | [] |
| 5 | Current list of school manager of the incorporated management committee on Education Bureau website
上載於教育局網頁之法團校董會成員名單 | [] |

Note : (a) All senior managing members must be present for the account opening.
(b) Apart from the above-listed documents, we may further request customer to provide more account opening details and documents when necessary.
(c) The residential addresses of all senior managing members should be obtained .

注意： (甲) 所有高級管理成員必須親身開立戶口。
(乙) 除上列文件外，如有需要，本行會要求客戶提供其他開戶文件。
(丙) 本行須取得所有高級管理成員的住址。

New Account Opening Documentation Checklist - Applicable for Scout Group established in Hong Kong

新開賬戶文件 - 適用於在香港成立的童軍旅團

- | | | |
|---|--|-----|
| 1 | Original of Certificate of Registration issued by Scout Association of Hong Kong
由香港童軍總會發出的註冊證書正本 | [] |
| 2 | Confirmation letter issued by regional Scout Association of Hong Kong
由相關區域童軍總會所發出之證明信 | [] |
| 3 | Original of identification document(s) of all senior managing members
所有高級管理成員之身份證明文件正本 | [] |
| 4 | Nationality Proof (e.g. Passport) of all senior managing members (if they are not holders of HK Permanent identity card)
所有高級管理成員之國籍證明(如護照)(如不是持有香港永久性居民身份證) | [] |

- Note :** (a) All senior managing members must be present for the account opening.
(b) Apart from the above-listed documents, we may further request customer to provide more account opening details and documents when necessary.
(c) The residential addresses of all senior managing members should be obtained .

- 注意: (甲) 所有高級管理成員必須親身開立戶口。
(乙) 除上列文件外，如有需要，本行會要求客戶提供其他開戶文件。
(丙) 本行須取得所有高級管理成員的住址。