

# Document Checklist for Account Opening - Limited Liability Company Incorporated in Hong Kong

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>8</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)	Copies of Particulars of directorship and company secretary	Form NC1/D2A/D2B and Return of Allotments(SC1)/ Annual Return (AR1) certified true by suitable certifier <sup>3</sup>	<input type="checkbox"/>
5)	Company with multiple layers of ownership	Where any shareholder is a corporation, a shareholding structure chart showing the chain of ownership <sup>5</sup> to the individual ultimate beneficial owner(s) is required.	<input type="checkbox"/>
6)	Copy of Business Registration Certificate	Certified true by suitable certifier <sup>3</sup>	<input type="checkbox"/>
7)	Copy of Certificate of Incorporation/Registration	Copy of Certificate of Incorporation, certified true by suitable certifier <sup>3</sup>	<input type="checkbox"/>
8)	Account Opening Form, Mandate and Schedule (Signatories)		<input type="checkbox"/>
9)	FATCA Form <sup>9</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"/>
10)	CRS Self Certification Form - Entity <sup>10</sup>		<input type="checkbox"/>

No	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	<input type="checkbox"/>
2)	Copy of "Certificate of Incorporation" certified true by suitable certifier <sup>3</sup>	<input type="checkbox"/>
3)	Original or copy of Articles of Association certified true by suitable certifier <sup>3</sup>	<input type="checkbox"/>
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)	<input type="checkbox"/>
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> .	<input type="checkbox"/>
6)	If the corporate director is incorporated overseas in British Virgin Islands, Belize, Bermuda, Cayman Island, Samoa or Seychelles:- -Certificate of Incumbency <sup>6</sup> , issued by a reliable registered agent within last 6 months, declaring details of the registered address and directors	<input type="checkbox"/>
7)	If the corporate director is incorporated overseas in Bermuda or Cayman Islands Director Declaration <sup>6</sup> certified by a Fit & Proper Intermediary	<input type="checkbox"/>

- 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. The chart needs to specify the name(s) and place(s) of incorporation of all companies in the intermediate layer(s) of ownership.
6. In addition to the Certificate of Incumbency, 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).
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. It also includes the natural person who exercises ultimate control over the management of legal entity.
9. The W8/W9 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.
10. 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.

## 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.