

開立賬戶所需提供的文件 — 在香港註冊成立的有限公司
**Documents Required for Account Opening –
Limited Company Incorporated in Hong Kong**

經預約後，請攜備下列文件到指定的中銀香港分行辦理開戶手續。

After making an appointment, please bring the following documents to the designated branch of Bank of China (Hong Kong) Limited (the “Bank”) to open an account.

甲、公司登記文件

A. Company Registration Documents

- 公司註冊證書及其後的公司更改名稱證書(如有)
Certificate of Incorporation and subsequent Certificate of change of name, if any
- 有效之商業登記證
Valid Business Registration Certificate
- 公司組織章程及大綱
Memorandum and Articles of Association (including all up-to-date amendments)
- 香港公司註冊處表格 Forms of Hong Kong Companies Registry
 - 秘書及董事資料更改通知書 (如適用) Certified Form D2B (if applicable)
 - 出任董事或候補董事職位同意書 (如適用) Certified Form D2A (if applicable)
 - 秘書及董事辭職通知書 (如適用) Certified Form D4 (if applicable)
 - 周年申報表 (如適用) Certified Form AR1 (if applicable)
- 業務地址證明 (如與註冊辦事處地址不同)
Business address proof (if different from the registered office address)
- (適用於擔保有限公司) 董事證明書 (詳附件)
(Applicable to the “Limited by Guarantee Company”) Director’s Certificate
(Please refer to the attachment)

乙、有關最少兩位董事 (如公司只委任一位董事，則該唯一董事)、主要股東 (擁有 10% 或以上的股權及投票權的股東) 及所有被授權簽字人的文件

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 10% or more of the voting rights of the Company or its parent company) and all authorised signatories

股東總人數 Number of Shareholders: _____

董事總人數 Number of Directors: _____

被授權簽字人總人數 Number of authorised signatories: _____

- 身份證明文件 Identification document
- 前用姓名/別名證明 (如有) Proof of former / other name(s) (if any)
- 國籍證明，例如：護照 (如非持有香港永久居民身份證) Proof of nationality, e.g. passport (if a person is not holding a Hong Kong Permanent Identity Card)
- 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) 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.)
- 長期居留地址證明 (如與現居住址不同) Permanent address proof (if different from current residential address)

丙、有關公司董事/公司股東的文件 (如適用)

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

- 公司董事 Corporate Director
 - 其董事議決及議決委派之代表出席辦理開戶 Its Board Resolution appointing a representative or representatives to act for the Corporate Director and present at the Bank for account opening
 - 其公司登記文件 (請參考上列甲項) Its Company's Registration Documents (please refer to item A above)
- 主要公司股東 Corporate Principal Shareholders
 - 其主要股東/最終實益擁有人(個人)須出席辦理開戶及提供上列乙項之文件 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

注意 Note :

1. 最少 2 位董事(如公司只委任一位董事，則該唯一董事)、擁有 10% 或以上的股權及投票權的股東及所有被授權簽字人必須在開立戶口時出席本行分行。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 10% or more of the voting rights of the company or its parent company) and all authorised signatories must present at the Bank for account opening.
2. 除上述文件外，如有需要，本行會要求客戶提供其他開戶資料及文件。Apart from documents listed above, we may further request you to provide other information and documents required for account opening, if necessary.

中銀香港企業客戶熱線：(852) 3988 2288

Bank of China Hong Kong Corporate Customer Hotline: (852) 3988 2288

資料版本編號：V2013.12

[該公司信箋]
董事證明書

附件

[公司名稱] ("該擔保有限公司")

本人是該擔保有限公司的董事。本人茲證明，截至本函簽發日期，有關該擔保有限公司的資料如下：

1. 該擔保有限公司乃於_____註冊成立。

2. 該擔保有限公司的註冊編號為_____。

3. 該擔保有限公司的現任成員資料如下：

姓名(中文)	姓名(英文)	身分證件／護照號碼	任命日期

4. 該擔保有限公司主要實益擁有人¹個人資料如下：

姓名(中文)	姓名(英文)	身分證件／護照號碼	持有股份數量 (%) (如有)	投票權 (%)

該擔保有限公司並沒有任何主要實益擁有人。而該擔保有限公司主要是由以下 人士 控制／管理：

姓名(中文)	姓名(英文)	身分證件／護照號碼	職稱

5. 本人承諾在該擔保有限公司股權變動或任何突發事件影響該擔保有限公司實益擁有權時即時書面通知貴行。

董事簽署

董事姓名：

日期：

¹ 擔保有限公司主要實益擁有人指：

- 直接或間接有權攤分或控制該擔保有限公司的資本或利潤或行使投票權或債務責任不少於 10%的個人；
- 管有最終控制權的個人；或
- 由該擔保有限公司代其進行交易或活動的個人。

表格編號：BSC-CAM-A044

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[Letterhead of the Company]**DIRECTOR'S CERTIFICATE**

[Name of the Company] (the "Limited by Guarantee Company")

I am a director of the Limited by Guarantee Company and hereby certify the following:

1. The Limited by Guarantee Company was incorporated on [].
2. The Limited by Guarantee Company number is [].
3. The current member(s) of the Limited by Guarantee Company is/are as follows:

Name(Chinese)	Name(English)	ID Document No.	Date of Appointment

4. The principal beneficial owner(s) of the Limited by Guarantee Company¹ is/are as follows:

Name(Chinese)	Name(English)	ID Document No.	Number of Share(s) (%)Held (if any)	Voting Rights (%)

- The Limited by Guarantee Company does not have any principal beneficial owner. The Limited by Guarantee Company is mainly controlled/managed by the individual(s) listed below:

Name(Chinese)	Name(English)	ID Document No.	Title

5. I undertake to inform you of any change in the shareholding in the Limited by Guarantee Company and of any event which affects the beneficial ownership of the Limited by Guarantee Company.

Signed and dated this [] day of [].

Signature of the Director

Name of the Director:

Encl.

¹ The principal beneficial owner(s) of the Limited by Guarantee Company refers to as:

- an individual who is entitled to or controls, directly or indirectly, not less than 10% of the shares of the capital or profits or the voting rights or debts and obligations of the Limited by Guarantee Company;
- an individual who exercises ultimate control over the management of the Limited by Guarantee Company; or
- an individual on whose behalf the Limited by Guarantee Company acts or carries out transactions.