

Documents for opening a limited company account incorporated in Great Britain and Singapore

開立在英國、新加坡註冊成立的有限公司賬戶需提供的文件

1. Certificate of Incorporation and subsequent Certificate of change of name, if any
公司註冊證明書及其後的公司更改名稱證書(如有)
2. Certified shareholders and directors list
3. Memorandum and Articles of Association (including all up-to-date amendments)
公司組織章程及大綱
4. Valid Business Registration Certificate (if applicable)
有效之商業登記證〔如適用〕
5. 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)
非香港公司註冊證明書及其後的公司更改名稱證書(如有)〔適用於香港註冊的公司〕
6. Business Proof (The bank may request to provide further documents when necessary)
商業證明文件(如有需要，本行要求客戶提供)
Accept business proof include but not limited to:
可接受的商業證明包括，但不限於：
 - Invoice 發票
 - Sales Contract 商業合同
 - Trading Document 貿易文件
 - Online Trading Document 網上的業務交易單據
 - Lease of Office / Shop or Property Search Report 辦公室/商舖租約或持有的物業查冊資料
 - Business Plan 發展計劃書
 - Audit Report 財務報表
 - Current Company Payroll Record / Tax Record 現職公司糧單/稅單
7. 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 :
由兩位董事*(1 人公司由該唯一董事)、主要股東*(擁 10% 以上的股權及投票權的股東)*及授權簽署人提供下列文件：

- Identification document
身分證明文件
 - (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.)
(適用於證券服務的所有被授權人) 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)
- * 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.
如任何董事為一間公司, 則該公司須提交董事議決及議決委派之代表出席辦理開戶。
- * 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 7 listed above.
如任何主要股東為一間公司, 主要股東/最終實益擁有人(個人)須出席辦理開戶及提供上列第 7 點之文件。

Note 注意：

1. At least one director * must visit the branch of BOCHK for account opening.
最少 1 位董事*必須親臨中銀香港分行開立戶口。
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須經由下列人士簽證為真確的副本及見證簽署開戶文件：
 - A recognized certified public accountant / lawyer / banker / notary public; or
認可的執業會計師 / 律師 / 往來銀行 / 公證人；或
 - Hong Kong Institute of Chartered Secretaries (HKICS) member; or
香港特許秘書公會會員；或
 - BOCHK staff.
任何中銀香港職員。
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。
4. Apart from documents listed above, BOCHK may further request you to provide more account opening details and documents if necessary.
除上述文件外，如有需要，中銀香港會要求客戶提供其他開戶資料及文件。