

Documents Checklist for Account Opening – Owners Incorporation

No. Documents to be provided by the Client

- | | | |
|----|--|--------------------------|
| 1. | Certificate of Registration from Land Registry | <input type="checkbox"/> |
| 2. | Copy of the Application for the Registration of Owners as a Corporation and /or subsequent Notice of change of particulars of office-bearers of its management committee | <input type="checkbox"/> |
| 3. | All Management Committee(s) / *Beneficial Owner(s) and Authorized Signatory(ies)'s Identification Documents and
➤ Nationality Proof (for non-Hong Kong Permanent Identity Card holder, please bring a valid passport or other form of travel document) | <input type="checkbox"/> |
| 4. | All Management Committee(s) / *Beneficial Owner(s) and Authorized Signatory(ies)'s Original Residential address proof with name and issued within 3 months (e.g. bank statement or utility bill) | <input type="checkbox"/> |
| 5. | Certified Extract of Board Resolution (in the form prescribed by the Bank) | <input type="checkbox"/> |
| 6. | Owners Incorporation Signature Chop | <input type="checkbox"/> |
| 7. | Reference Letter
The Referrer must be an existing customer of the bank with the bank account more than 1 year; <u>OR</u> Bank Reference Letter, the letter should include the following details:
➤ Letterhead, full name, telephone, facsimile and address of the referee bank;
➤ Date of issuance (within 6 months);
➤ Clearly state the company name and the Certificate of Incorporation number for the company) or its account number; and
➤ Full name and signature of the referring bank officer. | <input type="checkbox"/> |

Remarks: *Beneficial owner

(i) means: an individual who- (a) owns or controls, directly or indirectly, including through a Trust or bearer share holding, not less than 10% of the issued share capital of the corporation; or (b) is directly or indirectly, entitled to exercise or control the exercise of not less than 10% of the voting rights of the company; or (c) exercise ultimate control over the management of the company; or (ii) if the company is acting on behalf of another person, means the other person

Notes:

- (1) Please also provide copies of the Original documents mentioned above.
- (2) The Bank may request further information and documents (if necessary).
- (3) The Bank reserves the sole and absolute right to decline an account opening application without providing any reason.