

開立賬戶所需提供的文件 — 合夥公司
Documents Required for Account Opening – Partnership

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

- 有效之商業登記證
Valid Business Registration Certificate
- 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)
- 合夥人證明書 (詳附件)
Partner’s Certificate (Please refer to the attachment)

乙、有關所有合夥人及所有被授權簽字人的文件

B. Documents of all partners and authorised signatories :

合夥人總人數 Number of partners: _____

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)

注意 Note :

1. 所有合夥人及所有被授權簽字人必須在開立戶口時出席本行分行。
All partners 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 the documents listed above, we may further request you to provide other information and documents required for account opening, if necessary.

[該公司信箋]
合夥人證明書

[公司名稱] ("該合夥商號")

本人是該合夥商號的合夥人。本人茲證明，截至本函簽發日期，有關該合夥商號的資料如下：

1. 該合夥商號乃於_____註冊成立／改組。
2. 該合夥商號的註冊編號為_____。
3. 該合夥商號的現任合夥人資料如下¹：

| 姓名(中文) | 姓名(英文) | 身分證件／護照號碼 | 任命日期 |
|--------|--------|-----------|------|
| | | | |
| | | | |

4. 該合夥商號主要實益擁有人²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(%) |
|--------|--------|-----------|-----------|
| | | | |
| | | | |

- 該合夥商號並沒有任何主要實益擁有人。而該合夥商號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. 本人承諾在該合夥商號股權變動或任何突發事件影響該合夥商號實益擁有權時即時書面通知貴行。

合夥人簽署

合夥人姓名：

日期：

¹ 若為本地合夥商號不需填寫

² 合夥商號主要實益擁有人指：

- 直接或間接有權攤分或控制該合夥的資本或利潤或行使投票權不少於 10%的個人；
- 管有最終控制權的個人；或
- 由該合夥代其進行交易或活動的個人。

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

[Name of the Company] (the "Partnership")

I am a partner of the Partnership and hereby certify the following:

1. The Partnership was incorporated / reorganized on [].
2. The Partnership number is [].
3. The current Partners of the Partnership¹ is/are as follows:

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

4. The principal beneficial owner(s) of the Partnership² is/are as follows:

| Name(Chinese) | Name(English) | ID Document No. | Shareholding (%) |
|---------------|---------------|-----------------|------------------|
| | | | |
| | | | |

- The Partnership does not have any principal beneficial owner. The Partnership 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 Partnership and of any event which affects the beneficial ownership of the Partnership.

Signed and dated this [] day of [].

Signature of the Partner

Name of the Partner:

Encl.

¹ Do not need to fill in if the Partnership is registered in Hong Kong.

² The principal beneficial owner(s) of the Partnership 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 of the partnership;
- an individual who exercises ultimate control over the management of the partnership; or
- an individual on whose behalf the partnership acts or carries out transactions.