

開立工商賬戶附加說明

Supplemental Information for Opening Corporate Accounts

1. 開立賬戶所需提供的資料：

Information to be obtained for account opening :

i、請述明貴公司的成立日期。

Please state the date of incorporation of your company.

ii、營運、註冊及通訊地點是否相同，若否，請說明原因。

Are the business address, registered address and correspondence address the same? If not, please provide reason(s).

iii、請提供所屬集團背景(如集團之業務性質) (如有)。

Please provide the background of the group to which your company belongs (such as the nature of the group's business/ industry) (if any).

iv、請提供業務性質及運作模式，銷售對象及上游供應商(如適用)及其所在地。

Please provide the nature of your business/ industry, the mode of operation, the sales target and the upstream supplier(s) (if applicable) and the customer's location(s).

v、請提供公司規模(如僱員數目、預期年度營業額等)。

Please provide the size of the company (such as the number of employees, the expected annual turnover, etc.)

vi、之前主要與哪間銀行往來(如有)。

Which was your main banker (if any)?

vii、請述明開戶目的，每年預期賬戶使用的次數與交易金額、交易模式、及貨幣類別。

Please state the purpose of account opening, the expected number of transactions, turnover, transaction pattern and type of currency per year.

viii、請提供公司財富及資金來源。

What are the source of wealth and source of funds of your company?

ix、若屬海外註冊公司，請額外補充：

For a company which is incorporated overseas, please supplement the following :

a. 選擇在港開戶的原因；

Reason(s) for opening account (s) in Hong Kong;

b. 貴司或貴司所屬集團聯營公司的本地往來銀行(如適用)；

The local banker(s) that your company or your affiliated group companies have been using (if applicable);

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- c. 業務是否涉及本港或其他地區，請詳細說明；

Is your business conducted mainly locally or in other territories? If so, please provide details.

- d. 若貴公司之主要負責人非長駐香港，請說明會以怎樣的模式運作賬戶；

How the account will be operated if the person-in-charge of your company is not based in Hong Kong?

- e. 營運及通訊地點是否為本港，若否，請說明原因；

Are the business address and correspondence address in Hong Kong? If not, please provide the reason(s);

- x. 如屬創業公司／個體，請額外補充：

For start-up businesses, please supplement the following :

- a. 主要負責人是否有從事相關行業的經驗，若是，請詳述相關經驗；

Does the person-in-charge have relevant experience in the business/industry? If so, please specify the relevant experience;

- b. 選擇於有關行業創業的原因；

The reason(s) for starting a business in the selected industry;

- c. 公司之發展計劃及經營目標；

The business plan of your company;

- d. 創業的財富、資金來源及所涉金額。

The source of wealth and funds, in particular the amount of your start-up capital.

2. 實益擁有人就法團而言，指符合以下說明的個人 -

Beneficial Owner in relation to a corporation, refers to an individual who,

- i. 直接或間接地擁有或控制(包括透過信託或持票人股份持有)該法團25%以上的已發行股本；

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. 直接或間接地有權行使在該法團的成員大會上的25%以上的投票權，或支配該比重的投票權的行使；或

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; or

- iii. 行使對該法團的管理最終的控制權；或

exercises ultimate control over the management of the corporation; or

- iv. 該法團是代表另一人行事。

the corporation is acting on behalf of another person.

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- v、如沒有個人符合上述說明，請提供擔任高級管理人員職位的個人。
If no individual meets the above references, please provide the individual holding the position of senior management.
3. 實益擁有人就信託而言，指符合以下說明的個人 -
Beneficial Owner in relation to a Trust, refers to an individual who,
- i、有權享有信託財產25%以上資本的既得權益的任何人，而不論該人是享有該權益的管有權、剩餘權或復歸權，亦不論該權益是否可予廢除；
is an individual who is entitled to a vested interest in more than 25% of the capital of the trust property, whether the interest is in possession or in remainder or reversion and whether it is defeasible or not
- ii、該信託的財產授予人；
is the settlor of the Trust;
- iii、該信託的保護人或執行人；或
is a protector or enforcer of the Trust; or
- iv、對該信託擁有最終的控制權的個人。
is an individual who has ultimate control over the Trust.
- v、如沒有個人符合上述說明，請提供擔任高級管理人員職位的個人。
If no individual meets the above references, please provide the individual holding the position of senior management.
4. 若實益擁有人(等)為信託基金，必須提供信託契約與其受託人(等)、保護人(等)、財產授予人(等)及受益人(等)的詳細資料及「開戶須知(工商)-在香港註冊成立的有限公司」的乙項相關文件。
Should the beneficial owner(s) of the company is a trust, Trust Deed, with details and documents (please refer to item B of “Documents Required for Account Opening – Limited Company Incorporated in Hong Kong”) of trustee(s), protector(s), settlor(s) and beneficiary(ies) must be provided.
5. 所有董事需提供身份資料(全名、身份證明文件號碼及種類)
All Directors’ Identification Information (Full Name, No. and Type of Identification Proof Document) should be provided.
6. 如公司由多個層次的公司所組成，則需提交經董事確認的董事證明書(樣本可向本行職員索取)及架構圖，架構圖顯示每家中間公司的公司名稱、註冊地、所擁有的股權份數(%)、其最終實益擁有人(等)及設立該特定架構的有關理據，如適用。
A company with multiple layers of ownership structure should submit a Director’s Certificate (Please refer to our staff for the sample) and an organization chart, both

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certified by the directors, showing the company name and the place of incorporation of each intermediate company, the percentage of shareholdings owned by each intermediate company to the ultimate beneficial owner(s) of the company, the ultimate beneficial owner(s) and details of the rationale behind the particular structure employed, if applicable.

7. 若申請人未能出示開立賬戶所需提供的文件的正本，則其副本需由合適的證明人(如執業律師或執業會計師)簽署確認為真確的副本。簽證人必須在文件副本上簽署及註明日期(在簽名下方以正楷清楚書寫全名)，並清楚註明其職位。簽證人必須證明這是真確的副本(或意思相近的語句)及註明頁數。

Should applicants not be able to present the original of the documents required for account opening, copy of such document is required to be certified as true copy of the original by a suitable certifier such as a practicing lawyer or a practicing accountant. 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) and the number of pages to be recorded.

8. 如申請人未能提供任何一項開立賬戶所需提供的文件，需提供合理原因及/或其他憑證文件，本行會按申請人的個別情況考慮作出特別安排。

Should applicants not be able to provide any of the documents required for account opening, please provide the Bank with reasons and/or other supporting documents. The Bank would take into account the unique situation of the applicants and consider special arrangements.

9. 如提交的文件是以中文或英文以外的外語書寫，申請人需從可靠來源取得該文件的譯本，例如執業律師、領事館、高等法院指定翻譯人員。

If the documents provided are written in foreign languages other than Chinese and English, a translated version from a reliable source is required such as the registered lawyer, consulate, or translator appointed by High Court.

注意 Note:

除上述資料外，本行亦會按不同類別的公司要求客戶提供開戶所需文件，詳情請瀏覽本行網頁。如有需要，本行會於開戶過程中要求客戶提供其他資料及文件。

Apart from the aforesaid list of information, the Bank may request you to provide the documents required for account opening for different types of companies. For details, please refer to the Bank's website.

The Bank may also request you to provide further information and documents during the account opening process when necessary.

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客戶服務熱線：(852) 2616 6638

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