

**開立賬戶所需提供的資料 — 所有中小企適用**  
**Information to be obtained for account opening — Applicable to all SMEs**

1. 請述明貴公司的成立日期。  
Please state the date of incorporation of your company.
2. 營運、註冊及通訊地點是否相同，若否，請說明原因。  
Are the business address, registered address and correspondence address the same?  
If not, please provide reason(s).
3. 請提供所屬集團背景(如集團之業務性質) (如有)。  
Please provide the background of the group to which your company belongs (such as the nature of the group's business/ industry) (if any).
4. 請提供業務性質及運作模式，銷售對象及上游供應商(如適用)及其所在地。  
Please provide the nature of your business/ industry, the mode of operation, the sales target and the upstream supplier(s) (if applicable) and the customer's location(s).
5. 請提供公司規模(如僱員數目、預期年度營業額等)。  
Please provide the size of the company (such as the number of employees, the expected annual turnover, etc.)
6. 之前主要與哪間銀行往來(如有)。  
Which was your main banker (if any)?
7. 請述明開戶目的，每年預期賬戶使用的次數與交易金額、交易模式、及貨幣類別。  
Please state the purpose of account opening, the expected number of transactions, turnover, transaction pattern and type of currency per year.
8. 請提供公司財富及資金來源。  
What are the source of wealth and source of funds of your company?

若屬香港以外國家及地區註冊成立的公司，請額外補充第9項：

For a company which is incorporated outside Hong Kong, please supplement the following under Item 9:

9. (a) 選擇在香港開戶的原因；  
Reason(s) for opening account (s) in Hong Kong;
- (b) 貴司或貴司所屬集團聯營公司的本地往來銀行(如適用)；  
The local banker(s) that your company or your affiliated group companies have been using (if applicable);

- (c) 業務是否涉及本港或其他國家/地區，請詳細說明；  
Is your business conducted mainly locally or in other countries/regions? If so, please provide details.
- (d) 若貴公司之主要負責人非長駐香港，請說明會以怎樣的模式運作賬戶；  
How the account will be operated if the person-in-charge of your company is not based in Hong Kong?
- (e) 營運及通訊地點是否位於香港，若否，請說明原因；  
Are the business address and correspondence address in Hong Kong? If not, please provide the reason(s);

如屬創業公司／個體，請額外補充第10項：

For start-up businesses, please supplement the following under Item 10:

- 10. (a) 主要負責人是否有從事相關行業的經驗，若是，請詳述相關經驗；  
Does the person-in-charge have relevant experience in the business/industry?  
If so, please specify the relevant experience;
- (b) 選擇於有關行業創業的原因；  
The reason(s) for starting a business in the selected industry;
- (c) 公司之發展計劃及經營目標；  
The business plan of your company;
- (d) 創業的財富、資金來源及所涉金額。  
The source of wealth and funds, in particular the amount of your start-up capital.

注意 Note:

除上述資料外，中銀香港亦會按不同類別的公司要求客戶提供開戶所需文件。詳情請返回網頁版面或瀏覽本行網站：<http://www.bochk.com/tc/corporate/account/openinfo.html>

如有需要，本行會於開戶過程中要求客戶提供其他資料及文件。

Apart from the aforesaid list of information, Bank of China (Hong Kong) Limited (the “Bank”) requests you to provide the documents required for account opening for different types of companies.

For details, please return to the previous webpage or refer to the Bank’s website: <http://www.bochk.com/en/corporate/account/openinfo.html>

The Bank may also request you to provide further information and documents during the account opening process when necessary.