

Documents for Account Opening in Hong Kong - Limited Company (Not Listed on Recognised Stock Exchange) established in Hong Kong

香港開戶文件 - 在香港成立之有限公司(未在認可的證券交易所上市)

Note:

注意:

- 1) Copies of all documents submitted should be **true copies certified** by a certified public accountant / lawyer / banker / notary public in an European Union (EU) or Financial Action Task Force (FATF) member jurisdiction or by a member of the Hong Kong Institute of Chartered Secretaries (HKICS) or by an officer of any HSBC branch. If original documents are not in English or Chinese language, an English translation of the same should also be provided. (Certification format: Certifier's signature and official stamp should be placed on the first page of the copy document and the number of pages should be recorded)
所有提交本行的文件副本必須經在歐洲聯盟或打擊清洗黑錢財務行動特別組織成員國的執業會計師／律師／往來銀行／公證人或香港特許秘書公會會員或任何滙豐分行主管**簽證為真確的副本**。如文件正本乃非英文或中文語言，須另外提交翻譯文本。（簽證格式：簽證人應在文件副本首頁簽署及蓋上正式印章，並註明頁數）
 - 2) At least the number of directors needed to form quorum or *Principal Shareholders / Beneficial Owners [the Private Individual(s)] for companies with Corporate Shareholder must be present for the account opening.
辦理開戶手續時，出席的董事人數須不少於法定開會人數。如有任何股東為一間公司，則*主要股東／實益擁有人(私人個體)必須出席。
 - 3) *All individuals who are ultimately entitled to exercise or control the exercise of 10% or more of the voting rights of the company, either directly or indirectly through their beneficial ownership of an underlying corporate shareholder, should be regarded as Principal Shareholders / Beneficial Owners of the company.
*所有持有(或透過其實益擁有的公司直接或間接地最終持有)或控制 10% 或以上公司投票權的私人個體，均應視為公司的主要股東／實益擁有人。
 - 4) Apart from documents listed below, we may further request you to provide more account opening details and documents when necessary.
除下列文件外，如有需要，本行會要求客戶提供其他開戶資料及文件。
- Copy of Certificate of Incorporation and subsequent certificate of change of name, if any
公司註冊證書及其後的公司更改名稱證書副本，如有
 - Copy of Business Registration Certificate
商業登記證副本
 - Any one of the following:
下列其中一項文件:
 - 1) Copy of Notification of First Secretary and Director (Form D1); copy of all subsequent Notification of Change of Secretary and Director (Appointment / Cessation) (Form D2A), if any; and Director Declaration detailing particulars of the Directors and *Principal Shareholders (Certification Letter from a certified public accountant / lawyer of an EU / FATF member jurisdiction certifying that information contained in the Director Declaration is correct and accurate, is required upon the Bank's request)
首任秘書及董事通知書(表格 D1)的副本；所有其後的秘書及董事更改通知書(委任／離任)(表格 D2A)的副本，如有；及董事、股東證明書詳列各董事和*主要股東的資料（本行或會要求客戶提供在歐洲聯盟或打擊清洗黑錢財務行動特別組織成員國的執業會計師／律師發出的證明信，確認董事、股東證明書的內容屬實）

- 2) Copy of latest Annual Return (Form AR1); copy of all subsequent Notification of Change of Secretary and Director (Appointment/Cessation) (Form D2A), Return of Allotments (Form SC1) and/or instrument of transfer detailing particulars of the current *Principal Shareholders, if any
最近一期的周年申報表(表格 AR1)的副本;所有其後的秘書及董事更改通知書(委任/離任)(表格 D2A)、股份分配申報表(表格 SC1)的副本及/或轉讓文書副本詳列現任*主要股東的資料, 如有
- 1) For company with corporate shareholders - Organisation chart certified by director showing % shareholdings owned by each intermediate company to the ultimate beneficial owners of the company
如股東為一間公司 - 經董事確認的架構圖顯示公司股份由每家中介控股公司擁有的股權份數及其最終實益擁有人
 - 2) If the ultimate beneficial owners of the company is a trust - Trust Deed / Declaration of Trust, with details of trustee(s), settlor(s) and beneficiary(ies) (HSBC template is available upon request); identification proof and residential address proof of trustee(s) and settlor(s)
如最終實益擁有人為信託基金 - 信託契約/信託申報書與其受託人, 財產授予人及受益人的資料(有關文件樣本可向本行索取); 受託人及財產授予人的身份證明及住址證明
 - 3) For company with nominee shareholders - details of ultimate beneficial owner(s)
如公司的股東為代理人的身份 - 最終實益擁有人的資料
- All Directors should provide identification information (Name, ID number and ID type).
所有董事必須提供身份證明資料(姓名, 身份證明文件號碼及身份證明文件種類)。
 - Copy of the following documents from two Directors, all Authorised Signatories and all *Principal Shareholders or *Beneficial Owners of corporate shareholders and other relevant individuals, if any:
由二名董事, 所有授權簽署人和所有*主要股東或股東為一間公司的*實益擁有人及其他有關人士(如有)提供的下列文件副本:
 - 1) Identification Document
身份證明文件
 - 2) Former Name/Alias Proof (if there is a former name/alias)
前用姓名/別名證明(如有前用姓名/別名)
 - 3) Nationality Proof e.g. Passport copies (if the individual is not a Hong Kong Permanent Identity Card holder)
國籍證明, 例如護照副本(如該人士非持有香港永久性居民身份證)
 - 4) Residential Address Proof (e.g. utility bill issued within 6 months, bank statement issued within 6 months by Financial Institutions in EU/FATF countries, valid driving licence, National identity card with address, etc.)
住宅地址證明(例如: 最近六個月的公用事業帳單、在歐洲聯盟或打擊清洗黑錢財務行動特別組織成員國的財務機構發出最近六個月的銀行月結單、有效的駕駛執照、國民身份證連地址等)
 - 5) Permanent Address Proof (if the individual is not a Hong Kong Permanent Identity Card holder and has a permanent address different from residential address)
永久住址證明(如該人士非持有香港永久性居民身份證及擁有永久住址但與住宅地址不同)

- For Directors or Authorised Signatories which are corporate entities, the following copies of documents are to be submitted by these entities:

如董事或授權簽署人爲一間公司，該公司須提交下列文件副本：

- 1) Official document(s) proving incorporation, registration and subsequent change of name if any
法定文件以證明公司的註冊，登記及其後的更改名稱，如有
- 2) Official document(s) listing current directors such as an Annual Return or Director Declaration (sample available upon request; Certification Letter from a certified public accountant / lawyer of an EU / FATF member jurisdiction certifying that information contained in the Director Declaration is correct and accurate, is required upon the Bank's request)
法定文件詳列現任董事的資料如最近一期的周年申報表或董事、股東證明書(有關文件樣本可向本行索取;本行或會要求客戶提供在歐洲聯盟或打擊清洗黑錢財務行動特別組織成員國的執業會計師／律師發出的證明信，確認董事、股東證明書的內容屬實)
- 3) Board Resolution specifying the authorised signatories who have the power to act for them (the directors' signatures must be verified by bankers)
該公司董事會決議列出有權代該公司執行事務的授權簽署人(董事簽名必須經往來銀行鑑定)
- 4) List of authorised signatories' specimen signatures which must be verified by bankers
所有授權簽署人的簽名式樣而簽名必須經往來銀行鑑定
- 5) Document items 1) to 5) listed in the above bullet point from Directors and Authorised Signatories
由董事及授權簽署人提供上一點中的第一至五項文件

- Mandate, account opening form and signature cards
授權書、開戶書及印鑑卡

Note: Signatures appearing on these forms must be duly verified by bankers for directors / authorised signatories who are not present for the account opening.

注意：如董事或授權簽署人未能在開戶時出席，授權書上的簽名必須經往來銀行鑑定。

- Initial deposit (HKD Account - HKD5,000; Foreign Currency Account - USD1,000 or equivalent)
開戶存款 (港幣戶口 - 5,000 港元; 外幣戶口 - 1,000 美元或其等值的外幣)
(Suggestion 建議: Please prepare a HKD cheque for initial deposit 請準備一張港元支票作爲開戶存款)

Important Note 重要通知:

The Bank reserves the right to decline any account opening request without providing any reason.

本行保留不接受開戶申請的權利並毋須提供任何理由。