

DOCUMENTS REQUIRED TO OPEN CORPORATE ACCOUNT Incorporated Management Committee (“IMC”) of School

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. Certificate of Incorporation and subsequent Certificate of Change of Name*[^] (if any)
2. Certificate of Registration of School issued by the Education Bureau*[^]
3. Submission of List of Proposed Managers approval by the Education Bureau*
4. Registration as a School Manager issued by the Education Bureau*

B. Identification Document and Information Required from Chairman, Managers (including Supervisor), all Beneficial Owner(s) and all Authorised Signatory(ies)

5. Identification documents; and
 Residential address proof, if needed (e.g. opening of investment sub-account)

C. Company Information

6. Minutes of meeting (Certification by chairman or a director is acceptable if a copy is provided)
7. Constitution of the IMC of the school plus all subsequent documentation (if any)

Incorporated Management Committee (“IMC”) of School

D. Presence in Account Opening

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

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|---|
| 8. <input type="checkbox"/> The Chairman; and
<input type="checkbox"/> All Authorised Signatory(ies) |
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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:
- i. A recent utility bill issued within the last 3 months;
 - ii. Recent correspondence from a government department or agency (i.e. issued within the last 3 months);
 - iii. 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;
 - iv. A record of a visit to the residential address by the staff of the Bank;
 - v. 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;
 - vi. 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);
 - vii. Mobile phone or pay TV statement (sent to the address provided by the applicant) issued within the last 3 months;
 - viii. 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;
 - ix. 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;
 - x. A Hong Kong tenancy agreement which has been duly stamped by the Inland Revenue Department;
 - xi. 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;
 - xii. A lawyer's confirmation of property purchase, or legal document recognizing title to property;
 - xiii. 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 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.
- (c) ^The document required is determined by how the school is registered. (if it is registered as a limited company, the documents required are the same as that for a limited company)
- (d) Documents submitted will not be returned, irrespective of whether the account is eventually opened or not.
- (e) 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.
- (f) 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.
- (g) The Chinese version of this document is also available. If necessary, it can be accessed through the Bank's website.