

## Account Opening – List of Document

開戶文件

### 【For Corporate】

#	Document List 文件清單	√
1	Certified True copy of Certificate of Incorporation (公司註冊證書)	
2	Certified True copy of Memorandum and Article of Association(公司大綱及章程副本)	
3	Certified True copy of Business registration certificate (商業登記證副本)—for Hong Kong registered companies 適用於香港註冊公司	
4	Certified True copy of Certificate of Incumbency(在職證明書)—for offshore registered companies 適合於海外註冊公司	
5	Certified True copy of Register of Directors(註冊董事紀錄) —for offshore registered companies 適合於海外註冊公司	
6	Certified True copy of Register of Shareholders(註冊股東紀錄) —for offshore registered companies 適合於海外註冊公司	
7	Certified True copy of ID Copy of Directors and Authorized Signatories, Guarantor and Ultimate Beneficiaries (所有董事、獲授權人、戶口最終受益人及擔保人之身份證、護照副本或公司註冊照副本)	
8	Certified True copy of Residential address proof of Shareholder(s), Guarantor(s) and Ultimate Beneficial Owner(s) within the last 3 months(最近 3 個月內所有董事、獲授權人、戶口最終受益人及擔保人住址證明)	
9	Certified True copy of latest Financial Statements(最新財務報表)	
10	Certified True copy of Bank Reference or Statement (within preceding 3 months) (銀行戶資料或結單(最近 3 個月內))	
11	Certified True copy of Corporate Address Proof (within preceding 3 months)(公司地址證明(最近 3 個月內))	
12	Specimen Signatures, addresses and contact numbers of account signatories and authorized persons(帳戶簽署人及獲授權人簽名式樣)	
13	Details of ownership and structure control of the company, e.g. an ownership chart.(公司的擁有權及控制權結構詳情，例如擁有權架構表)	
14	Original Guarantee Letters(擔保書)(如適用)	

\* Please follow the account opening procedures and complete the corporate account opening form and relevant forms for the new clients