

**中国（内地、澳门、台湾）及海外注册公司开户文件**  
**Business Account Opening Documents**  
**for China (Mainland, Macau, Taiwan) and Overseas Incorporated Entity**

您可点击文件名称直接跳至相关页面  
You can click the following to view the corresponding document page

**中国内地 Mainland China**

**中国澳门 Macau, China**

**中国台湾 Taiwan, China**

**英国、新加坡 Great Britain, Singapore**

**英属处女群岛、开曼群岛、萨摩亚群岛、毛里求斯**  
**British Virgin Islands (BVI), Cayman Islands, Western Samoa (Samoa) and**  
**Mauritius**

**马绍尔群岛 Marshall Islands**

**百慕大 Bermuda**

**菲律宾 The Philippines**

**柬埔寨 Cambodia**

**印尼 Indonesia**

**老挝 Laos**

**缅甸 Myanmar**

**泰国 Thailand**

**泰国注册公募基金账户 Public fund account incorporated in Thailand**

**越南 Vietnam**

**Documents for opening a limited company account incorporated in Mainland China**  
**开立在中国内地注册成立的有限公司账户需提供的文件**

1. 工商行政管理部门颁发的法人营业执照（须载有统一社会信用代码）
2. 国家外汇管理局批准开立境外账户的批文 或  
国有资产监督管理机构同意开立境外帐户的批文（适用于国有独资公司）
3. 公司组织章程
4. Valid Business Registration Certificate (if applicable)  
有效之商业登记证（如适用）
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）〔适用于香港注册之公司〕
6. Business Proof (The bank may request to provide further documents when necessary)  
商业证明文件（如有需要，本行会要求客户提供）  
Accept business proof including 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
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:  
由两位董事（其中一人为法定代表人）\*（一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
  - (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 7 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 7 点之文件。

Note 注意:

1. At least one director\* must visit the branch of BOCHK for account opening.  
最少一位董事\*必须亲临中银香港分行开立户口。
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 recognised 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
  - BOCHK 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, 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, 中银香港会要求客户提供其他开户数据及文件。

## Documents for opening a limited company account incorporated in Macau, China 开立在中国澳门注册成立的有限公司账户需提供的文件

1. Certificate of Registration issued by the Macao Companies Registry
2. Articles of Association
3. Valid Business Registration Certificate (if applicable)  
有效之商业登记证 (如适用)
4. 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]
5. Business Proof (The bank may request to provide further documents when necessary)  
商业证明文件 (如有需要, 本行会要求客户提供)  
Accept business proof including 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
6. 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\* (一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
  - (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 6 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 6 点之文件。

Note 注意:

1. At least one director\* must visit the branch of BOCHK for account opening.  
最少一位董事\*必须亲临中银香港分行开立户口。
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 recognised 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
  - BOCHK 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, 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, 中银香港会要求客户提供其他开户数据及文件。

## Documents for opening a limited company account incorporated in Taiwan, China 开立在中国台湾注册成立的有限公司账户需提供的文件

1. 变更事项登记表
2. 公司注册章程
3. Valid Business Registration Certificate (if applicable)  
有效之商业登记证 (如适用)
4. 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) [适用于香港注册之公司]
5. Business Proof (The bank may request to provide further documents when necessary)  
商业证明文件 (如有需要, 本行会要求客户提供)  
Accept business proof including 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
6. 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\* (一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

- (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 6 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 6 点之文件。

Note 注意:

1. At least one director\* must visit the branch of BOCHK for account opening.  
最少一位董事\*必须亲临中银香港分行开立户口。
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 recognised 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
  - BOCHK 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, 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, 中银香港会要求客户提供其他开户数据及文件。

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

### 开立在英国、新加坡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  
公司注册证明书及其后的公司更改名称证书 (如有)
2. Certified shareholders and directors list
3. Memorandum and Articles of Association (including all up-to-date amendments)  
公司组织章程及大纲
4. Valid Business Registration Certificate (if applicable)  
有效之商业登记证 (如适用)
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]
6. Business Proof (The bank may request to provide further documents when necessary)  
商业证明文件 (如有需要, 本行会要求客户提供)  
Accept business proof including 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
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:  
由两位董事\* (一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
  - (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 7 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 7 点之文件。

Note 注意:

1. At least one director\* must visit the branch of BOCHK for account opening.  
最少一位董事\*必须亲临中银香港分行开立户口。
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 recognised 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
  - BOCHK 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, 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, 中银香港会要求客户提供其他开户数据及文件。

**Documents for opening a limited company account incorporated in British Virgin Islands (BVI), Cayman Islands, Western Samoa (Samoa) and Mauritius**  
**开立在英属处女群岛、开曼群岛、萨摩亚群岛、毛里求斯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 registered agent\*. If the certificate reveals the shareholder(s) is/are bearer(s), a Declaration of Ownership by Bearer Shareholder\* is required.  
由公司注册代理人签发的「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，股票持有人需按提交「不记名股票持有人权益声明书」\*  
\*Please refer to our staff for the sample  
样本可向本行职员索取
3. Certificate of good standing
4. Memorandum and Articles of Association (including all up-to-date amendments)  
公司组织章程及大纲
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, 本行会要求客户提供)  
Accept business proof including 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\* (一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
  - (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 visit the branch of BOCHK for account opening.  
最少一位董事\*必须亲临中银香港分行开立户口。
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 recognised 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
  - BOCHK 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, 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，中银香港会要求客户提供其他开户数据及文件。

## Documents for opening a limited company account incorporated in Marshall Islands

### 开立在马绍尔群岛注册成立的有限公司账户需提供的文件

1. Endorsement Certificate (similar to a Certificate of Incorporation)
2. Certificate of Identity issued by the company's registered agent\*  
If the certificate reveals the shareholder(s) is /are bearer(s), a Declaration of Ownership by Bearer Shareholder\* is required.  
(Please refer to our staff for the sample) (样本可向本行职员索取)
3. Certificate of good standing
4. Articles of Incorporation and Business Corporations Act (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, 本行会要求客户提供)  
Accept business proof including 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\* (一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
- (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 visit the branch of BOCHK for account opening.  
最少一位董事\*必须亲临中银香港分行开立户口。
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 recognised 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
  - BOCHK 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, 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, 中银香港会要求客户提供其他开户数据及文件。

## 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」\*

\*Please refer to our staff for the sample

样本可向本行职员索取

3. Certificate of good standing
4. Memorandum and By-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, 本行会要求客户提供)  
Accept business proof including 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\* (一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
- (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 visit the branch of BOCHK for account opening.  
最少一位董事\*必须亲临中银香港分行开立户口。
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 recognised 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
  - BOCHK 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, 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，中银香港会要求客户提供其他开户数据及文件。

## **Documents for opening a corporate account incorporated in The Philippines** **开立在菲律宾注册成立的公司账户需提供的文件**

1. Certificate of Incorporation/Registration issued by the Philippines Securities and Exchange Commission (and subsequent Certificate of change of name, if any)
2. Articles of Incorporation and By-Laws (including all up-to-date amendments)
3. Secretary's Certificate on the issuance of a Board of Directors' Resolution included within the Account Opening Application Form (Companies/Organizations) (the Form) under the Form executed by name of signatory(ies)
4. Valid Business Registration Certificate in Hong Kong (if applicable)  
有效之香港商业登记证 (如适用)
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]
6. Business Proof (The bank may request to provide further documents when necessary)  
商业证明文件 (如有需要, 本行会要求客户提供)  
Accept business proof including 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
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:  
由两位董事\* (一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
  - (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 7 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 7 点之文件。

Note 注意:

1. At least one director\* must visit the branch of BOCHK for account opening.  
最少一位董事\*必须亲临中银香港分行开立户口。
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 recognised 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
  - BOCHK 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, 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, 中银香港会要求客户提供其他开户数据及文件。

## Documents for opening a corporate account incorporated in Cambodia

### 开立在柬埔寨注册成立的公司账户需提供的文件

1. The Certificate of Incorporation of the Company
2. The Articles of Incorporation (Statute) of the Company filed with the Ministry of Commerce of the Kingdom of Cambodia
3. Patent Tax Certificate of the Company
4. Annual Declaration of Commercial Enterprises of the Company filed with the Ministry of Commerce of the Kingdom of Cambodia
5. Value-Added Tax Registration Certificate of the Company
6. Company Extract
7. Valid Business Registration Certificate in Hong Kong (if applicable)  
有效之香港商业登记证 (如适用)
8. 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]
9. Business Proof (The bank may request to provide further documents when necessary)  
商业证明文件 (如有需要, 本行会要求客户提供)  
Accept business proof including 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
10. 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\*（一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
- (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 10 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 10 点之文件。

Note 注意：

1. At least one director\* must visit the branch of BOCHK for account opening.  
最少一位董事\*必须亲临中银香港分行开立户口。
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 recognised 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
  - BOCHK 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, 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，中银香港会要求客户提供其他开户数据及文件。

## Documents for opening a limited liability company account incorporated in Indonesia

### 开立在印尼注册成立的公司账户需提供的文件

1. Company Registration Certificate (TDP)
2. Executed (notarial) deed of establishment of the company (DoE)
3. Articles of Association (AoA), the subsequent deeds that amend the AoA, and the deed which contains the latest structure of the board of directors (BOD) and board of commissioners (BOC) of the Company
4. Ministry of Law and Human Rights' approval of the DoE, approval/receipt notification of subsequent deeds, and receipt notification of deeds concerning BOD and BOC
5. Letter of domicile from the local Village Head (Lurah) where the company is domiciled
6. Tax Registration Number of the company
7. Valid Business Registration Certificate in Hong Kong (if applicable)
8. 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)
9. Business Proof (The bank may request to provide further documents when necessary)

商业证明文件（如有需要，本行会要求客户提供）

Accept business proof including 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

10. 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\*（一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
- (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 10 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 10 点之文件。

Note 注意：

1. At least one director\* must visit the branch of BOCHK for account opening.  
最少一位董事\*必须亲临中银香港分行开立户口。
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 recognised 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
  - BOCHK 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, 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，中银香港会要求客户提供其他开户数据及文件。



## Documents for opening a corporate account incorporated in Laos

### 开立在老挝注册成立的公司账户需提供的文件

1. Enterprise Registration Certificate
2. Registered Capital Increase Certificate
3. Tax Payment Certificate (TPC)
4. Foreign Investment Licenses
5. Articles of Association (AoA) of the Company
6. Bank of Lao PDR approval of offshore bank account opening
7. Shareholder resolution
8. Director registry
9. Shareholder registry
10. Valid Business Registration Certificate in Hong Kong (if applicable)  
有效之香港商业登记证 (如适用)
11. 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]
12. Business Proof (The bank may request to provide further documents when necessary)  
商业证明文件 (如有需要, 本行会要求客户提供)  
Accept business proof including 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
13. 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\* (一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
  - (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 13 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 13 点之文件。

Note 注意:

1. At least one director\* must visit the branch of BOCHK for account opening.  
最少一位董事\*必须亲临中银香港分行开立户口。
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 recognised 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
  - BOCHK 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, 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, 中银香港会要求客户提供其他开户数据及文件。

## **Documents for opening a limited liability company account incorporated in Myanmar**

### **开立在缅甸注册成立的有限责任公司账户需提供的文件**

1. Certificate of Incorporation and subsequent Certificate of change of name, if any  
公司注册证明书及其后的公司更改名称证书 (如有)
2. Memorandum and Articles of Association (including all up-to-date amendments)  
公司组织章程及大纲
3. Letter from the Central Bank of Myanmar granting approval to the Company to open an offshore bank account with our Bank in Renminbi
4. Valid Business Registration Certificate (if applicable)  
有效之商业登记证 (如适用)
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]
6. Business Proof (The bank may request to provide further documents when necessary)  
商业证明文件 (如有需要, 本行会要求客户提供)  
Accept business proof including 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
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:  
由两位董事\* (一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
  - (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 7 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 7 点之文件。

Note 注意:

1. At least one director\* must visit the branch of BOCHK for account opening.  
最少一位董事\*必须亲临中银香港分行开立户口。
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 recognised 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
  - BOCHK 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, 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, 中银香港会要求客户提供其他开户数据及文件。

## Documents for opening a corporate account incorporated in Thailand

### 开立在泰国注册成立的公司账户需提供的文件

1. The current and up-to-date Affidavit of the Company issued by the Department of Business Development of the Thai Ministry of Commerce (the MoC), along with an English translation thereof #
2. The current and up-to-date Memorandum and Articles of Association of the Company issued by the MoC, along with an English translation thereof #
3. Valid Business Registration Certificate in Hong Kong (if applicable)  
有效之香港商业登记证 (如适用)
4. 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]
5. Business Proof (The bank may request to provide further documents when necessary)

商业证明文件 (如有需要, 本行会要求客户提供)

Accept business proof including 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
6. 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\* (一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

- (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 6 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 6 点之文件。

Note 注意:

1. At least one director\* must visit the branch of BOCHK for account opening.  
最少一位董事\*必须亲临中银香港分行开立户口。
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 recognised 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
  - BOCHK 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, 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, 中银香港会要求客户提供其他开户数据及文件。

#All submitted copies of such documents to the bank must also be certified as true and correct by authorised signatory(ies) of the company.  
所有提交本行的此类文件副本必须同时经由公司的被授权人签证为真确的副本及正确。

## Documents for opening a public fund account incorporated in Thailand 开立在泰国注册公募基金账户需提供的文件

1. The certificate of registration of the Fund issued by the SEC
2. The prospectus, fund scheme and commitment document published on the SEC's website (<http://market.sec.or.th/public/mrap/MRAPDefault.aspx>)
3. The current and up-to-date Affidavit of the fund management company issued by the Department of Business Development of the Thai Ministry of Commerce (the MoC), along with an English translation thereof #
4. The current and up-to-date Memorandum and Articles of Association of the fund management company issued by the MoC, along with an English translation thereof #
5. Valid Business Registration Certificate in Hong Kong (if applicable)  
有效之香港商业登记证 (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. 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\* (一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
  - (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)

\* This list applies to a fund management company which opens a fund account on behalf of a public fund.  
本清单适用于基金管理公司代公募基金开立基金账户。

\* 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决议及决议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 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.  
最少一位董事\*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 recognised 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注明日期（在簽名下面清楚地以正楷注明全名），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）及注明頁數，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數據及文件。

#All submitted copies of such documents to the bank must also be certified as true and correct by authorised signatory(ies) of the company.

所有提交本行的此類文件副本必須同時經由公司的被授權人簽證為真確的副本及正確。



## **Documents for opening a corporate account incorporated in Vietnam** **开立在越南注册成立的公司账户需提供的文件**

1. The enterprise registration certificate/business registration certificate/investment certificate/investment registration certificate/investment license/license for establishment and operation of commercial bank/establishment decision/incorporation license and subsequent certificate of change of name, if any (certified true copy by a notary public)
2. The tax registration certificate of the Company (if any) (certified true copy by a notary public)
3. The seal specimen registration certificate/notification of the seal specimen to the relevant authority of the Company (certified true copy by a notary public)
4. The charter and the internal regulations of the Company
5. Shareholders' agreement or joint venture agreement of the shareholders of the Company
6. The financial statements of the Company
7. Approval of the SBV regarding the opening of offshore bank account
8. A certificate of incumbency certified by a recognised certified public accountant/lawyer/notary public; and verifying that the company's registered office address, all current directors and all current shareholders
9. Valid Business Registration Certificate in Hong Kong (if applicable)  
有效之香港商业登记证 (如适用)
10. 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〕
11. Business Proof (The bank may request to provide further documents when necessary)  
商业证明文件 (如有需要, 本行会要求客户提供)

Accept business proof including 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

12. 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\* (一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
- (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 12 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 12 点之文件。

Note 注意:

1. At least one director\* must visit the branch of BOCHK for account opening.  
最少一位董事\*必须亲临中银香港分行开立户口。
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 recognised 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
  - BOCHK 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, 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, 中银香港会要求客户提供其他开户数据及文件。