

## Documents Checklist for Account Opening – Limited Company Account (Incorporated in Hong Kong)

### No. Documents to be provided by the Client

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|-----|--|--------------------------|
| 1.  | Original Business Registration Certificate   | <input type="checkbox"/> |
| 2.  | Original Certificate of Incorporation  | <input type="checkbox"/> |
| 3.  | All the Directors, Shareholders / *Beneficial Owner(s), Authorized Signatory(ies)'s Identification Documents and<br>➤ 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 the Directors, Shareholders / *Beneficial Owner(s), 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.  | Original Memorandum and Articles of Association / Articles of Association (the bank should keep a copy for record)   | <input type="checkbox"/> |
| 6.  | Business Address Proof [if different from the registered office address] (e.g. bank statement or utility bill)   | <input type="checkbox"/> |
| 7.  | Certified Extract of Board Resolution (in the form prescribed by the Bank)   | <input type="checkbox"/> |
| 8.  | Original Business Proof (e.g. Company leaflet · Contract · Invoice etc.) [if needed]   | <input type="checkbox"/> |
| 9.  | Organization chart certified by director showing the percentage of shareholdings, the country of incorporation and the country of incorporation of each intermediate company and the Beneficial Owner(s) of the company (For Company with multiple layers of ownership)  | <input type="checkbox"/> |
| 10. | Company Signature Chop   | <input type="checkbox"/> |
| 11. | Reference Letter<br>The Referrer must be an existing customer of the bank and holding a bank account for more than 1 year; <u>OR</u> Bank Reference Letter, the letter should include the following details:<br>➤ Letterhead, full name, telephone, facsimile and address of the referee bank;<br>➤ Date of issuance (within 6 months);<br>➤ Clearly state the company name and the Certificate of Incorporation number for the company or its account number; and<br>➤ Full name and signature of the referring bank officer. | <input type="checkbox"/> |

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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

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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.