

Application Documentation Checklist for Accounts and Services 賬戶開立之文件清單

A. For applicants being listed companies or regulated financial institutions 申請人爲上市公司/受規管金融機構

1. Completed and signed Account Opening Form. 完成並簽署的開戶表格	<input type="checkbox"/>
2. Applicable declaration form and/or IRS W form to establish your tax status under FATCA; for documents and more information about FATCA, please refer to the website of the Internal Revenue Service of the United States: www.irs.gov/FATCA 適用的聲明表及/或IRS W 表格，以確定貴公司在外國賬戶稅務合規法案(FATCA)下的稅務身分；如需文件樣本或詳情，請登入美國國家稅務局網頁www.irs.gov/FATCA	<input type="checkbox"/>
3. Completed applicable self-certification form to establish your tax status under CRS; for more information about CRS, please refer to the Hong Kong Inland Revenue Department website at http://www.ird.gov.hk/eng/tax/dta_aeoi.htm 適用的自我證明表格，以確定貴公司在共同匯報標準(CRS)下的稅務身分；如需詳情，請登入香港稅務局網頁 http://www.ird.gov.hk/chi/tax/dta_aeoi.htm (For joint or multiple account holders, complete a separate form for each entity account holder.) (對於聯名賬戶或多人聯名賬戶，每名實體賬戶持有人須分別填寫一份表格)	<input type="checkbox"/>
4. Certified extract of board resolutions to open an account and confer authority on those who will operate the account. 董事會決議賬戶開立和授權有關人士處理賬戶的決議案之摘錄核證本	<input type="checkbox"/>
5. Proof that the applicant is a listed company / regulated financial institution. 證明申請人爲上市公司/受規管金融機構的文件	<input type="checkbox"/>
6. (<i>Applicable to limited companies incorporated in Hong Kong / limited companies incorporated overseas and registered in Hong Kong as Non-Hong Kong Companies</i>) Certificate of Incorporation or Certificate of Registration of Non-Hong Kong Company (under Part 16 of the Companies Ordinance) (as the case may be) and any Certificate of Change of Name. (適用於在香港成立的有限公司/在香港以外成立且在香港註冊爲非香港公司的有限公司)公司註冊證明書或根據《公司條例》第16部註冊之非香港公司註冊證明書(視情況而定)和任何更改名稱證明書	<input type="checkbox"/>
7. (<i>Applicable to limited companies incorporated overseas and not registered in Hong Kong as Non-Hong Kong Companies</i>) Certificate of Incorporation (or comparable document) and any Certificate of Change of Name (or comparable document). (適用於在香港以外成立且未在香港註冊爲非香港公司的有限公司)公司註冊證明書(或類似文件)和任何更改名稱證明書(或類似文件)	<input type="checkbox"/>
8. Memorandum (if applicable) and Articles of Association (or comparable document). 公司組織章程大綱(如適用)及細則(或類似文件)	<input type="checkbox"/>
9. (<i>Applicable to limited companies incorporated in Hong Kong / limited companies incorporated overseas with business establishment in Hong Kong</i>) Valid Business Registration Certificate. (適用於在香港成立的有限公司/在香港以外成立並於香港設有商業辦事處的有限公司)有效的商業登記證	<input type="checkbox"/>
10. (<i>Applicable to limited companies incorporated overseas without business establishment in Hong Kong</i>) Business Licence (or comparable document). (適用於在香港以外成立且未於香港設有商業辦事處的有限公司)營業執照(或類似文件)	<input type="checkbox"/>
11. Copies of Hong Kong Permanent Resident Identity Cards/ passports or PRC Resident Identification card/passports/Exit-Entry Permit for Travelling to and from Hong Kong and Macao (as the case may be) of all authorised signatories; or a signatory list (or equivalent document) recording the names, ID type and number of the authorised signatories whose identities and authority to act have been confirmed by a department or person within the applicant which is independent to the persons whose identities are being verified (e.g. compliance, audit or human resources).所有獲授權簽署人員的香港永久性居民身份證/護照或中國居民身分證/護照/港澳通行證之複印件(視情況而定)；或載有獲授權簽署人員姓名、身分證明文件類別和號碼的簽署人員清單(或等效文件)，而有關該等獲授權簽署人員的身分和行事權限已由申請人內部有資格的獨立部門或人士確認，如合規、審計或人力資源部門)	<input type="checkbox"/>
12. Results of duly conducted company search(es) at the Companies Registry. (Upon request of the Bank) 申請人在公司註冊處的檢索結果(根據銀行的要求)	<input type="checkbox"/>
13. Results of winding-up search(es) of the applicant (Upon request of the Bank) 對申請人清算記錄的檢索結果(根據銀行的要求)	<input type="checkbox"/>
14. Bank Reference (Upon request of the Bank) 銀行介紹信(根據銀行的要求)	<input type="checkbox"/>
15. Address proof of registered, business and/or correspondence address (Upon request of the Bank). 登記地址，營商地址及/或通訊地址的地址證明(根據銀行的要求)	<input type="checkbox"/>

B For incorporated applicants, which are limited companies, other than listed companies and regulated financial institutions
申請人為除上市公司/受規管金融機構以外的有限公司

1. Completed and signed Account Opening Form. 完成並簽署的開戶表格	<input type="checkbox"/>
2. Applicable declaration form and/or IRS W form to establish your tax status under FATCA; for documents and more information about FATCA, please refer to the website of the Internal Revenue Service of the United States: www.irs.gov/FATCA 適用的聲明表及/或IRS W 表格，以確定貴公司在外國賬戶稅務合規法案(FATCA)下的稅務身分；如需文件樣本或詳情，請登入美國國家稅務局網頁www.irs.gov/FATCA	<input type="checkbox"/>
3. Completed applicable self-certification form to establish your tax status under CRS; for more information about CRS, please refer to the Hong Kong Inland Revenue Department website at http://www.ird.gov.hk/eng/tax/dta_aeoi.htm 適用的自我證明表格，以確定貴公司在共同匯報標準(CRS)下的稅務身分；如需詳情，請登入香港稅務局網頁 http://www.ird.gov.hk/chi/tax/dta_aeoi.htm . (For joint or multiple account holders, complete a separate form for each entity account holder. (對於聯名賬戶或多人聯名賬戶，每名實體賬戶持有人須分別填寫一份表格)	<input type="checkbox"/>
4. Certified extract of board resolutions to open an account and confer authority on those who will operate such account. 董事會決議賬戶開立和授權有關人士處理賬戶的決議案之摘錄核證本	<input type="checkbox"/>
5. (Applicable to limited companies incorporated in Hong Kong / limited companies incorporated overseas and registered in Hong Kong as Non-Hong Kong Companies) Certificate of Incorporation or Certificate of Registration of Non-Hong Kong Company (under Part 16 of the Companies Ordinance) (as the case may be) and any Certificate of Change of Name. (適用於在香港成立的有限公司/在香港以外成立且在香港註冊為非香港公司的有限公司)公司註冊證明書或根據《公司條例》第16部註冊之非香港公司註冊證明書(視情況而定)和任何更改名稱證明書	<input type="checkbox"/>
6. (Applicable to limited companies incorporated overseas and not registered in Hong Kong as Non-Hong Kong Companies) Certificate of Incorporation (or comparable document) and any Certificate of Change of Name (or comparable document). (適用於在香港以外成立且未在香港註冊為非香港公司的有限公司)公司註冊證明書(或類似文件)和任何更改名稱證明書(或類似文件)	<input type="checkbox"/>
7. Memorandum (if applicable) and Articles of Association (or comparable document). 公司組織章程大綱(如適用)及細則(或類似文件)	<input type="checkbox"/>
8. (Applicable to limited companies incorporated in Hong Kong / limited companies incorporated overseas with business establishment in Hong Kong) Valid Business Registration Certificate. (適用於在香港成立的有限公司/在香港以外成立並於香港設有商業辦事處的有限公司)有效的商業登記證	<input type="checkbox"/>
9. (Applicable to limited companies incorporated overseas without business establishment in Hong Kong) Business Licence (or comparable document). (適用於在香港以外成立且未於香港設有商業辦事處的有限公司)營業執照(或類似文件)	<input type="checkbox"/>
10. (Upon request of the Bank) (for companies with multiple layers of ownership structure) Corporate organisation chart of the applicant which shows the percentage shareholdings owned by each intermediate company up to the Ultimate Beneficial Owner(s) of the applicant duly declared by a director and/or shareholder of the applicant as true and correct. Such corporate organisation chart shall include the following information on each intermediate layer: (a) company name; (b) place of incorporation; (c) ownership percentage; (d) Ultimate Beneficial Owners of the applicant; and (e) the rationale behind the particular structure employed. (根據銀行的要求)申請人的公司擁有權架構圖以反映該架構中的每一中間公司擁有股權比例和申請人的最終實益擁有人(適用於有多個層次的公司)。此文件需由申請人的一名董事和/或股東正式聲明其真實正確。公司擁有權架構圖各中間層須包含如下信息:(a)公司名稱;(b)公司成立地;(c)持股比例;(d)申請人的最終實益擁有人;及(e)所採用的特定結構的原理闡述	<input type="checkbox"/>
11. Identification documents - Copies of Hong Kong Permanent Resident Identity Cards /passports or PRC Resident Identification Card/passports/Exit-Entry Permit for Travelling to and from Hong Kong and Macao of (a) all Ultimate Beneficial Owners of the applicant; (b) at least one director; and (c) all authorised signatories. 身分證明文件:(a)所有申請人的最終實益擁有人;(b)至少一名董事;和(c)所有獲授權簽署人員之身分證明文件-香港永久性居民身份證/護照或中國居民身份證/護照/港澳通行證之複印件。	<input type="checkbox"/>
12. For corporate directors and corporate authorised signatories, the following documents of such corporate directors / corporate authorised signatories are required: 公司董事/公司獲授權簽署人員之如下文件: (a) Certificate of Incorporation or Certificate of Registration of Non-Hong Kong Company (under Part 16 of the Companies Ordinance), if applicable and any Certificate of Change of Name; valid Business Registration Certificate; Memorandum (if applicable) and Articles of Association; proof of identity of at least one individual director of each corporate director and all individual authorised signatories of each corporate authorised signatory; and (b) Certified extract of board resolutions which resolve that the authorised signatories are duly authorised to act. (a) 公司註冊證明書或根據《公司條例》第16部註冊之非香港公司註冊證明書(如適用),及任何更改名稱	<input type="checkbox"/>

<p>的證明文件；有效的商業登記證；公司組織章程大綱及細則(如適用)；每家公司董事和公司獲授權簽署人員，提供至少一名個人董事及所有個人獲授權簽署人員的身分證明文件；及 (b) 董事會決議正式授權獲授權簽署人員行事的決議案之摘錄核證本)</p>	
<p>13. Address proof of registered, business and/or correspondence address (Upon request of the Bank). 登記地址，營商地址及/或通訊地址的地址證明(根據銀行的要求)</p>	<input type="checkbox"/>
<p>14. (Applicable to limited companies incorporated in Hong Kong / limited companies incorporate overseas and registered in Hong Kong as Non-Hong Kong Companies) Results of duly conducted company search(es) at the Companies Registry. (Upon request of the Bank) (適用於在香港成立的有限公司/在香港以外成立並於香港設有商業辦事處的有限公司)申請人在公司註冊處的檢索結果(根據銀行的要求)</p>	<input type="checkbox"/>
<p>15. Updated register of directors 更新的董事名冊</p>	<input type="checkbox"/>
<p>16. Updated register of shareholders 更新的股東名冊</p>	<input type="checkbox"/>
<p>17. Results of winding-up search(es) of the applicant (Upon request of the Bank) 對申請人清算記錄的檢索結果(根據銀行的要求)</p>	<input type="checkbox"/>
<p>18. Bank Reference (if applicable). 銀行介紹信(如適用)</p>	<input type="checkbox"/>

C. For applicants being partnerships, sole proprietors, or other unincorporated bodies

申請人為合夥經營商號/獨資經營商號/其他非法人團體

<p>1. Completed and signed Account Opening Form. 完成及簽署開戶表格</p>	<input type="checkbox"/>
<p>2. Applicable declaration form and/or IRS W form to establish your tax status under FATCA; for documents and more information about FATCA, please refer to the website of the Internal Revenue Service of the United States: www.irs.gov/FATCA 適用的聲明表及/或IRS W表格，以確定貴公司在外國賬戶稅務合規法案(FATCA)下的稅務身分；如需文件樣本或詳情，請登入美國國家稅務局網頁www.irs.gov/FATCA</p>	<input type="checkbox"/>
<p>3. Completed applicable self-certification form to establish your tax status under CRS; for more information about CRS, please refer to the Hong Kong Inland Revenue Department website at http://www.ird.gov.hk/eng/tax/dta_aeoi.htm. 適用的自我證明表格，以確定貴公司在共同匯報標準(CRS)下的稅務身分；如需詳情，請登入香港稅務局網頁http://www.ird.gov.hk/chi/tax/dta_aeoi.htm. (For joint or multiple account holders, complete a separate form for each entity account holder.) (對於聯名賬戶或多人聯名賬戶，每名實體賬戶持有人須分別填寫一份表格。)</p>	<input type="checkbox"/>
<p>4. Mandate to open an account and confer authority on those who will operate the account. 開立賬戶的委託書，且授權其代為操作賬戶</p>	<input type="checkbox"/>
<p>5. Constitutional document(s) such as partnership deed / agreement (applicable to partnership), articles of association or by-laws (applicable to society / association). 章程性文件，如合夥契約/協議(適用於合夥經營商號)、社團章程或章程(適用於社團/會社)</p>	<input type="checkbox"/>
<p>6. Business Registration Certificate (applicable to partnership and sole proprietors established in Hong Kong). 商業登記證(適用於在香港成立的合夥經營商號及獨資經營商號)</p>	<input type="checkbox"/>
<p>7. Business licence (or comparable documents) (applicable to partnership and sole proprietors established overseas) 營業執照(或類似文件)(適用於在香港以外成立的合夥經營商號及獨資經營商號)</p>	<input type="checkbox"/>
<p>8. (Applicable to any partner who is entitled to or controls, directly or indirectly, more than 25% share of the capital, profits or voting rights in a partnership and is a company incorporated in Hong Kong / a company incorporated overseas and registered in Hong Kong as a Non-Hong Kong Company) Certificate of Incorporation or Certificate of Registration of Non-Hong Kong Company (under Part 16 of the Companies Ordinance) (as the case may be) and any Certificate of Change of Name. (適用於合夥經營商號中的合夥人，如該合夥人直接或間接地有權攤分或控制該合夥經營商號的資本、利潤或投票權的25%以上且為在香港成立的公司/在香港以外成立且在香港註冊為非香港公司的公司)公司註冊證明書或根據《公司條例》第16部註冊之非香港公司註冊證明書(視情況而定)和任何更改名稱證明書</p>	<input type="checkbox"/>
<p>9. (Applicable to any partner who is entitled to or controls, directly or indirectly, more than 25% share of the capital, profits or voting rights in a partnership and is a company incorporated overseas and not registered in Hong Kong as a Non-Hong Kong Company) Certificate of Incorporation (or comparable document) any Certificate of Change of Name (or comparable document). (適用於合夥經營商號中的合夥人，如該合夥人直接或間接地有權攤分或控制該合夥經營商號的資本、利潤或投票權的25%以上且為在香港以外成立且未在香港註冊為非香港公司的公司)公司註冊證明書(或類似文件)和任何更改名稱證明書(或類似文件)</p>	<input type="checkbox"/>

<p>10. (Applicable to any partner who is entitled to or controls, directly or indirectly, more than 25% share of the capital, profits or voting rights in a partnership and is a company) Memorandum (if applicable) and Articles of Association. (適用於合夥經營商號中的合夥人，如該合夥人直接或間接地有權攤分或控制該合夥經營商號的資本、利潤或投票權的25%以上且為公司) 公司組織章程大綱(如適用)及細則</p>	<input type="checkbox"/>
<p>11. (Upon request of the Bank) (applicable to any partner who is entitled to or controls, directly or indirectly, more than 25% share of the capital, profits or voting rights in a partnership and is a company with multiple layers of ownership structure) Corporate organisation chart which shows the percentage shareholdings owned by each intermediate company up to the Ultimate Beneficial Owner(s) duly declared by a director and/or shareholder of the corporate partner as true and correct. Such corporate organisation chart shall include the following information on each intermediate layer: (a) company name; (b) place of incorporation; (c) ownership percentage; (d) Ultimate Beneficial Owners of the applicant; and (e) the rationale behind the particular structure employed. (根據銀行的要求) (適用於合夥經營商號中的合夥人，如該合夥人直接或間接地有權攤分或控制該合夥經營商號的資本、利潤或投票權的25%以上且為有多個層次的公司) 公司擁有權架構圖以反映該架構中的每一中間公司擁有股權比例和最終實益擁有人。此文件需由公司合夥人的一名董事和/或股東正式聲明其真實正確。公司擁有權架構圖各中間層須包含如下信息：(a)公司名稱；(b)公司成立地；(c)持股比例；(d)申請人的最終實益擁有人；及(e)所採用的特殊結構的原理闡述。</p>	<input type="checkbox"/>
<p>12. (Applicable to any partner who is entitled to or controls, directly or indirectly, more than 25% share of the capital, profits or voting rights in a partnership and is a company) Updated register of directors (適用於合夥經營商號中的合夥人，如該合夥人直接或間接地有權攤分或控制該合夥經營商號的資本、利潤或投票權的25%以上且為公司) 更新的董事名冊</p>	<input type="checkbox"/>
<p>13. (Applicable to any partner who is entitled to or controls, directly or indirectly, more than 25% share of the capital, profits or voting rights in a partnership and is a company) Updated register of shareholders (適用於合夥經營商號中的合夥人，如該合夥人直接或間接地有權攤分或控制該合夥經營商號的資本、利潤或投票權的25%以上且為公司) 更新的股東名冊</p>	<input type="checkbox"/>
<p>14. (Applicable to any partner who is entitled to or controls, directly or indirectly, more than 25% share of the capital, profits or voting rights in a partnership and is a company) (a) proof of identity of (1) all Ultimate Beneficial Owners of the corporate partner; and (2) all authorised signatories of the corporate partner; and (b) (if the corporate partner is an authorised signatory of the applicant) certified extract of board resolutions which resolve that its authorised signatories are duly authorised to act on behalf of the corporate partner. (適用於合夥經營商號中的合夥人，如該合夥人直接或間接地有權攤分或控制該合夥經營商號的資本、利潤或投票權的25%以上且為公司) (a) 公司合夥人提供以下人士的身分證明文件：(1) 公司合夥人的所有最終實益擁有人；及 (2) 公司合夥人的所有獲授權簽署人員；及 (b) (如該公司合夥人是申請人的授權簽署人員)正式授權其授權簽署人代表該公司合夥人行事的董事決議的摘要核證本)</p>	<input type="checkbox"/>
<p>15. (Applicable to any partner who is entitled to or controls, directly or indirectly, more than 25% share of the capital, profits or voting rights in a partnership and is a company) Address proof of registered, business and/or correspondence address (Upon request of the Bank). (適用於合夥經營商號中的合夥人，如該合夥人直接或間接地有權攤分或控制該合夥經營商號的資本、利潤或投票權的25%以上且為公司) 登記地址，營商地址及/或通訊地址的地址證明(根據銀行的要求)</p>	<input type="checkbox"/>
<p>16. (Applicable to any partner who is entitled to or controls, directly or indirectly, more than 25% share of the capital, profits or voting rights in a partnership and is a company incorporated in Hong Kong /a company incorporate overseas and registered in Hong Kong as Non-Hong Kong Company) Results of duly conducted company search(es) at the Companies Registry. (Upon request of the Bank) (適用於合夥經營商號中的合夥人，如該合夥人直接或間接地有權攤分或控制該合夥經營商號的資本、利潤或投票權的25%以上且為在香港成立的公司/在香港以外成立並於香港設有商業辦事處的公司) 申請人在公司註冊處的檢索結果(根據銀行的要求)</p>	<input type="checkbox"/>
<p>17. (Applicable to any partner who is entitled to or controls, directly or indirectly, more than 25% share of the capital, profits or voting rights in a partnership and is a company incorporated outside Hong Kong) Other documents as prescribed under “For PRC state-owned enterprises”; or Other documents as prescribed under “For offshore companies” (適用於合夥經營商號中的合夥人，如該合夥人直接或間接地有權攤分或控制該合夥經營商號的資本、利潤或投票權的25%以上且為在香港以外成立的公司) 「申請人為中國國有企業」項下的其他指定文件，或 「申請人為海外公司」項下的其他指定文件</p>	<input type="checkbox"/>
<p>18. Certificate of Registration of a Society obtainable at the Licensing Office of Hong Kong Police (applicable to society / association) 警務處牌照課發出的社團註冊證明(適用於社團/會社)</p>	<input type="checkbox"/>
<p>19. Application for registration of a society / by a society for exemption from registration and/or its current list of office-bearers (applicable to society / association) 社團註冊申請書/豁免註冊申請書及/或現任幹事名單(適用於社團/會社)</p>	<input type="checkbox"/>

20. Certificate of exemption from registration, if applicable (<i>applicable to society / association</i>) 社團豁免註冊證明書，如適用(適用於社團/會社)	<input type="checkbox"/>
21. Application for changes of particulars of registered and exempted societies, if applicable 註冊社團及豁免註冊社團更改資料申請表，如適用	<input type="checkbox"/>
22. Identification documents - copies of Hong Kong Permanent Resident Identity Cards or passports for Hong Kong Permanent Identity Card holder or copies of a valid passport or other form of travel document for non-Hong Kong Permanent Resident Identity Card Holder of (a) the sole proprietor (<i>applicable to sole proprietors</i>), (b) each individual partner who is entitled to or controls, directly or indirectly, more than 25% share of the capital, profits or voting rights (<i>applicable to partnership</i>); (c) all office-bearers (<i>applicable to society / association</i>); (d) all Ultimate Beneficial Owners of the applicant; and (e) all authorised signatories of the applicant. 身分證明文件 - (a) 獨資經營者(適用於獨資經營商號); (b) 每位直接或間接地有權攤分或控制該合夥經營商號的資本、利潤或投票權的25%以上的個人合夥人(適用於合夥經營商號); (c) 所有幹事(適用於社團/會社); (d) 所有申請人的最終實益擁有人; 及 (e) 所有申請人的獲授權人士之香港永久性居民身份證 / 護照複印件(適用於香港永久性居民)或有效護照副本或其他形式的旅行證件複印件(適用於非香港永久性居民)。	<input type="checkbox"/>
23. Registration documents identifying all partners (or comparable documents) (<i>applicable to partnership</i>) 列明全體合夥人的註冊文件(或類似文件)(適用於合夥經營商號)	<input type="checkbox"/>
24. Document of membership of a relevant professional or trade association, if applicable (<i>applicable to society / association</i>) 相關專業或行業協會會員身分的證明，如適用(適用於社團/會社)	<input type="checkbox"/>
25. Address proof of registered, business and/or correspondence address (Upon request of the Bank). 登記地址，營商地址及或通訊地址的地址證明(根據銀行的要求)	<input type="checkbox"/>
26. Bank Reference (if applicable). 銀行介紹信(如適用)。	<input type="checkbox"/>

In addition to the above, the below applicant(s) has/have to provide the following documents
以上文件除外,以下申請人還需要提供的文件

For PRC state-owned enterprises

申請人為中國國有企業

1. Business License issued by the State Administration for Industry and Commerce 國家工商管理行政管理局頒發的營業執照	<input type="checkbox"/>
2. Enterprise Code Certificate issued by the State Bureau for Technology Supervision 國家技術監督局頒發的企業組織機構代碼證	<input type="checkbox"/>
3. State and Local Tax Registration Certificate 國稅及地稅稅務登記證	<input type="checkbox"/>
4. Overseas Account Opening Registration Certificate under capital item from the State Administration for Foreign Exchange (if applicable) 國家外匯管理局簽發的境外賬戶批文(如適用)	<input type="checkbox"/>

For Limited Partnership

申請人為有限責任合夥經營商號

1. Constitutional document(s) such as partnership deed / agreement constituting the limited partnership and evidencing the appointment of any general partner as a general partner. 有限責任合夥經營商號及委任普通合夥人為普通合夥人的章程性文件，如合夥契約/協議	<input type="checkbox"/>
2. A Certificate of Registration of the limited partnership issued by the Companies Registry of Hong Kong (or comparable document) 由香港公司註冊處發出有關有限責任合夥經營商號的註冊證明書(或類似文件)	<input type="checkbox"/>
3. A Certificate of Registration of the statement of change in the limited partnership issued by the Companies Registry of Hong Kong (if any) (or comparable document) 由香港公司註冊處發出有關有限責任合夥經營商號更改事項報表的註冊證明書(如有)(或類似文件)	<input type="checkbox"/>
4. Identification documents - copies of Hong Kong Permanent Resident Identity Cards or passports for Hong Kong Permanent Resident Identity Card holder or copies of a valid passport or other form of travel document for non-Hong Kong Permanent Resident Identity Card Holder of (a) at least one of the individual general partner(s), if any, of the applicant; (b) all Ultimate Beneficial Owners of the applicant; and (c) all authorised signatories of the applicant 身分證明文件 - (a) 至少一名申請人的個人普通合夥人(如有); (b) 所有申請人的最終實益擁有人; 及 (c) 所有申請人的獲授權人士之香港永久性居民身份證 / 護照複印件(適用於香港永久性居民)或有效護照副本或其他形式的旅行證件複印件(適用於非香港永久性居民)	<input type="checkbox"/>
5. (<i>Applicable to any general partner who is a company</i>) certified extract of board resolutions which resolve that its authorised signatories are duly authorised to act on behalf of the corporate general partner (如該普通合夥人是公司)正式授權其授權簽署人員代表該公司普通合夥人行為的董事決議的摘要核證本)	<input type="checkbox"/>

For offshore companies

申請人為海外公司

1. Updated register of directors 更新的董事名冊	<input type="checkbox"/>
2. Updated register of shareholders 更新的股東名冊	<input type="checkbox"/>
3. Written self-declaration (if applicable) 書面聲明 (如適用)	<input type="checkbox"/>
4. Comprehensive customer profile information (if applicable) 客戶綜合檔案資料 (如適用)	<input type="checkbox"/>
5. A company search enquiry of the registry in the place of incorporation and obtain a company report (issued within last 6 months); a certificate of incumbency or equivalent (issued within last 6 months) issued by the company's registered agent / registered company service provider in the place of incorporation. 公司註冊地的類似公司調查函和公司報告 (最近6個月內發出的) ; 註冊地的註冊代理商/公司註冊服務供應商發出的公司資料證明書或類似文件 (最近6個月內發出的)	<input type="checkbox"/>
6. For companies incorporated in countries where company search or Certificate of Incumbency is not available in that jurisdiction, a similar or comparable document to a company search report or a Certificate of Incumbency certified by a professional third party in the relevant jurisdiction verifying the information contained in the said document is correct and accurate. Certificate of Good Standing and/or legal opinion issued by legal practitioner will also be required. 就在公司調查函或職權證明書無法提供的國家成立的公司, 公司調查報告的相同或類似文件, 或經由司法相關專業第三方確認其信息準確性的公司資料證明。在此情況下, 則還需提交公司存續證書和/或由法律執業者出具的法律意見書。	<input type="checkbox"/>

For trusts / nominee accounts

申請人為信託/代理人賬戶

1. Mandate to open an account and confer authority on those who will operate it. 開立賬戶的委託書, 且授權其代為操作	<input type="checkbox"/>
2. Trust deed(s) / declaration(s) of trust setting out details of the trustee(s), settlor(s) / grantor(s), beneficiary(ies) and protector(s), or declaration(s) from the trustee(s) or other contractual party(ies) to confirm the link or relationship with the settlor(s) / grantor(s) (as applicable). 列示受託人、財產授予人/資產提供者, 受益人和保護人的信託契據/聲明, 或受託人或其他合約方的聲明, 以確認其與財產授予人/資產提供者之間的關聯或關係 (如適用)	<input type="checkbox"/>
3. (If documents set out in item 2 above is not available) written confirmation from a trustee acting in a professional capacity, or written confirmation from a lawyer who has reviewed the relevant instrument with the following details: (a) full name of the trust; (b) date of establishment/settlement; (c) identification number or equivalent (e.g. registration number, tax identification number); and (d) country of incorporation of the trustee (if trustee is a corporation); and (e) jurisdiction whose laws govern the arrangement, as set out in the trust instrument. (如不能獲得上述第2項所列文件)以專業身分行事的受託人之書面確認、或經律師審閱的有關信託契約之書面確認以確認以下細節: (a) 信託名稱; (b) 成立/結算日期; (c) 識別號碼或等同號 (例如登記號碼、報稅識別號碼); (d) 受託人成立的國家 (如受託人為法團); 及 (e) 信託文書所載的司法管轄區, 有關安排受該司法管轄區的法律監管	<input type="checkbox"/>
4. Documents required from trustee(s), settlor(s), protector(s), enforcer(s), known as beneficiaries and beneficial owners in relation to a trust: 由受託人、財產授予人、保護人、執行人 (被稱為信託的受益人及實益擁有人) 所提供的文件: (a) individual: copies of Hong Kong Permanent Resident Identity Cards or passports for Hong Kong Permanent Identity Card holder or copies of a valid passport or other form of travel document for non-Hong Kong Permanent Resident Identity Card Holder 個人: 香港永久性居民身份證或香港永久性居民持有者護照之副本或非香港永久性居民身份證持有人的有效護照或其他形式的旅行證件之副本 (b) corporate trustee established in Hong Kong: company search report issued within 6 months from the date of account application and company registration document showing the full name, date and place of incorporation/registration/formation and registered office address 於香港成立的公司信託: 戶口申請前6個月內發出的公司查冊文件, 及顯示名稱、成立/註冊/組成日期及地方、及註冊公司地址的公司註冊文件 (c) corporate trustee established overseas: company search report / certificate of incumbency / comparable documents issued within 6 months from the date of account application and company registration document showing the full name, date and country of incorporation/registration/formation, registered office address 於海外成立的公司信託: 戶口申請前6個月內發出的公司查冊文件/公司資料證明書/相關文件, 及顯示名稱、成立/註冊/組成日期及地方、及註冊公司地址的公司註冊文件	<input type="checkbox"/>

<p>5. Identification documents – Copies of Hong Kong Permanent Resident Identity Cards or passports of (a) all ultimate beneficiaries of the trust (including a broad description of the beneficiaries given by the trustees, other than the person(s) set out in item 4 above), (b) all persons exercising effective control over the trust / trustee(s) / protector(s) / settlor(s) / grantor(s) / nominee(s), other than the person(s) set out in item 4 above, and (c) all authorised signatories. (Note: If the trustee / nominee is a legal entity, the documentation requirements for corporation / unincorporated business should be followed.)</p> <p>身分證明文件-以下人員的香港永久居民身份證或護照的複印件：(a)所有信託最終受益人（包含受託人對受益人的概括描述，上述第4段中列出的人士除外）；(b)所有就信託行使有效管控的人士/受託人/保護人/財產授予人/資產提供者/代名人（上述第4段中列出的人士除外）；及(c)所有獲授權簽署人士。（註：如果受託人/代名人為法律實體，則需遵守公司/非公司業務要求的文件）</p>	<input type="checkbox"/>
<p>6. Bank Reference (if applicable) 銀行推薦信(如適用)</p>	<input type="checkbox"/>

Important Note and Disclaimer 重要提示及聲明

- If registration documents do not contain the English name of an applicant (including director/shareholder/legal representative and other connected parties), declaration made by the applicant to confirm the English name will be required. Chinese translated to English should refer to Hanyu pinyin.
如果註冊文件中未包含申請人的英文名稱（包括董事/股東/法人代表及其他關聯方），申請人需提交聲明以確認其相關成員英文名稱（可參照漢語拼音將中文翻譯成英文）。
- The mentioned copies should be certified as true copies of the originals by a suitable certifier (e.g. solicitor, certified public accountant, director and officer / manager of regulated financial institutions incorporated in the Financial Action Task Force countries or by staff member of the Bank).
本文涉及文件必須經由本行接受之適合的證明人(如特別組織成員國或地區下的律師、執業會計師或，註冊的金融機構的董事/高級職員/經理，或本行職員)簽證有關文件的副本為該正本的完整及真確副本。
- This checklist is for reference only. Apart from the documents listed above, the Bank may further request the applicant to provide more account opening details and documents (including an opinion from lawyers qualified to practise law in the jurisdiction of the applicant’s place of incorporation approved by the Bank) where the Bank considers it necessary or desirable.
本文件清單只供參考。除以上所列之文件外，如本行認為有需要或合適時，本行可要求申請人提供進一步開戶資料及文件(包括由本行核准之申請人註冊當地之執業律師出具之意見書)。
- “**Ultimate Beneficial Owner**” has the same meaning as defined in Part D (*Details of Connected Parties*) of this Account Opening Form.
“最終實益擁有人”與開戶表格第D段 (*有關人士資料*) 中的定義具有相同含義。
- The address proof shall be issued within the last 3 months and may be of any bank statement, utility bill (e.g. water, electricity or gas bills), or telephone statement. A post office box is not acceptable as address proof.
地址證明須為三個月之銀行月結單、公共服務賬單（如水、電或煤氣賬單）或電話月結單。郵政信箱地址不可作為地址證明。