

DOCUMENTS REQUIRED TO OPEN CORPORATE ACCOUNT CHARITABLE ORGANIZATION ACCOUNT – registered as Limited Company in Hong Kong

For documents marked with *, you can provide:

- Photocopy of original documents, or
- PDF format sent by email

For documents without *, you are required to provide:

- Original Documents, or
- True copies certified by a suitable certifier such as
 - 1) a practicing lawyer in Hong Kong;
 - 2) a practicing accountant in Hong Kong;
 - 3) a chartered secretary who is a current member of Hong Kong Institute of Chartered Secretaries (HKICS);
or
 - 4) a notary public in Hong Kong.

The certifier must sign and date the copy document (printing his/her name clearly in capitals underneath) and clearly indicate his/her position or capacity on it. The certifier must state that it is a true copy of the original (or words to similar effect).

A. Company Registration Documents[^]

1. ☐ Valid Business Registration Certificate or Letter from Inland Revenue Department as a proof of tax exemption and charitable institution status*
2. ☐ Certificate of Incorporation and subsequent Certificate of Change of Name (if any)*
3. ☐ Memorandum and Articles of Association/Articles of Association and any amending resolutions*

B. Identification Document and Information Required from Director(s), all Beneficial Owner(s) and all Authorised Signatory(ies)

4. Documents from Director(s) (being the Director(s) who signs on the Bank Mandate or Board Resolution or Minutes for account opening and the number of such Director(s) shall not be less than the quorum under the constitutional documents and the applicable laws), all Beneficial Owner(s) and all Authorised Signatory(ies) :
 - (a) ☐ Identification documents; and
 - (b) ☐ Residential address proof, if needed (e.g. opening of investment sub-account)

C. Company Information

- | | | |
|----|--------------------------|---|
| 5. | <input type="checkbox"/> | Latest Annual Return Form AR1/NAR1 (or NC1/NNC1/NNC1G) plus all subsequent Form(s) including D2A/ND2A and D2B/ND2B Return of Allotments (SC1), and Instrument of Transfer listing the particulars of the Beneficial Owner(s) (if any) |
| 6. | <input type="checkbox"/> | Minutes/Resolution of the Board of Directors to open an account and confer authority on those who will operate it (if any) (Certification by chairman or a director is acceptable if a copy is provided) |
| 7. | <input type="checkbox"/> | (Applicable to shareholder which is a company with multiple layers of ownership structure) Organisational chart certified by its director, which shows, including but not limited to the ultimate beneficial owner(s) of such company* (if any) |

D. Presence in Account Opening

The following person(s) is/ are required to be present at the time when opening an account:

- | | | |
|----|--------------------------|--|
| 8. | <input type="checkbox"/> | All Authorised Signatory(ies); and |
| | <input type="checkbox"/> | At least the number of Director(s) required to form a quorum |

E. Deposits/Payments for Account Opening

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|-----|--------------------------|--|
| 9. | <input type="checkbox"/> | Initial deposit of HK\$10,000 (or its equivalent) |
| 10. | <input type="checkbox"/> | Company search fee and company account application fee of HKD10,000. Please refer to the latest Bank Charges on The Bank of East Asia, Limited ("the Bank") website (Personal Banking > Bank Charges, Corporate Banking > CorporatePlus Account Fees). |

Notes

- (a) Examples of valid address proof include:
- A recent utility bill issued within the last 3 months;
 - Recent correspondence from a government department or agency (i.e. issued within the last 3 months);
 - A statement / letter / notice, issued by an authorized institution (e.g. a licensed bank), a licensed corporation (e.g. a licensed securities firm) or an authorized insurer (i.e. a licensed insurance company) within the last 3 months, provided that the address is printed with customer name and not on an address label;
 - A record of a visit to the residential address by the staff of the Bank;
 - An acknowledgement of receipt duly signed by the applicant in response to a letter sent by the Bank to the address provided by the applicant;
 - A letter from an immediate family member at which the individual resides confirming that the applicant lives at that address in Hong Kong, setting out the relationship between the applicant and the immediate family member, together with evidence that the immediate family member resides at the same address (for persons such as students and housewives who are unable to provide proof of address of their own name);
 - Mobile phone or pay TV statement (sent to the address provided by the applicant) issued within the last 3 months;
 - A letter from a Hong Kong nursing or residential home for the elderly or disabled, which the Bank is satisfied that it can place reliance on, confirming the residence of the applicant;
 - A letter from a Hong Kong university or college, which the Bank is satisfied that it can place reliance on, that confirms residence at a stated address;
 - A Hong Kong tenancy agreement which has been duly stamped by the Inland Revenue Department;
 - A letter from a Hong Kong employer together with proof of employment, which the Bank is satisfied that it can place reliance on and that confirms residence at a stated address in Hong Kong;
 - A lawyer's confirmation of property purchase, or legal document recognizing title to property;
 - For non-Hong Kong residents, a government-issued photographic driving license or national identity card containing the current residential address or bank statements issued within the latest 3 months by a bank in an equivalent jurisdiction where the Bank is satisfied that the address has been verified.
- (b) The following documents are required if the authorised signatory(ies) is (are) corporate entity(ies):
- Board resolution (specifying the authorised signatories with power to act for the corporate entities) (Certification by chairman or a director is acceptable if a copy is provided)
 - Specimen signatures
 - Company registration documents^a of the entities or comparable documents
 - Company search report/ Certificate of Incumbency ("COI") issued within 6 months by the registry/ company's registered agent in the place of incorporation, or a similar or comparable document to a company search report/ COI issued within 6 months certified by a professional third party in the relevant jurisdiction that information contained in the said document is correct and accurate (e.g. a Certification Letter issued by a practicing lawyer or accountant verifying that the identity information of director/ shareholder/ beneficial owner of the company is correct and accurate), if the corporate entity(ies) is/are incorporated in overseas. (Original documents or true copies certified by suitable certifier mentioned above)
 - Identification document required from all authorised signatories of the entities. (Original documents or true copies certified by suitable certifier mentioned above)
- (c) Should the beneficial owner(s) of the company be a trust, a Trust Deed or similar instrument, or a record in an appropriate register in the relevant country of establishment, or a written confirmation from a trustee acting in a professional capacity, or a written confirmation from a lawyer who has reviewed the relevant instrument, or a written confirmation from the trust company which manages the trust and is a subsidiary of the Bank should be provided, with the name of the trust, date of establishment/settlement, the jurisdiction whose laws govern the arrangement (as set out in the trust instrument), the identification number (if any) granted by any applicable official bodies, address of registered office (if applicable), identification information of trustee(s), protector(s), enforcer(s), settlor(s), individual(s) who has/have ultimate control over the trust and beneficiary(ies). In addition, proof of address of registered office (if applicable), and identity and residential address of the trustee(s), protector(s), enforcer(s), settlor(s), individual(s) who has/have ultimate control over the trust and beneficiary(ies) should be submitted. For cases where the trustee(s), protector(s), enforcer(s), settlor(s), beneficiary(ies) and beneficial owner(s) in relation to a trust are corporate entities, please refer to the respective documentation requirements applicable to the particular company type.
- (d) Should any of the shareholders be corporate entities or acting as a nominee only, identification documents of the beneficial owner(s) [i.e. private individual(s)] and/or the party instructing the nominee or the person(s) on whose behalf the shareholder is acting must also be submitted.
- (e) For any subsequent changes to the beneficial owner(s), the company is required to inform the Bank and submit the relevant identification documents to the Bank immediately.
- (f) A company with multiple layers of ownership structure should submit an organisational chart (certified by a director) showing the company name, the place of incorporation of each intermediate company, the percentage of shareholdings owned by each intermediate company and the ultimate beneficial owner(s) of the company, and give details of the rationale behind the particular structure employed, if applicable. In addition, for an offshore company, a director's declaration is required, detailing whether any bearer share has been issued.
- (g) The Bank will conduct a preliminary review of the information and documents and may further request you to provide more account opening details, information and documents when necessary. Failure to provide the required documents or information may result in your application being rejected or delayed. Account opening is subject to the Bank's approval.
- (h) Documents submitted will not be returned, irrespective of whether the account is eventually opened or not.

- (i) Beneficial Owner –
Refers to an individual who:
- (1) in relation to a corporation,
 - i. owns or controls, directly or indirectly, including through a Trust or bearer share holding, more than 25% of the issued share capital of the corporation;
 - ii. is, directly or indirectly, entitled to exercise or control the exercise of more than 25% of the voting rights at general meetings of the corporation;
 - iii. exercises ultimate control over the management of the corporation; or
 - iv. the corporation is acting on behalf of;
 - (2) in relation to a partnership,
 - i. is entitled to or controls, directly or indirectly, more than 25% share of the capital or profits of the partnership;
 - ii. is, directly or indirectly, entitled to exercise or control the exercise of more than 25% of the voting rights in the partnership;
 - iii. exercises ultimate control over the management of the partnership; or
 - iv. the partnership is acting on behalf of;
 - (3) in relation to a Trust,
 - i. is a beneficiary or a class of beneficiaries of the Trust entitled to a vested interest in the trust property, whether the interest is in possession or in remainder or reversion and whether it is defeasible or not;
 - ii. is the settlor of the Trust;
 - iii. is trustee of the Trust;
 - iv. is a protector or enforcer of the Trust; or
 - v. has ultimate control over the Trust;
 - (4) in relation to a person not falling within any of the above (1), (2) or (3),
 - i. ultimately owns or controls the person; or
 - ii. the person is acting on behalf of.
- (j) Electronic document or official duplicate of address proof for notes (a) (i), (ii), (iii), (vi), (vii) and (ix) above can be accepted. Customers are required to sign on the electronic document to declare it is a true electronic copy. For the avoidance of doubt, the electronic document or official duplicate of address proof documents for notes (a) (vi) above refers to the evidential documents provided by the immediate family members at the same address.
- (k) The Chinese version of this document is also available. If necessary, it can be accessed through the Bank's website.