

開立賬戶所需提供的文件 — 在香港註冊成立的有限公司
**Documents Required for Account Opening –
Limited Company Incorporated in Hong Kong**

經預約後，請攜備下列文件到指定的中銀香港分行辦理開戶手續。

After making an appointment, please bring the following documents to the designated branch of Bank of China (Hong Kong) Limited (the “Bank”) to open an account.

甲、公司登記文件

A. Company Registration Documents

- 公司註冊證書及其後的公司更改名稱證書(如有)
Certificate of Incorporation and subsequent Certificate of change of name, if any
- 有效之商業登記證 (如適用)
Valid Business Registration Certificate (if applicable)
- 公司組織章程及大綱
Memorandum and Articles of Association (including all up-to-date amendments)
- 香港公司註冊處表格 Forms of Hong Kong Companies Registry
 - 秘書及董事資料更改通知書 (如適用) Certified Form D2B (if applicable)
 - 出任董事或候補董事職位同意書 (如適用) Certified Form D2A (if applicable)
 - 秘書及董事辭職通知書 (如適用) Certified Form D4 (if applicable)
 - 周年申報表 (如適用) Certified Form AR1 (if applicable)
- (適用於擔保有限公司) 董事證明書 (詳附件)
(Applicable to the “Limited by Guarantee Company”) Director’s Certificate
(Please refer to the attachment)

乙、有關最少兩位董事 (如公司只委任一位董事，則該唯一董事)、主要股東 (擁有 10% 以上的股權及投票權的股東)及所有被授權簽字人的文件

B. Documents of at least two Directors (the Sole Director if the Company has only 1 Director), Principal Shareholders (those who can exercise or control the exercise of more than 10% of the voting rights of the Company or its parent company) and all authorised signatories

股東總人數 Number of Shareholders: _____

董事總人數 Number of Directors: _____

被授權簽字人總人數 Number of authorised signatories: _____

- 身份證明文件 Identification document
- 國籍證明，例如：護照 (如非持有香港永久居民身份證) Proof of nationality, e.g. passport (if a person is not holding a Hong Kong Permanent Identity Card)
- (適用於證券服務的所有被授權人 Applicable to all authorised signatories of Securities Services)現居住址證明 (例如：最近三個月內之政府機構、公共事業機構或銀行發出備有客戶姓名及地址資料之單據文件，如：水費單、電費單、煤氣單、差餉單、電話費單、由受規管金融機構發出的結單等) Current Residential address proof (e.g. documents with name and address issued by governmental authorities within 3 months, utility bill issued within 3 months or statement issued by financial institutions within 3 months, etc.)

丙、有關公司董事/公司股東的文件 (如適用)

C. Documents of the Company's Corporate Directors/Corporate Shareholders (if applicable)

- 公司董事 Corporate Director
 - 其董事議決及議決委派之代表出席辦理開戶 Its Board Resolution appointing a representative or representatives to act for the Corporate Director and present at the Bank for account opening
 - 其公司登記文件 (請參考上列甲項) Its Company's Registration Documents (please refer to item A above)
- 主要公司股東 Corporate Principal Shareholders
 - 其主要股東/最終實益擁有人(個人)須出席辦理開戶及提供上列乙項之文件 Its Principal Shareholders / Beneficial Owners (the private individual(s)) must present at the Bank for account opening and provide the documents listed in item B above

丁、商業證明文件(如有需要，本行要求客戶提供)

D. Business Proof(The bank may request to provide further documents when necessary)

可接受的商業證明包括，但不限於：

Accept business proof include but not limited to:

- 發票 (Invoice)
- 商業合同 (Sales Contract)
- 貿易文件 (Trading Document)
- 網上的業務交易單據 (Online Trading Document)
- 辦公室/商舖租約或持有的物業查冊資料 (Lease of Office / Shop or Property Search Report)
- 發展計劃書 (Business Plan)
- 財務報表 (Audit Report)
- 現職公司糧單/稅單 (Current Company Payroll Record / Tax Record)

注意 Note :

1. 最少 1 位董事必須在開立戶口時出席本行分行。At least one director must present at the Bank for account opening.
2. 所有提交本行的文件副本必須經由下列人士簽證為真確的副本及見證簽署開戶文件：
All submitted copies of documents to the bank must be certified as true copies of the originals by and any account opening documents must also be witnessed by:
 - 認可的執業會計師 / 律師 / 往來銀行 / 公證人；或
A recognized certified public accountant / lawyer / banker / notary public ; or
 - 香港特許秘書公會會員；或 Hong Kong Institute of Chartered Secretaries (HKICS) member; or
 - 任何中銀香港職員。Bank of China (Hong Kong) staff.
3. 建議格式：證明人必須在文件副本上簽署及註明日期（在簽名下面清楚地以正楷註明全名），並清楚地表明他 / 她的職位。證明人必須證明這是真確的副本（或相近意思的句子）及註明頁數，以及見證有關人士簽署開戶文件。
Recommended Format: Certifier must sign and date the copy document (printing his/her name clearly in capitals underneath) and clearly indicate his/her position on it. Certifier must state that it is a true copy of the original (or words to similar effect) and the number of pages to be recorded. In addition, the related parties who sign the account opening form are witnessed by the certifier
4. 除上述文件外，如有需要，本行會要求客戶提供其他開戶資料及文件。Apart from documents listed above, we may further request you to provide other information and documents required for account opening, if necessary.