

1 What you need to bring?

| | Proprietorship | Partnership | Limited Company | Offshore company | Association, Societies, Charities, Clubs and Owners Corporation | Trust, Foundations and Nominee |
|---|--|--|---|---|---|---|
| ID Card/Passport | ✓ a. Sole Proprietor b. All Authorised Signatory | ✓ a. All Partners b. Beneficial Owner c. All Authorised Signatory | ✓ a. Directors b. Beneficial Owner c. All Authorised Signatory | ✓ a. Directors b. Beneficial Owner c. All Authorised Signatory | ✓ a. Chairman, Treasurer/ Secretary of the Society, Association, Club and Owners Corporation b. Beneficial Owner c. All Authorised Signatory | ✓ a. All Trustee b. Beneficial Owner c. All Authorised Signatory |
| Address Proof issued within 3 months (showing residential address and permanent address if different) | ✓ a. Sole Proprietor b. All Authorised Signatory | ✓ a. All Partners b. Beneficial Owner c. All Authorised Signatory | ✓ a. Directors b. Beneficial Owner c. All Authorised Signatory | ✓ a. Directors b. Beneficial Owner c. All Authorised Signatory | ✓ a. Chairman, Treasurer/ Secretary of the Society, Association, Club and Owners Corporation b. Beneficial Owner c. All Authorised Signatory | ✓ a. All Trustee b. Beneficial Owner c. All Authorised Signatory |
| Account Mandate | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Valid Business Registration Certificate (BRC) (include Certificate of Registration for Owners Corporation) | ✓ | ✓ | ✓ | ✓* | ✓* | |
| Certificate of Change of Name (if any) | | | ✓ | ✓ | | |
| Partnership Agreement (if any) | | ✓ | | | | |
| Certificate of Incorporation (CI) | | | ✓ | ✓ | ✓* | ✓* |
| Memorandum & Articles of Association (M&A) /Articles of Association and Amending Resolution or Constitution or Trust Deed | | | ✓ | ✓ | ✓ | ✓ |
| Information of Shareholders (e.g. Annual Return, Instrument of Transfer, Bought / Sold notes) | | | ✓ | | | |
| Business Address Proof | | | | ✓ | | |
| Certificate of Incumbency (issued within 6 months) | | | | ✓ | | |
| Certificate of Good Standing | | | | ✓ | | |

*If applicable.

2 What types of identification document are acceptable?

- Valid Hong Kong Permanent Identity Card
- Valid Non-Hong Kong Permanent Identity Card plus valid travel document
- Valid China Identity Card plus a valid Exit-entry Permit for Travelling to and from Hong Kong and Macau
- Valid China travel document
- Valid Macau Permanent Resident Identity Card plus Declaration Form for holders of Macao Special Administrative Region Permanent Resident Identity Card to Hong Kong Special Administrative Region
- Valid Macau Smart Permanent Identity Card
- Valid travel document

3 Who is the “Beneficial owner” in relation to:-

A corporation

- a) an individual who:-
- owns or controls, directly or indirectly, including through a trust or bearer share holding, not less than 25% of the issued share capital of the corporation;
 - is, directly or indirectly, entitled to exercise or control the exercise of not less than 25% of the voting rights at general meetings of the corporation; or
 - exercises ultimate control over the management of the corporation; or
- b) if the corporation is acting on behalf of another person, means the other person.

Charities, Society, Association and Club

- a) where the natural persons that benefit from the organization have yet to be determined, the class of persons in whose main interest the organization or the property is set up or operates; or
- b) the natural person(s) who exercises effective control over 25% or more of the property of the organization.

A trust

- a) an individual who is entitled to a vested interest in not less 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 or not;
- b) the settlor of the trust;
- c) a protector or enforcer of the trust; or
- d) an individual who has ultimate control over the trust.

This checklist is for reference only. The Bank may further request the customer to provide more information and documents for account opening purpose where it considers necessary.