

1 June 2018

## **Notice of Raising Your Anti-Money Laundering Awareness**

Bank of China (Hong Kong) Limited (“BOCHK”) would like to alert its customers to the following notes for raising their anti-money laundering awareness to protect their interest.

### **1. Provide Accurate and Complete Information**

- Such as account opening purposes, reasons, source of wealth and funds, expected transaction pattern and amount, etc.

### **2. Update Your Personal / Company Details**

- Keep us informed about changes on personal or company details.
  - Personal accounts: residential and correspondence address, phone number, email address, occupation, industry, job title, employer and income, etc.
  - Corporate accounts: address, phone number, email address, business nature, annual turnover, location of transaction counterparties, organizational changes, etc.
- To protect you from identity theft and safeguard your interest, if you lost or replaced your identification document, please inform us as soon as possible.

### **3. Don't Use Personal Accounts for Business Purposes**

- Personal accounts should only be used for personal financial management, such as personal transactions and investment etc. but not organized exchange rates arbitrage activities.
- Please open a corporate account for managing businesses or registered societies (such as receiving donations).

### **4. Knowing Your Business Partners and Transaction Counterparties**

- Knowing the business nature and territory exposure of your transaction counterparties and avoid transacting with unknown accounts.

- Keep records of transaction supporting documents for future verification.
  - Use appropriate payment methods. Do not transact via unlicensed remittance agents.
- 5. Don't Allow Unauthorized Person to Operate Your Accounts and Conduct Transactions for Others**
- To prevent your accounts from being used for money laundering, do not allow unauthorized persons to operate your accounts or conduct transactions for others (such as investment, making payments and remittance etc.).
- 6. Understand Your Tax Obligations and Regulations on Remittances**
- Understand and comply your tax obligations.
  - Some countries/ regions have restrictions on remittance amount and usage. Please do not split your remittance and be cautious on fund usage requirements.
- 7. Work with Us to Safeguard Your Accounts**
- To prevent your accounts from being misused, we may contact you for more information on unusual account transactions, your feedback is critical for us to protect your interest and account security.

For more information, please visit any of our branch in Hong Kong or call our customer service hotline (852) 3988 2388 (personal customers) / (852) 3988 2288 (corporate customers).

Note: Bank of China (Hong Kong) Limited (“BOCHK”) reserves the right to take appropriate actions to customers (including without limitation to restrict or terminate the operation of an account) according to its “Conditions for Services” at any time at its sole discretion.

Our duty of confidentiality to you is our focus and we do, at all times, observe the Personal Data (Privacy) Ordinance of the laws of the Hong Kong Special Administrative Region in collecting, maintaining and using your personal data.