

Documents for opening a limited company account incorporated in Bermuda

开立在百慕大注册成立的有限公司账户需提供的文件

1. Certificate of Incorporation and subsequent Certificate of change of name, if any
公司注册证书及其后的公司更改名称证书(如有)
2. Certificate of Incumbency issued by the company's secretary or resident director *.
If the certificate reveals the shareholder(s) is /are bearer(s), a Declaration of
Ownership by Bearer Shareholder* is required.
由公司秘书或 resident director 签发的「董事、股东证明书」*。如「董事、股
东证明书」显示股东以不记名股票形式持有，股票持有人需提交「不记名股
票持有人权益声明书」*
*(样本可向本行职员索取)
(Please refer to our staff for the sample)
3. Certificate of good standing.
4. Memorandum and Bye-Laws (including all up-to-date amendments)
5. Valid Business Registration Certificate (if applicable)
有效之商业登记证 (如适用)
6. Certificate of Registration of Non-Hong Kong Company and subsequent
certificate of change of name, if any (if the company is registered in Hong Kong)
非香港公司注册证明书及其后的公司更改名称证书(如有) (适用于香港注册
的公司)
7. Business Proof(The bank may request to provide further documents when
necessary)
商业证明文件(如有需要，本行要求客户提供)
Accept business proof include but not limited to:
可接受的商业证明包括，但不限于：
 - Invoice 发票
 - Sales Contract 商业合同
 - Trading Document 贸易文件
 - Online Trading Document 网上的业务交易单据
 - Lease of Office / Shop or Property Search Report 办公室/商铺租约或持有的
物业查册数据
 - Business Plan 发展计划书
 - Audit Report 财务报表
 - Current Company Payroll Record / Tax Record 现职公司粮单/税单

8. The following documents to be presented by two directors*(one director for one person company), principal shareholders* (those who can exercise or control the exercise of more than 10% of the voting rights of the company or its parent company) and all authorised signatories:

由两位董事*(1 人公司由该唯一董事)、主要股东*(拥 10% 以上的股权及投票权的股东)*及授权签署人提供下列文件:

- Identification document
身分证明文件
- Proof of nationality, e.g. passport (if a person is not holding a Hong Kong permanent Identity Card)
国籍证明, 例如: 护照 (如非持有香港永久居民身分证)
- (Applicable to all authorised signatories of Securities Services) 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.)
(适用于证券服务的所有被授权人) 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数据之单据文件, 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)

- * For company with corporate director, a board resolution specifying the authorised signatories who have the power to act for them and must be present for the account opening.
如任何董事为一间公司, 则该公司须提交董事议决及议决委派之代表出席办理开户。
- * For company with corporate principal shareholders, principal shareholders / beneficial Owners (the private individual (s)) must be present for the account opening and provide the documents item 8 listed above.
如任何主要股东为一间公司, 主要股东/最终实益拥有人(个人)须出席办理开户及提供上列第 8 点之文件。

Note 注意:

1. At least one director * must be present at the Bank for the account opening.
最少 1 位董事*必须在开立户口时出席本行分行。
2. 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:
所有提交本行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:
 - A recognized certified public accountant / lawyer / banker / notary public ; or
认可的执业会计师 / 律师 / 往来银行 / 公证人 ; 或
 - Hong Kong Institute of Chartered Secretaries (HKICS) member; or
香港特许秘书公会会员 ; 或

- Bank of China (Hong Kong) staff.
任何中银香港职员。 .
3. 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.
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。
 4. Apart from documents listed above, we may further request you to provide more account opening details and documents if necessary.
除上述文件外，如有需要，本行会要求客户提供其他开户数据及文件。