

开立账户所需提供的文件 — 独资公司

Documents Required for Account Opening – Sole Proprietorship

经预约后, 请携带下列文件到中国银行(香港)有限公司(「中银香港」)分行办理开户手续。
After making an appointment, please bring the following documents to the branch of Bank of China (Hong Kong) Limited (“BOCHK”) to open an account.

甲、公司登记文件

A. Company Registration Documents

- 有效之商业登记证
Valid Business Registration Certificate

乙、有关独资东主及所有被授权签字人的文件

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

被授权签字人总人数 Number of authorised signatories: _____

- 身份证明文件 Identification document
- (适用于证券服务的所有被授权人 Applicable to all authorised signatories of Securities Services) 现居住址证明 (例如 : 最近三个月内之政府机构、公共事业机构或银行发出备有客户姓名及地址资料之单据文件, 如 : 水费单、电费单、煤气单、差饷单、电话费单、由受规管金融机构发出的结单等) 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、商业证明文件 (如有需要, 中银香港要求客户提供)

C. Business Proof (BOCHK may request to provide further documents when necessary)

可接受的商业证明包括, 但不限于 :

Accept business proof include but not limited to:

- 发票 (Invoice)
- 商业合同 (Sales Contract)
- 贸易文件 (Trading Document)
- 网上的业务交易单据 (Online Trading Document)
- 办公室/商铺租约或持有的物业查册资料 (Lease of Office / Shop or Property Search Report)
- 发展计划书 (Business Plan)
- 财务报表 (Audit Report)
- 现职公司粮单/税单 (Current Company Payroll Record / Tax Record)

注意 Note :

1. 独资东主必须亲临中银香港分行开立户口。
The sole proprietor must visit the branch of BOCHK for account opening.
2. 所有提交的文件副本必须经由下列人士签证为真确的副本及见证签署开户文件：
All submitted copies of documents must be certified as true copies of the originals by and any account opening documents must also be witnessed by:
 - 认可的执业会计师 / 律师 / 往来银行 / 公证人 ; 或
A recognized certified public accountant / lawyer / banker / notary public; or
 - 香港特许秘书公会会员 ; 或
Hong Kong Institute of Chartered Secretaries (HKICS) member; or
 - 中银香港职员。
BOCHK staff.
3. 建议格式：证明人必须在文件副本上签署及注明日期（在签名下面清楚地以正楷注明全名），并清楚地表明他 / 她的职位。证明人必须证明这是真确的副本（或相近意思的句子）及注明页数，以及见证有关人士签署开户文件。
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，中银香港会要求客户提供其他开户资料及文件。
Apart from the documents listed above, BOCHK may further request you to provide other information and documents required for account opening, if necessary.