

## Document Checklist for Corporate Account Opening

### Locally Incorporated Company

| Rationale for the Document Requested   | Document Required  | Limited Company      | Sole Proprietorship  | Partnership          | Unincorporated Body# |
|--|--|----------------------|----------------------|----------------------|----------------------|
| To verify the identification information   | Certificate of incorporation and subsequent certificate of change of name  | V                    |                      |                      |                      |
|  | Official or registration documents identifying unincorporated body   |                      |                      |                      | V                    |
|  | Evidence of the company's membership of a relevant professional or trade association OR Partnership deed   |                      |                      | V                    | V                    |
|  | Valid business registration certificate  | V<br>(if applicable) | V<br>(if applicable) | V<br>(if applicable) | V<br>(if applicable) |
| To verify the legal existence and place of incorporation and identify director and beneficial owner*                     | Company search report issued within the last 6 months  | V                    |                      |                      |                      |
|  | Business registration search report issued within the last 6 months  |                      | V                    | V                    | V<br>(if applicable) |
|  | Constitutional documents OR Evidence on an entry in an appropriate national register OR certificate of registration of the organisation  |                      |                      |                      | V                    |
| To identify the beneficial owner(s)*   | Ownership chart showing the company name, the country of incorporation and ownership/voting % of each shareholder of the intermediate layer in the ownership structure up to the ultimate beneficial owners* of the company certified by suitable certifier (marked with "Accurate and Correct") or director | V                    |                      |                      |                      |
| To verify the person's authority to act on behalf of the customer  | Board resolution or similar written authority that evidences the person's authority to act on behalf of the customer and/or a mandate authorizing the opening of account and conferring authority on those who will operate  | V                    | V                    | V                    | V                    |
|  | Articles of association which evidences the powers that regulate and bind the company  | V                    |                      |                      |                      |
| To verify the sole proprietor, beneficial owner(s)*, director(s) and person purporting to act on behalf of the customer: | The following documents from <b>beneficial owner(s)*, directors (if applicable)</b> and <b>person purporting to act on behalf of the customer</b> :  |                      |                      |                      |                      |
|  | Identification document  | V                    | V                    | V                    | V                    |
| To verify the business operation and account opening purpose   | Business proof (e.g. business plan, invoice, contract, audited report, tax record, business address proof, etc)  | V                    | V                    | V                    | V                    |

# including but not limited to Owner's Corporation

^ applicable only if the person is a non-HK permanent resident

**Note**

(a) The above is the list of basic documents of account opening. The Bank may request you to provide further account opening information and documents when necessary.

(b) If any original document requested is not presented, please provide copies of documents that have been certified by a suitable certifier.

Subtable certifier may include:

(i) Hong Kong financial institution;

(ii) Hong Kong legal professional;

(iii) Hong Kong Certified Public Accountants;

(vi) members of the Hong Kong Institute of Chartered Secretaries;

(v) a member of the judiciary in an equivalent jurisdiction;

(vi) an officer of an embassy, consulate or high commission of the country of issue of documentary verification of identity;

(vii) a Justice of the Peace;

The certifier must sign and date the copy document (printing his/her name clearly in capitals underneath) and clearly indicate his/her position or capacity on it. The certifier must state that it is a true copy.

**\*Definition of Beneficial Owner**

I. In relation to a corporation, means:

(i) an individual who – (a) owns or controls, directly or indirectly, including through a trust or bearer share holding, more than 25% of the issued share capital of the corporation; (b) is, directly or indirectly, entitled to exercise or control the exercise of more than 25% of the voting rights at general meetings of the corporation; or (c) exercises ultimate control over the management of the corporation.

(ii) if the corporation is acting on behalf of another person, means the other person.

II. In relation to a partnership, means:

(i) an individual who – (a) is entitled to or controls, directly or indirectly, a more than 25% share of the capital or profits of the partnership; (b) is, directly or indirectly, entitled to exercise or control the exercise of more than 25% of the voting rights in the partnership; or (c) exercises ultimate control over the management of the partnership.

(ii) if the partnership is acting on behalf of another person, means the other person.

III. In relation to an unincorporated body other than a partnership, means"

i) an individual who ultimately owns or controls the unincorporated body; or

(ii) if the unincorporated body is acting on behalf of another person, means the other person.

IV. In relation to a trust, means:

(i) an individual who is entitled to a vested interest in more than 25% of the capital of the trust property, whether the interest is in possession or in remainder or reversion and whether it is defeasible not;

(ii) the settlor of the trust;

(iii) a protector or enforcer of the trust; or

(iv) an individual who has ultimate control over the trust.

**Please note that the above information is for your reference only. You may be asked to provide supplement documents if necessary. If you are not able to provide such documents or information, your application may be delayed or not accepted. The bank has discretion in deciding whether to approve the account application. If you have any questions about our account opening procedures, please call our customer services hotline at (852)23095555 or visit any of our branches for enquiries.**