

11. Where the company has corporate directors as authorized signatories, please provide:

(a) Board minutes resolving to appoint authorized representatives to handle banking business of the account applicant and showing specimen signatures of the authorized representatives.

(b) Copy of Form D1/D2 and SC1 (where the corporate director is HK incorporated) OR Statutory Declaration in front of Notary Public or practicing solicitor stating name of company's directors (ANNEX IV where the corporate director is incorporated outside HK).

REMARKS:

• All copy documents should be certified true by CPA / Notary Public / Solicitor / SCB officer / officer of a bank regulated by FATF countries.

• All signatures appearing on Bank Mandate, Commercial Account Opening form, Signature Cards, Board Minutes and Confirmation Letters should be verified by FATF bank officers. Where you would like us to verify signatures direct with an overseas bank, a handling fee of HKD100 per signature will be charged.

• Monthly fee of HKD200 will be charged if company's monthly average aggregate balance falls below HKD100,000.

• Company search will be conducted at your expense (HKD100 per company).

DOCUMENTS FOR OPENING A LIMITED COMPANY ACCOUNT
(Company incorporated in Hong Kong)



To enable us to serve you efficiently, please note to provide all required documents as listed below. To comply with money laundering prevention guidelines of our regulators, we regret that we cannot open new accounts until all required documents are provided.

- 1. Commercial Account Opening Form.
- 2. Limited Company Account Bank Mandate.
- 3. Signature Card.
- 4. Copy of Business Registration Certificate.
- 5. Copy of Certificate of Incorporation.
- 6. Copy of Memorandum & Articles of Association.
- 7. Copy of Particulars of directorship & company secretary (Form D1/D2), Return of Allotments (SC1) and Annual Return (AR1).
- 8. Statement of anticipated type and volume of transactions (ANNEX I).

If the company is listed in recognized stock exchange, or is subsidiary of a company listed in recognized stock exchange, please skip to 11.

- 9. Letter from a director confirming details of company's principal beneficial owners (ANNEX II).
- 10. Identity proof and address proof of
 - (a) Any 2 directors, including managing director and / or corporate director where applicable.
 - (b) All principal shareholders ($\geq 10\%$ shareholding or voting rights). Not required where the principal shareholder is a corporate entity.
 - (c) All principal beneficial owners ($\geq 10\%$ ownership).
 - (d) All authorized signatories.

See below for acceptable identity and address proof.

	Where the director / principal shareholder / principal beneficial owner / authorised signatory is an individual	Where the director / authorised signatory is a HK corporate	Where the director / authorised signatory is an overseas corporate
Identity proof	Copy of permanent HK ID card or Passport.	Copy of Certificate of Incorporation.	Copy of Certificate of Incorporation.
Address proof	Copy of latest utility bill or bank statement showing the individual's residential address OR Employer's letter confirming the residential address of the relevant individuals in format per Annex III.	Copy of Annual Return AND Copy of Business Registration Certificate where applicable.	Copy of Memorandum & Articles of Association AND Copy of Business Registration Certificate where applicable.
Others	Organization chart provided by the customer to demonstrate the understanding of the organization structure of the chain of companies.	Copy of Memorandum & Articles of Association	