

Documents for Credit Card Application

If you are existing customer of the Company, you are not required to submit the supporting documents.

If you are new customer of the Company, to avoid processing delay of your application, please enclose copy of the following documents.

If you are applicant of GBA Youth Card, please submit **Hong Kong Identity Card and Color Passport Photo.**

1. Hong Kong Identity Card

- With enlarged image to 200%,
- In light color,
- With signature next to HKID image.

If an applicant does not have a Permanent Resident Hong Kong Identity Card, please provide together with a valid passport copy. If the applicant is non-Hong Kong resident, please provide a valid passport copy. (If the applicant is a mainland resident, please provide a valid passport copy or an Exit-entry Permit for Travelling to and from Hong Kong and Macau, together with a copy of the Certification of the Place of Permanent Right of Abode.)

If the applicant of UnionPay Dual Currency Credit Card is not a holder of a Hong Kong Identity Card, please download and submit a signed [“Customer Declaration” Form](#) to BOC Credit Card (International) Ltd (the “Company”).

2. Residential Address Proof

- Current 3-month residential address proof, e.g. electricity bill, rates demand note, bank statement. (If permanent address is different from the current residential address, please provide additional permanent address proof.)

3. Income Proof

- Regular Income Earner: latest 1 month’s bank statements / passbook showing your name, account number and salary entries; Or latest 1 month’s payroll advice; Or latest tax demand note; Or bank deposit statement and other asset proofs.
- Commission Earner: latest 3 month’s bank statements / passbook showing your name, account number and salary entries; Or latest 3 month’s payroll advice; Or latest tax demand note; Or bank deposit statement and other asset proofs.
- Non-employed applicants: latest 2 month’s bank deposit statement and other asset proofs.
- Self-employed applicants: please enclose your business registration certificate AND latest 6 month’s bank statements / passbook or latest financial statement/ profits tax demand note.
- Not applicable for full-time students.

4 Other Documents

- Full time university student: Student Card (Front and Back).

(Only applicable for BOC HKUST / BOC Shue Yan University Credit Card Application)

- If you are a student of above universities: student card (front and back) / student proof (only applicable for HKSJU evening school student / postgraduate), or
- If you are an employee or committee member of the above universities: staff card/committee card, or
- If you are a graduate of the above universities: graduation certificate*.

(Only applicable for BOC HKMU Dual Currency Platinum Card Application)

- If you are a student of Hong Kong Metropolitan University: Student card (front and back), or
- If you are an employee/teacher of Hong Kong Metropolitan University: Staff card, or
- If you are a graduate/alumni of Hong Kong Metropolitan University: Graduation certificate/Alumni card.

(Only applicable for BOC Hospital Authority Credit Card Application)

- If you are staff / board member of Hospital Authority : Hospital Authority Staff Proof

(Only applicable for BOC Tung Wah Group of Hospitals Visa Platinum Card Application)

- If you are an employee of Tung Wah Group of Hospitals : Proof of Tung Wah Group of Hospitals employee

(Only applicable for GBA Youth Card Application)

Please provide **recent 3-month color passport photo**:

- Full frontal face with clear facial features
- Plain white background
- File Size: 2mb or below
- File Format: .jpg (jpeg)
- Photo Proportion: 1:1 (in square-shape)
- Please note if applicant provides more than one photo file, the Company reserves the right to decide which photo file to be used printing on the card face.

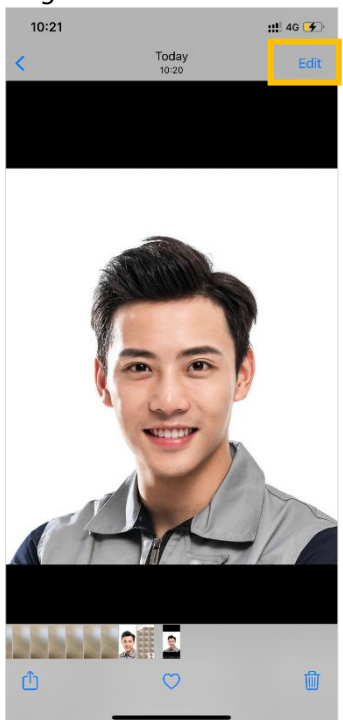


*If you have not provided income proof, the Company will at its discretion to decide a suitable credit limit for you. On acceptance of the card, you can apply to increase your credit limit by providing the Company with your latest income / asset proof.

Additional document(s) may be required for approval of the application.

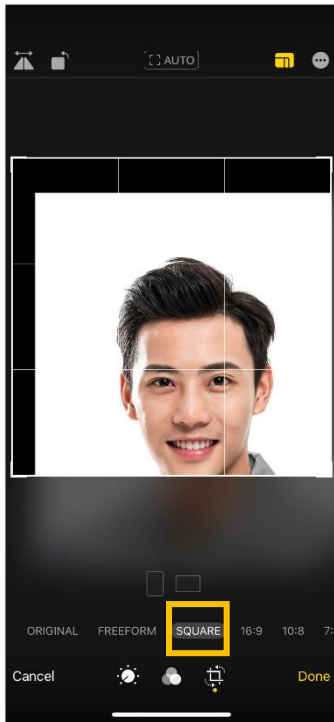
GBA Youth Card Photo Upload Tutorial

Uploading Photo Through IOS

The photo must have a 1:1 ratio. You may need to adjust your photo before uploading.

<p>1. Select the photo you want to upload and tap Edit at the top-right corner</p> 	<p>2. Tap the Crop tool icon</p> 	<p>3. Tap the Photo Frame Adjustment icon</p> 
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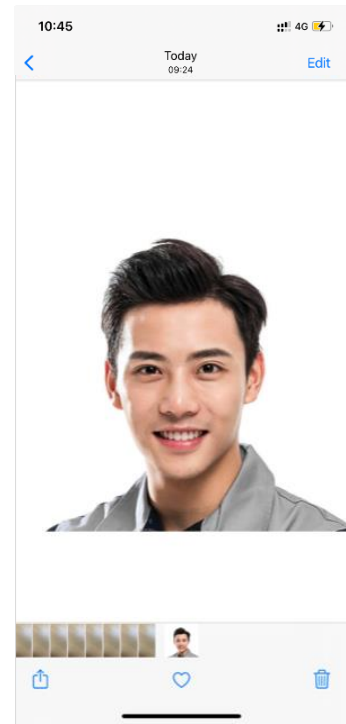
4. Select the Square ratio



5. Adjust the photo position, then press Finish

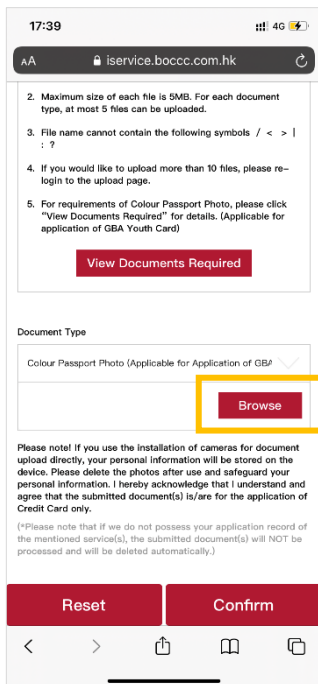


6. The edited photo will be saved in your album

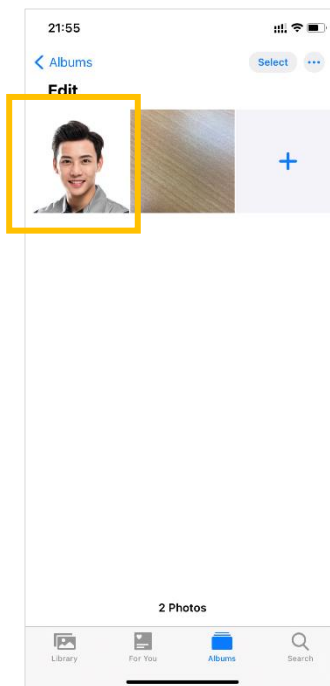


Uploading Photo :

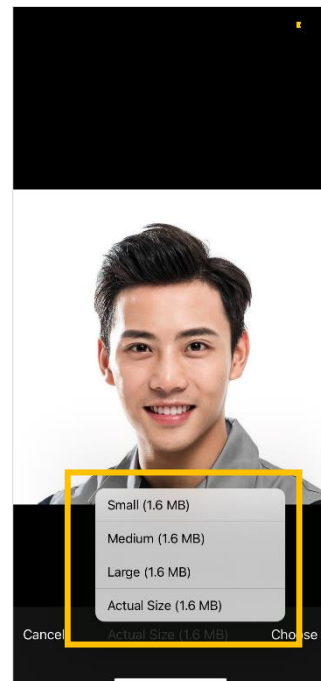
1. Select Colour Photo (Applicable for Application of GBA Youth Card) under Document Type, then press Browse to select photo



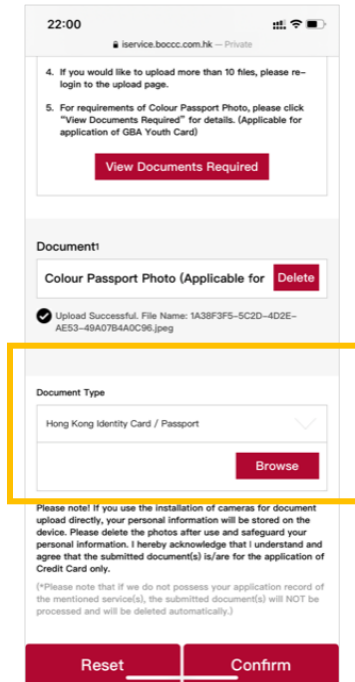
2. Select your photo from your album



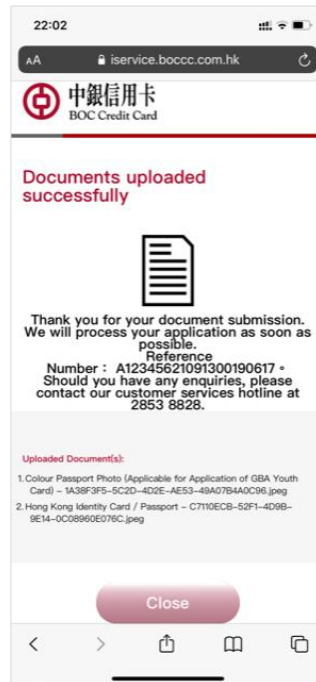
3. Select a size for your uploaded photo (must be within 2MB)



4. After successfully uploading your photo, upload your HKID Copy



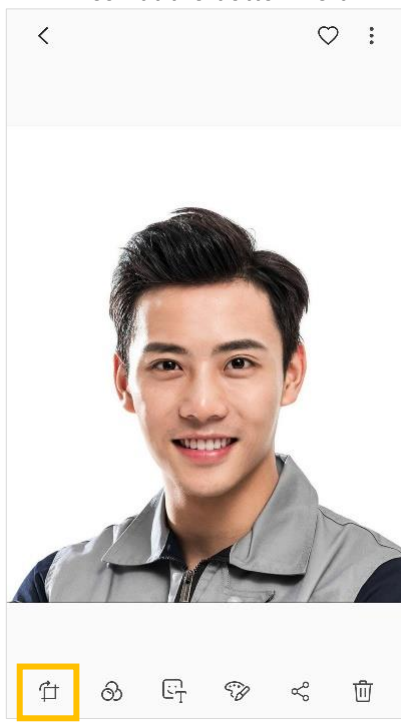
5. You will see this confirmation once your documents have been successfully uploaded



Uploading Photo through Android

The photo must have a 1:1 ratio. You may need to adjust your photo before uploading.

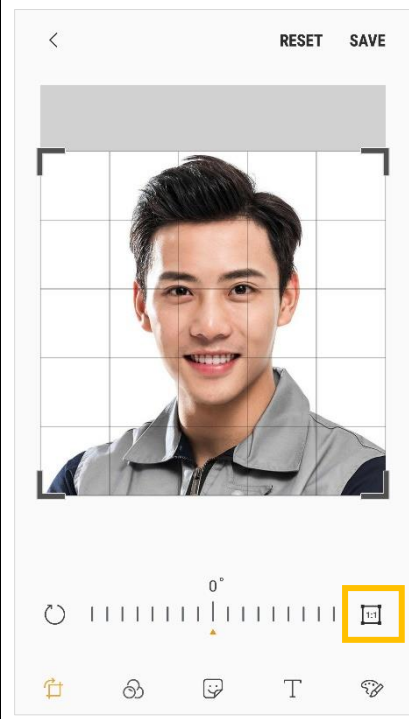
1. Select the photo you want to upload, then tap the Edit icon at the bottom-left



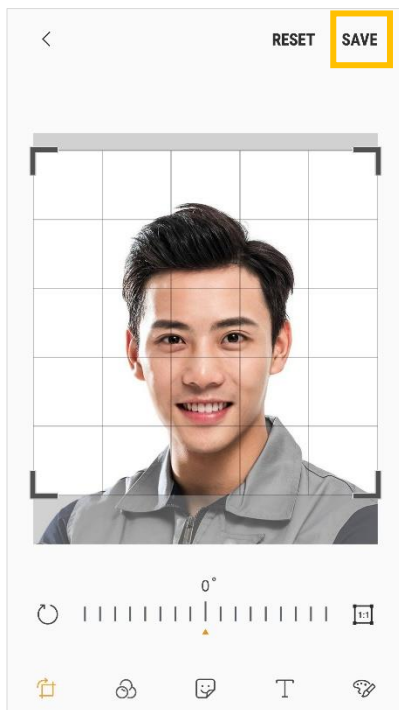
2. Tap the Crop tool icon



3. Select the Square Ratio (1:1)



4. Adjust the photo position, then press Save



5. The edited photo will be saved in your album



Uploading Photo :

1. Select Colour Photo (Applicable for Application of GBA Youth Card) under Document Type, then press Browse to select photo

5. For requirements of Colour Passport Photo, please click "View Documents Required" for details. (Applicable for application of GBA Youth Card)

View Documents Required

Document Type

Colour Passport Photo (Applicable for Application)

Browse

Please note! If you use the installation of cameras for document upload directly, your personal information will be stored on the device. Please delete the photos after use and safeguard your personal information. I hereby acknowledge that I understand and agree that the submitted document(s) is/are for the application of Credit Card only.

(*Please note that if we do not possess your application record of the mentioned service(s), the submitted document(s) will NOT be processed and will be deleted automatically.)

Reset **Confirm**

2. Select the saved photo location

5. For requirements of Colour Passport Photo, please click "View Documents Required" for details. (Applicable for application of GBA Youth Card)

View Documents Required

Document Type

Colour Passport Photo (Applicable for Application)

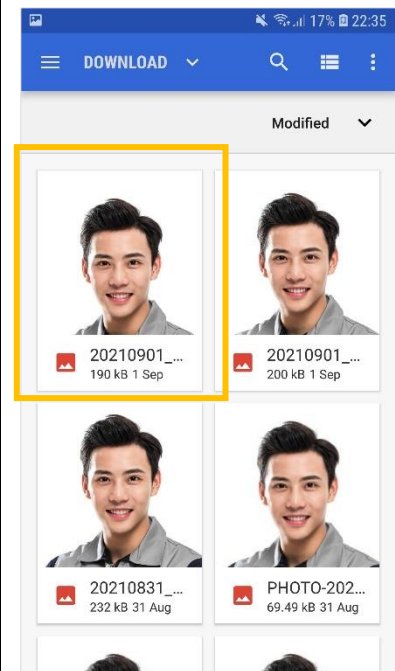
Browse

Please note! If you use the installation of cameras for document upload directly, your personal information will be stored on the device. Please delete the photos after use and safeguard your personal information. I hereby acknowledge that I understand and agree that the submitted document(s) is/are for the application of Credit Card only.

Choose an action

Camera Camcorder Voice Recorder **Files**

3. Select a size for your uploaded photos (must be within 2MB)



4. After successfully uploading your photo, upload your HKID Copy

Colour Passport Photo (Applicable **Delete**)

Upload Successful. File Name: 20210901_093626.jpg

Document2

Hong Kong Identity Card / Passport **Delete**

Upload Successful. File Name: PHOTO-2021-08-30-09-24-07(2).jpg

Document Type

PLEASE CHOOSE

Browse

Please note! If you use the installation of cameras for document upload directly, your personal information will be stored on the device. Please delete the photos after use and safeguard your personal information. I hereby acknowledge that I understand and agree that the submitted document(s) is/are for the application of Credit Card only.

(*Please note that if we do not possess your application record of the mentioned service(s), the submitted

5. You will see this confirmation once your documents have been successfully uploaded

Documents uploaded successfully

Thank you for your document submission. We will process your application as soon as possible.

Reference Number : A12345621091300190630. Should you have any enquiries, please contact our customer services hotline at 2853 8828.

Uploaded Document(s):

1Colour Passport Photo (Applicable for Application of GBA Youth Card) - 20210901_093626.jpg

2Hong Kong Identity Card / Passport - 20210901_093237.jpg

Close