

開立賬戶所需提供的文件 — 獨資公司

Documents Required for Account Opening – Sole Proprietorship

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

- 有效之商業登記證
Valid Business Registration Certificate

乙、有關獨資東主及所有被授權簽字人的文件

B. Documents of the sole proprietor and all authorised signatories :

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、商業證明文件(如有需要，本行要求客戶提供)

C. 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. 獨資東主必須在開立戶口時出席本行分行。
The sole proprietor 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 the documents listed above, we may further request you to provide other information and documents required for account opening, if necessary.