

香港注册公司开户文件

Business Account Opening Documents for Hong Kong Incorporated Entity

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独资公司 Sole Proprietorship

合伙公司 Partnership

香港注册成立的有限公司 Limited Company Incorporated in Hong Kong

社团 Society

大厦业主立案法团 Owners Incorporation

大厦互助委员会 Mutual Aid Committee

合作社 Co-operative Society



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，请携带下列文件到指定的中国银行（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 designated 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）
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，中银香港会要求客户提供）

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 including 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：
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:
 - 认可的执业会计师／律师／往来银行／公证人；或
A recognised 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
 - 任何中银香港职员。
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 to provide other information and documents required for account opening, if necessary.

开立账户所需提供的文件 — 合伙公司
Documents Required for Account Opening – Partnership

经预约后，请携带下列文件到指定的中国银行（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 designated 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
- ☐ 合伙商号证明书（详见附件）
Certificate of Partnership (Please refer to the attachment)

乙、有关所有合伙人及所有被授权签字人的文件

B. Documents of all partners and authorised signatories

合伙人总人数 Number of partners: _____

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，中银香港会要求客户提供）

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 including 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. 最少一位合伙人必须亲临中银香港分行开立户口。
At least one partner must visit the branch of BOCHK for account opening.
2. 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：
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:
 - 认可的执业会计师／律师／往来银行／公证人；或
A recognised 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
 - 任何中银香港职员。
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 to provide other information and documents required for account opening, if necessary.



开立账户所需提供的文件 — 在香港注册成立的有限公司

**Documents Required for Account Opening –
Limited Company Incorporated in Hong Kong**

经预约后，请携带下列文件到指定的中国银行（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 designated branch of Bank of China (Hong Kong) Limited (BOCHK) to open an account.

甲、公司登记文件

A. Company Registration Documents

- ☐ 公司注册证书及其后的公司更改名称证书（如有）
Certificate of Incorporation and subsequent Certificate of Change of Name, if any
- ☐ 有效之商业登记证（如适用）
Valid Business Registration Certificate (if applicable)
- ☐ 公司组织章程及大纲
Memorandum and Articles of Association (including all up-to-date amendments)
- ☐ 香港公司注册处表格 Forms of Hong Kong Companies Registry
 - ☐ 秘书及董事资料更改通知书（如适用）Certified Form D2B (if applicable)
 - ☐ 出任董事或候补董事职位同意书（如适用）Certified Form D2A (if applicable)
 - ☐ 秘书及董事辞职通知书（如适用）Certified Form D4 (if applicable)
 - ☐ 周年申报表（如适用）Certified Form AR1 (if applicable)
- ☐ （适用于担保有限公司）担保有限公司证明书（详见附件）
(Applicable to the “Limited by Guarantee Company”) Certificate of Limited by Guarantee Company (Please refer to the attachment)



乙、有关最少两位董事（如公司只委任一位董事，则该唯一董事）、主要股东（拥有10%以上的股权及投票权的股东）及所有被授权签字人的文件

B. Documents of at least two Directors (the Sole Director if the Company has only 1 Director), 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

股东总人数 Number of Shareholders: _____

董事总人数 Number of Directors: _____

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、有关公司董事／公司股东的文件（如适用）

C. Documents of the Company's Corporate Directors/Corporate Shareholders (if applicable)

☐ 公司董事 Corporate Director

☐ 其董事议决及议决委派之代表出席办理开户 Its Board Resolution appointing a representative or representatives to act for the Corporate Director and present at the Bank for account opening

☐ 其公司登记文件（请参考上列甲项）Its Company's Registration Documents (please refer to item A above)

☐ 主要公司股东 Corporate Principal Shareholders

☐ 其主要股东／最终实益拥有人（个人）须出席办理开户及提供上列乙项之文件 Its Principal Shareholders/Beneficial Owners (the private individual(s)) must present at the Bank for account opening and provide the documents listed in item B above

丁、商业证明文件（如有需要，中银香港会要求客户提供）

D. 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 including 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. 最少一位董事必须亲临中银香港分行开立户口。
At least one director must visit the branch of BOCHK for account opening.
2. 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：
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:
 - 认可的执业会计师／律师／往来银行／公证人；或
A recognised 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
 - 任何中银香港职员。
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 documents listed above, BOCHK may further request to provide other information and documents required for account opening, if necessary.



开立账户所需提供的文件 — 社团

Documents Required for Account Opening – Society

经预约后，请携带下列文件到指定的中国银行（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 designated branch of Bank of China (Hong Kong) Limited (BOCHK) to open an account.

甲、公司登记文件

A. Company Registration Documents

- ☐ 警务处牌照课发出的社团注册证明书
Certificate of Registration of a Society issued by Licensing Office, Hong Kong Police
- ☐ 社团注册申请书（表格 1）
Application for Registration of a Society (Form 1)
- ☐ 组织章程／细则／规则或附例
Articles of Association/Constitution/Rules or By-laws
- ☐ 由警务处社团事务主任核证的社团干事名单
Current list of office bearers certified by the Societies Officer, Hong Kong Police

乙、有关主席、副主席／司库及所有被授权签字人的文件

B. Documents of the Chairman, Vice-chairman/Treasurer 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

注意 Note：

1. 主席、副主席／司库及所有被授权签字人必须亲临中银香港分行开立户口。
The Chairman, Vice-chairman/Treasurer and all authorised signatories must visit the branch of BOCHK for account opening.
2. 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 to provide other information and documents required for account opening, if necessary.



开立账户所需提供的文件 — 大厦业主立案法团
Documents Required for Account Opening – Owners Incorporation

经预约后，请携带下列文件到指定的中国银行（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 designated branch of Bank of China (Hong Kong) Limited (BOCHK) to open an account.

甲、大厦业主立案法团登记文件

A. Owners Incorporation Registration Documents

- ☐ 注册证书
Certificate of Registration
- ☐ 法团章程（如有）
Regulations (if any)
- ☐ 业主立案法团注册申请书及／或其后管理委员会成员的更改注册事项通知书
Application for Registration of Owners as a Corporation and/or subsequent notice of change of particulars of office bearers of its management committee

乙、有关主席、副主席／司库及所有被授权签字人的文件

B. Documents of the Chairman, Vice-chairman/Treasurer 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

注意 Note :

1. 主席、副主席／司库及所有被授权签字人必须亲临中银香港分行开立户口。
The Chairman, Vice-chairman/Treasurer and all authorised signatories must visit the branch of BOCHK for account opening.
2. 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 to provide other information and documents required for account opening, if necessary.



开立账户所需提供的文件 — 大厦互助委员会
Documents Required for Account Opening – Mutual Aid Committee

经预约后，请携带下列文件到指定的中国银行（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 designated branch of Bank of China (Hong Kong) Limited (BOCHK) to open an account.

甲、大厦互助委员会登记文件

A. Mutual Aid Committee Registration Documents

- ☐ 民政事务署发出之批准书
Approval Letter issued by the Home Affairs Department
- ☐ 互助委员会之规则（如有）
Rules and Regulations of the Mutual Aid Committee (if any)

乙、有关主席、副主席／司库及所有被授权签字人的文件

B. Documents of the Chairman, Vice-chairman/Treasurer 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

注意 Note :

1. 主席、副主席／司库及所有被授权签字人必须亲临中银香港分行开立户口。
The Chairman, Vice-chairman/Treasurer and all authorised signatories must visit the branch of BOCHK for account opening.
2. 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 to provide other information and documents required for account opening, if necessary.



开立账户所需提供的文件 — 合作社

Documents Required for Account Opening – Co-operative Society

经预约后，请携带下列文件到指定的中国银行（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 designated branch of Bank of China (Hong Kong) Limited (BOCHK) to open an account.

甲、合作社登记文件

A. Co-operative Societies Registration Documents

- ☐ 合作社注册证明书
Certificate of Registration issued by the Registrar of Co-operative Societies
- ☐ 注册官发出开立银行户口之批准书
The approval letter of the Registrar
- ☐ 注册官批准及签署的合作社章程最新版本
Rules and Regulations of the Society signed and approved by the Registrar
- ☐ 已送交注册官之合作社地址通知书
Notification of Society's address to the Registrar
- ☐ 由合作社理事长签署证明之理事会成员名单
List of committee members certified by the Society's Committee Chairman

乙、有关理事长、司库及所有被授权签字人的文件

B. Documents of the Chairman, Treasurer 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

注意 Note :

1. 理事长、司库及所有被授权签字人必须亲临中银香港分行开立户口。
The Chairman, Treasurer and all authorised signatories must visit the branch of BOCHK for account opening.
2. 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 to provide other information and documents required for account opening, if necessary.