

開立賬戶所需提供的文件 — 社團

**Documents Required for Account Opening – Society**

經預約後，請攜備下列文件到指定的南洋商業銀行(「本行」)分行辦理開戶手續。

After making an appointment, please bring the following documents to the designated branch of Nanyang Commercial Bank, Limited (the “Bank”) to open an account.

甲、公司登記文件

**A. Company Registration Documents**

- 警務處牌照課發出的社團註冊證明書  
Certificate of Registration of a Society issued by Licensing Office, Hong Kong Police
- 社團註冊申請書(表格 1)  
Application for Registration of a Society (Form 1)
- 組織章程/細則/規則或附例  
Articles of association/Constitution/Rules or By-laws
- 由警務處社團事務主任核證的社團幹事名單  
Current list of office bearers certified by the Societies Officer, Hong Kong Police
- 【適用於開立投資賬戶】業務地址證明 (如與註冊辦事處地址不同)  
【Applicable To New Investment Service】Business address proof (if different from the registered office address)

乙、有關主席、副主席/司庫及所有被授權簽字人的文件

**B. Documents of the Chairman, Vice-chairman/Treasurer and all authorised signatories :**

被授權簽字人總人數 Number of authorised signatories: \_\_\_\_\_

- 身份證明文件 Identification document
- 前用姓名/別名證明 (如有) Proof of former / other name(s) (if any)
- 國籍證明，例如：護照 (如非持有香港永久居民身份證) Proof of nationality, e.g. passport (if a person is not holding a Hong Kong Permanent Identity Card)
- 【適用於開立投資賬戶】現居住址證明 (例如：最近三個月內之政府機構、公共事業機構或銀行發出備有客戶姓名及地址資料之單據文件，如：水費單、電費單、煤氣單、差餉單、電話費單、由受規管金融機構發出的結單等) 【Applicable To New Investment Service】Current Residential address proof (e.g. documents with name and address issued by governmental authorities within 3 months, utility bill issued within 3 months or statement issued by financial institutions within 3 months, etc.)

注意 Note :

1. 主席、副主席/司庫及所有被授權簽字人必須在開立戶口時出席本行分行。  
The Chairman, Vice-chairman/Treasurer and all authorised signatories must present at the Bank for account opening.
2. 除上述文件外，如有需要，本行會要求客戶提供其他開戶資料及文件，是否接受開戶申請則視乎本行的最終決定。  
Apart from the documents listed above, we may further request you to provide other information and documents required for account opening, if necessary. The acceptance of account opening application is subject to the bank’s discretion.
3. 請同時參閱本行《開立工商賬戶附加說明》。  
Please also refer to the Bank’s “Supplemental Information for Opening Corporate Accounts”.

注意：申請人需閱讀及理解本行的《資料政策通告》。

Note : Applicants should read and understand the Bank’s “Data Policy Notice”.