



## Required Documents for Opening a Business Account (Industry-Specific Supplementary Guide)

This guideline aims to assist customer across various industries in preparing the necessary documents for account opening, thereby enhancing application efficiency. Supporting documentation may vary by industry. Below are examples provided for reference purposes only.

### 1. Healthcare Services Industry

Document Category	Required Supporting Documents
Professional Qualifications	Proof of professional qualifications for key medical personnel (e.g., Practicing Doctor Certificate, Registered Nurse License)
Professional Licenses	Licenses issued by relevant authorities (e.g., Department of Health), such as Day Medical Center License or Clinic License
Equipment/Service List	Purchase contracts, lease agreements, or invoices for medical equipment
Cooperation Agreements	Partnership agreements with pharmaceutical manufacturers or medical device suppliers to illustrate business operations

### 2. Technology and Innovation Industries (e.g., Artificial Intelligence, Tech Startups, Software Development, Biotechnology)

Document Category	Required Supporting Documents
Proof of Technical Achievements	Intellectual property rights certificates, patents, software copyright registrations, etc.
Technical Background of Team	Curriculum vitae and academic credentials (e.g., bachelor's degree related to innovation and technology such as Innovation & Technology, Computer Science, Robotics Science and Engineering) of directors and core team members
Evidence of R&D Investment	Purchase documentation from equipment suppliers (e.g., chip, processor, memory module, cooling system manufacturers/distributors)
Software-Related Records	Service contracts with software development tool providers or data service vendors

### 3. E-Commerce Industry (Online Marketplace Sellers / Self-Built Website Brands)

Document Category	Required Supporting Documents
Online Store Operation Proof	Link and screenshots of the e-commerce store on platforms (must clearly show store owner name and establishment date)
Sales Data Records	Screenshots of sales data from the e-commerce platform showing customer details (transaction amounts, payment status, and logistics information to provide banks with a clear picture of business operations:) <ul style="list-style-type: none"> <li>• Sales records and;</li> <li>• Order records and;</li> <li>• Payment receipts</li> </ul>
Procurement Evidence	If procurement is conducted via e-commerce platforms, relevant screenshots must be provided (e.g., 1688.com, Yiwu.com.cn, Made-in-China.com): <ul style="list-style-type: none"> <li>• Purchase records and;</li> <li>• Payment records and;</li> <li>• Logistics status</li> </ul>

Note :

- At least one individual director must visit the branch of BOCHK for account opening.
- 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, the following persons acting as certifier and witness:
  - A recognized certified public accountant / lawyer / banker / notary public ; or
  - Hong Kong Institute of Chartered Secretaries (HKICS) member; or
  - BOCHK staff.
- 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.
- Apart from the aforesaid list of information, Bank of China (Hong Kong) Limited (the "Bank") may request you to provide the documents required for account opening for different types of companies. For details, please return to the previous webpage ([https://www.bochk.com/dam/smeinone/acopen/acopen\\_hk\\_tc.pdf](https://www.bochk.com/dam/smeinone/acopen/acopen_hk_tc.pdf)). The Bank may also request you to provide further information and documents during the account opening process when necessary.