

# Documents Checklist for Account Opening - Limited Company incorporated in BVI, Cayman Island, Samoa, Bermuda, Seychelles, Belize

No	Documents to be provided by the Client	Remarks	
1)	Copy of individuals' identity documents <sup>1</sup>	HK Permanent ID Card/ Passport <sup>1</sup> of at least 2 directors (including the managing director <sup>9</sup> ), all beneficial owners <sup>2</sup> and all authorised signatories, certified true by suitable certifier <sup>3</sup>	<input type="checkbox"/>
2)	Articles of Association	Original or copy certified true by suitable certifier <sup>3</sup>	<input type="checkbox"/>
3)	Corporate Directors	See the section [Documents to be provided by the Client for Application with Corporate Directors] below	<input type="checkbox"/>
4)	Certificate of Incumbency <sup>5</sup>	Issued by a reliable registered agent within the last six months, declaring details of the registered office, directors and shareholders for account applicant incorporated in British Virgin Islands, Belize, Samoa or Seychelles	<input type="checkbox"/>
5)	Director Declaration <sup>5</sup>	Certified by a Fit & Proper Intermediary for account applicant incorporated in Bermuda or Cayman Islands	<input type="checkbox"/>
6)	Company with multiple layers of ownership	Where any shareholder is a corporation, a shareholding structure chart showing the chain of ownership <sup>6</sup> to the individual ultimate beneficial owner(s) is required	<input type="checkbox"/>
7)	Copy of Business Registration Certificate or equivalent document	If applicable. Business Registration Certificate is required if the company has a place of business in Hong Kong. (certified true by suitable certifier) <sup>3</sup>	<input type="checkbox"/>
8)	Copy of Certificate of Incorporation/Registration	Copy of Certificate of Incorporation, certified true by suitable certifier <sup>3</sup>	<input type="checkbox"/>
9)	Account Opening Form, Mandate and Schedule (Signatories)		<input type="checkbox"/>
10)	FATCA Form <sup>10</sup>	Choose one of the FATCA forms (W-9, W-8BEN-E, W-8IMY, W-8EXP, W-8ECI, Entity Tax Declaration Form)	<input type="checkbox"/>
11)	CRS Self Certification Form - Entity <sup>11</sup>		<input type="checkbox"/>

## [Documents to be provided by the Client for Application with Corporate Directors]

- 1) Copy of directors' board resolution of corporate director(s) resolving to appoint authorised representatives to handle banking business of other companies, for which they are corporate directors, to be certified true by suitable certifier<sup>3</sup> ; and specimen signatures of the authorised signatories to be verified by a notary public or a banker in any of the Countries/Regions listed in Note 4
- 2) Copy of "Certificate of Incorporation" certified true by suitable certifier <sup>3</sup>
- 3) Original or copy of Articles of Association certified true by suitable certifier <sup>3</sup>

- 4) Copy of "Business Registration Certificate" certified true by suitable certifier<sup>3</sup> (if the corporate director is registered and / or has a place of business in Hong Kong)
- 5) If the corporate director is incorporated in Hong Kong:- Form NC1/D2A/D2B and Return of Allotments (SC1) / Annual Return (AR1) certified true by suitable certifier<sup>3</sup>.
- 6) If the corporate director is incorporated overseas in British Virgin Islands, Belize, Bermuda, Cayman Island, Samoa or Seychelles:-  
-Certificate of Incumbency<sup>5</sup>, issued by a reliable registered agent within last 6 months, declaring details of the registered address and directors
- 7) If the corporate director is incorporated overseas in Bermuda or Cayman Islands  
Director Declaration<sup>5</sup> certified by a Fit & Proper Intermediary
- 8) If the corporate director is incorporated in other overseas Countries/Regions:-  
- Written confirmation signed by the director of the account applicant, certified correct by a fit and proper intermediary<sup>7</sup>, declaring details of the registered address and directors, within last 6 months.

### Notes

1. A copy of Passport must be provided where the individual does NOT hold a HK Permanent Identity Card. (i.e. a letter "A" will be shown on a HK Permanent Identity Card)
2. Beneficial owner means: an individual who (i) owns or controls, directly or indirectly, not less than 10% of the issued share capital or the profits of the corporation / partnership; or (ii) is directly or indirectly, entitled to exercise or control the exercise of not less than 10% of the voting rights of the corporation / partnership; or (iii) exercise ultimate control over the management of the corporation / partnership/unincorporated body; or (iv) if the corporation / partnership/unincorporated body is acting on behalf of another person, means the other.
3. Suitable certifier is defined as (i) a solicitor, an accountant, a notary public, an auditor, a tax advisor in any of the Countries/Regions listed in Note 4 below, , (ii) an officer of a regulated financial institution incorporated in, or operating from, any of the Countries/Regions listed in Note 4 below, (iii) a current member of the Hong Kong Institute of Chartered Secretaries (HKICS) practicing in Hong Kong, (iv) an officer of an embassy, consulate or high commission of the Country/Region of issue of documentary verification of identity, (v)A member of judiciary in any of the Countries/Regions listed in Note 4 below, (vi) Justice of the Peace, or (vii)an officer of Standard Chartered Bank
4. Australia, Austria, Belgium, Brazil, Canada, Denmark, Estonia, Finland, France, Germany, Hong Kong, Hungary, Iceland, Ireland, Italy, Japan, Luxembourg, Netherland(\*), Norway, Poland, Portugal, Singapore, South Africa, Spain, Sweden, Switzerland, United Kingdom(\*\*), United States of America  
(\*) Excluding Aruba as part of the Kingdom of the Netherlands.  
(\*\*) Including Gibraltar and the UK Crown Dependencies (The Isle of Man, Guernsey and Jersey)
5. In addition to the Certificate of Incumbency / Director Declaration, account applicants incorporated in Bermuda, Cayman Islands or Samoa must submit also these documents:(i)Certificate of Compliance (for applicant incorporated in Bermuda),(ii) Certificate of Good Standing (for applicant incorporated in Cayman Islands), and (iii) Confirmation of appointment of Resident Agent (for applicant incorporated in Samoa).
6. The chart needs to specify the name(s) and place(s) of incorporation of all companies in the intermediate layer(s) of ownership.
7. A fit and proper intermediary is defined as (i) a financial institution, solicitor or accountant in any of the Countries/Regions listed in Note 4; or (ii) a company secretarial firm approved by the Bank; and which has been involved in arranging the incorporation of the account applicant or is currently being used by the account applicant.
8. A satisfactory bank reference letter\* of the company / directors / principal shareholders / beneficial owners is required for ALL overseas companies incorporated for less than 1 year. However, it can be waived if any director/shareholder/beneficial owner is an existing SCB customer or it can be substituted by any latest 3 months bank statement issued for the company/the beneficial owner who owns 50% or more shareholding of the company.
9. It also includes the natural person who exercises ultimate control over the management of legal entity.
10. The W8/W9 form is a tax document issued by United States for tax filing purpose and customer can choose one of the W8/W9 forms or an Entity Tax Declaration form to declare their Foreign Account Tax Compliance Act ("FATCA") status.
11. The Common Reporting Standard (CRS) Self Certification Form is a declaration form that the company can declare on their entity type and tax residency status as required under HK by the Inland Revenue (Amendment) (No. 3) Ordinance 2016 ("the Amendment Ordinance") which came into effect on 30 June 2016.

### \*Bank Reference Letter Requirements

1. Letterhead, full name, telephone, facsimile and address of the referee bank.
2. Date of issuance.
3. Clearly state the customer's full name (or company name); and his/her ID document number (or Certificate of Incorporation number for company) or his/her/its account number.
4. Full name and signature of an officer of the referee bank.

Remarks:

- Instead of providing copies of documents certified true by suitable certifier <sup>3</sup>, you can also present the original documents to any of our branches for certification by a bank officer.
- We reserve the right to conduct a company search and charge you for the cost incurred.
- Additional documents may be required for the account opening upon the request from the bank.
- This Document Checklist is for reference only and the requirements stated may change from time to time. Should there be any inconsistencies between this document and the Bank's internal policy & procedures, the latter shall prevail.
- The above information is for reference only, for more updated information, please come to our branches or call our Enquiry Hotline at 2886 8868.
- If there is any consistency or conflict between the English and Chinese versions, the English version shall prevail.