

中國（內地、澳門、台灣）及海外註冊公司開戶文件
Business Account Opening Documents
for China (Mainland, Macau, Taiwan) and Overseas Incorporated Entity

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Documents for opening a limited company account incorporated in Mainland China 開立在中國內地註冊成立的有限公司賬戶需提供的文件

1. 工商行政管理部門頒發的法人營業執照（須載有統一社會信用代碼）
2. 國家外匯管理局批准開立境外帳戶的批文 或
國有資產監督管理機構同意開立境外帳戶的批文（適用於國有獨資公司）
3. 公司組織章程
4. Valid Business Registration Certificate (if applicable)
有效之商業登記證（如適用）
5. Certificate of Registration of Non-Hong Kong Company and subsequent certificate of change of name, if any (if the company is registered in Hong Kong)
非香港公司註冊證明書及其後的公司更改名稱證書（如有）〔適用於香港註冊之公司〕
6. Business Proof (The bank may request to provide further documents when necessary)
商業證明文件（如有需要，本行會要求客戶提供）
Accept business proof including but not limited to:
可接受的商業證明包括，但不限於：
 - Invoice 發票
 - Sales Contract 商業合同
 - Trading Document 貿易文件
 - Online Trading Document 網上的業務交易單據
 - Lease of Office/Shop or Property Search Report 辦公室／商舖租約或持有的物業查冊資料
 - Business Plan 發展計劃書
 - Audit Report 財務報表
 - Current Company Payroll Record/Tax Record 現職公司糧單／稅單
7. The following documents to be presented by two directors* (one director for one person company), principal shareholders* (those who can exercise or control the exercise of more than 10% of the voting rights of the company or its parent company) and all authorised signatories:
由兩位董事（其中一人為法定代表人）*（一人公司由該唯一董事）、主要股東*（擁 10%以上的股權及投票權的股東）*及授權簽署人提供下列文件：
 - Identification document
身分證明文件
 - (Applicable to all authorised signatories of Securities Services) 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.)

(適用於證券服務的所有被授權人) 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)

- * For company with corporate director, a board resolution specifying the authorised signatories who have the power to act for them and must be present for the account opening.
如任何董事為一間公司, 則該公司須提交董事議決及議決委派之代表出席辦理開戶。
- * For company with corporate principal shareholders, principal shareholders/beneficial Owners (the private individual(s)) must be present for the account opening and provide the documents item 7 listed above.
如任何主要股東為一間公司, 主要股東/最終實益擁有人 (個人) 須出席辦理開戶及提供上列第 7 點之文件。

Note 注意:

1. At least one director* must visit the branch of BOCHK for account opening.
最少一位董事*必須親臨中銀香港分行開立戶口。
2. All submitted copies of documents to the bank must be certified as true copies of the originals by and any account opening documents must also be witnessed by:
所有提交本行的文件副本必須經由下列人士簽證為真確的副本及見證簽署開戶文件:
 - A recognised certified public accountant/lawyer/banker/notary public; or
認可的執業會計師/律師/往來銀行/公證人; 或
 - Hong Kong Institute of Chartered Secretaries (HKICS) member; or
香港特許秘書公會會員; 或
 - BOCHK staff.
任何中銀香港職員。
3. Recommended Format: Certifier must sign and date the copy document (printing his/her name clearly in capitals underneath) and clearly indicate his/her position on it. 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. In addition, the related parties who sign the account opening form are witnessed by the certifier.
建議格式: 證明人必須在文件副本上簽署及註明日期 (在簽名下面清楚地以正楷註明全名), 並清楚地表明他/她的職位。證明人必須證明這是真確的副本 (或相近意思的句子) 及註明頁數, 以及見證有關人士簽署開戶文件。
4. Apart from documents listed above, BOCHK may further request you to provide more account opening details and documents if necessary.
除上述文件外, 如有需要, 中銀香港會要求客戶提供其他開戶資料及文件。

Documents for opening a limited company account incorporated in Macau, China 開立在中國澳門註冊成立的有限公司賬戶需提供的文件

1. Certificate of Registration issued by the Macao Companies Registry
2. Articles of Association
3. Valid Business Registration Certificate (if applicable)
有效之商業登記證（如適用）
4. Certificate of Registration of Non-Hong Kong Company and subsequent certificate of change of name, if any (if the company is registered in Hong Kong)
非香港公司註冊證明書及其後的公司更改名稱證書（如有）〔適用於香港註冊的公司〕
5. Business Proof (The bank may request to provide further documents when necessary)
商業證明文件（如有需要，本行會要求客戶提供）
Accept business proof including but not limited to:
可接受的商業證明包括，但不限於：
 - Invoice 發票
 - Sales Contract 商業合同
 - Trading Document 貿易文件
 - Online Trading Document 網上的業務交易單據
 - Lease of Office/Shop or Property Search Report 辦公室／商舖租約或持有的物業查冊資料
 - Business Plan 發展計劃書
 - Audit Report 財務報表
 - Current Company Payroll Record/Tax Record 現職公司糧單／稅單
6. The following documents to be presented by two directors* (one director for one person company), principal shareholders* (those who can exercise or control the exercise of more than 10% of the voting rights of the company or its parent company) and all authorised signatories:
由兩位董事*（一人公司由該唯一董事）、主要股東*（擁 10%以上的股權及投票權的股東）*及授權簽署人提供下列文件：
 - Identification document 身分證明文件
 - (Applicable to all authorised signatories of Securities Services) 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.)

(適用於證券服務的所有被授權人) 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)

- * For company with corporate director, a board resolution specifying the authorised signatories who have the power to act for them and must be present for the account opening.
如任何董事為一間公司, 則該公司須提交董事議決及議決委派之代表出席辦理開戶。
- * For company with corporate principal shareholders, principal shareholders/beneficial Owners (the private individual (s)) must be present for the account opening and provide the documents item 6 listed above.
如任何主要股東為一間公司, 主要股東/最終實益擁有人 (個人) 須出席辦理開戶及提供上列第 6 點之文件。

Note 注意:

1. At least one director* must visit the branch of BOCHK for account opening.
最少一位董事*必須親臨中銀香港分行開立戶口。
2. All submitted copies of documents to the bank must be certified as true copies of the originals by and any account opening documents must also be witnessed by:
所有提交本行的文件副本必須經由下列人士簽證為真確的副本及見證簽署開戶文件:
 - A recognised certified public accountant/lawyer/banker/notary public; or
認可的執業會計師/律師/往來銀行/公證人; 或
 - Hong Kong Institute of Chartered Secretaries (HKICS) member; or
香港特許秘書公會會員; 或
 - BOCHK staff.
任何中銀香港職員。
3. Recommended Format: Certifier must sign and date the copy document (printing his/her name clearly in capitals underneath) and clearly indicate his/her position on it. 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. In addition, the related parties who sign the account opening form are witnessed by the certifier.
建議格式: 證明人必須在文件副本上簽署及註明日期 (在簽名下面清楚地以正楷註明全名), 並清楚地表明他/她的職位。證明人必須證明這是真確的副本 (或相近意思的句子) 及註明頁數, 以及見證有關人士簽署開戶文件。
4. Apart from documents listed above, BOCHK may further request you to provide more account opening details and documents if necessary.
除上述文件外, 如有需要, 中銀香港會要求客戶提供其他開戶資料及文件。

Documents for opening a limited company account incorporated in Taiwan, China 開立在中國台灣註冊成立的有限公司賬戶需提供的文件

1. 變更事項登記表
2. 公司註冊章程
3. Valid Business Registration Certificate (if applicable)
有效之商業登記證（如適用）
4. Certificate of Registration of Non-Hong Kong Company and subsequent certificate of change of name, if any (if the company is registered in Hong Kong)
非香港公司註冊證明書及其後的公司更改名稱證書（如有）〔適用於香港註冊之公司〕
5. Business Proof (The bank may request to provide further documents when necessary)
商業證明文件（如有需要，本行會要求客戶提供）
Accept business proof including but not limited to:
可接受的商業證明包括，但不限於：
 - Invoice 發票
 - Sales Contract 商業合同
 - Trading Document 貿易文件
 - Online Trading Document 網上的業務交易單據
 - Lease of Office/Shop or Property Search Report 辦公室／商舖租約或持有的物業查冊資料
 - Business Plan 發展計劃書
 - Audit Report 財務報表
 - Current Company Payroll Record/Tax Record 現職公司糧單／稅單
6. The following documents to be presented by two directors* (one director for one person company), principal shareholders* (those who can exercise or control the exercise of more than 10% of the voting rights of the company or its parent company) and all authorised signatories:
由兩位董事*（一人公司由該唯一董事）、主要股東*（擁 10%以上的股權及投票權的股東）*及授權簽署人提供下列文件：
 - Identification document
身分證明文件

- (Applicable to all authorised signatories of Securities Services) 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.)
(適用於證券服務的所有被授權人) 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)
- * For company with corporate director, a board resolution specifying the authorised signatories who have the power to act for them and must be present for the account opening.
如任何董事為一間公司, 則該公司須提交董事議決及議決委派之代表出席辦理開戶。
- * For company with corporate principal shareholders, principal shareholders/beneficial Owners (the private individual (s)) must be present for the account opening and provide the documents item 6 listed above.
如任何主要股東為一間公司, 主要股東/最終實益擁有人 (個人) 須出席辦理開戶及提供上列第 6 點之文件。

Note 注意:

1. At least one director* must visit the branch of BOCHK for account opening.
最少一位董事*必須親臨中銀香港分行開立戶口。
2. All submitted copies of documents to the bank must be certified as true copies of the originals by and any account opening documents must also be witnessed by:
所有提交本行的文件副本必須經由下列人士簽證為真確的副本及見證簽署開戶文件:
 - A recognised certified public accountant/lawyer/banker/notary public; or
認可的執業會計師/律師/往來銀行/公證人; 或
 - Hong Kong Institute of Chartered Secretaries (HKICS) member; or
香港特許秘書公會會員; 或
 - BOCHK staff
任何中銀香港職員。
3. Recommended Format: Certifier must sign and date the copy document (printing his/her name clearly in capitals underneath) and clearly indicate his/her position on it. 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. In addition, the related parties who sign the account opening form are witnessed by the certifier.
建議格式: 證明人必須在文件副本上簽署及註明日期 (在簽名下面清楚地以正楷註明全名), 並清楚地表明他/她的職位。證明人必須證明這是真確的副本 (或相近意思的句子) 及註明頁數, 以及見證有關人士簽署開戶文件。
4. Apart from documents listed above, BOCHK may further request you to provide more account opening details and documents if necessary.
除上述文件外, 如有需要, 中銀香港會要求客戶提供其他開戶資料及文件。

Documents for opening a limited company account incorporated in Great Britain and Singapore

開立在英國、新加坡註冊成立的有限公司賬戶需提供的文件

1. Certificate of Incorporation and subsequent Certificate of change of name, if any
公司註冊證明書及其後的公司更改名稱證書（如有）
2. Certified shareholders and directors list
3. Memorandum and Articles of Association (including all up-to-date amendments)
公司組織章程及大綱
4. Valid Business Registration Certificate (if applicable)
有效之商業登記證（如適用）
5. Certificate of Registration of Non-Hong Kong Company and subsequent certificate of change of name, if any (if the company is registered in Hong Kong)
非香港公司註冊證明書及其後的公司更改名稱證書（如有）〔適用於香港註冊的公司〕
6. Business Proof (The bank may request to provide further documents when necessary)
商業證明文件（如有需要，本行會要求客戶提供）
Accept business proof including but not limited to:
可接受的商業證明包括，但不限於：
 - Invoice 發票
 - Sales Contract 商業合同
 - Trading Document 貿易文件
 - Online Trading Document 網上的業務交易單據
 - Lease of Office/Shop or Property Search Report 辦公室／商舖租約或持有的物業查冊資料
 - Business Plan 發展計劃書
 - Audit Report 財務報表
 - Current Company Payroll Record/Tax Record 現職公司糧單／稅單
7. The following documents to be presented by two directors* (one director for one person company), principal shareholders* (those who can exercise or control the exercise of more than 10% of the voting rights of the company or its parent company) and all authorised signatories:
由兩位董事*（一人公司由該唯一董事）、主要股東*（擁 10%以上的股權及投票權的股東）*及授權簽署人提供下列文件：

- Identification document 身分證明文件
 - (Applicable to all authorised signatories of Securities Services) 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.)
(適用於證券服務的所有被授權人) 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)
- * For company with corporate director, a board resolution specifying the authorised signatories who have the power to act for them and must be present for the account opening.
如任何董事為一間公司, 則該公司須提交董事議決及議決委派之代表出席辦理開戶。
- * For company with corporate principal shareholders, principal shareholders/beneficial Owners (the private individual (s)) must be present for the account opening and provide the documents item 7 listed above.
如任何主要股東為一間公司, 主要股東/最終實益擁有人(個人)須出席辦理開戶及提供上列第 7 點之文件。

Note 注意:

1. At least one director* must visit the branch of BOCHK for account opening.
最少一位董事*必須親臨中銀香港分行開立戶口。
2. All submitted copies of documents to the bank must be certified as true copies of the originals by and any account opening documents must also be witnessed by:
所有提交本行的文件副本必須經由下列人士簽證為真確的副本及見證簽署開戶文件:
 - A recognised certified public accountant/lawyer/banker/notary public; or
認可的執業會計師/律師/往來銀行/公證人; 或
 - Hong Kong Institute of Chartered Secretaries (HKICS) member; or
香港特許秘書公會會員; 或
 - BOCHK staff.
任何中銀香港職員。
3. Recommended Format: Certifier must sign and date the copy document (printing his/her name clearly in capitals underneath) and clearly indicate his/her position on it. 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. In addition, the related parties who sign the account opening form are witnessed by the certifier.
建議格式: 證明人必須在文件副本上簽署及註明日期(在簽名下面清楚地以正楷註明全名), 並清楚地表明他/她的職位。證明人必須證明這是真確的副本(或相近意思的句子)及註明頁數, 以及見證有關人士簽署開戶文件。
4. Apart from documents listed above, BOCHK may further request you to provide more account opening details and documents if necessary.
除上述文件外, 如有需要, 中銀香港會要求客戶提供其他開戶資料及文件。

Documents for opening a limited company account incorporated in British Virgin Islands (BVI), Cayman Islands, Western Samoa (Samoa) and Mauritius
開立在英屬處女群島、開曼群島、薩摩亞群島、毛里求斯註冊成立的有限公司賬戶需提供的文件

1. Certificate of Incorporation and subsequent Certificate of change of name, if any
公司註冊證書及其後的公司更改名稱證書（如有）
2. Certificate of Incumbency issued by the company's registered agent*. If the certificate reveals the shareholder(s) is/are bearer(s), a Declaration of Ownership by Bearer Shareholder* is required.
由公司註冊代理人簽發的「董事、股東證明書」*。如「董事、股東證明書」顯示股東以不記名股票形式持有，股票持有人需按提交「不記名股票持有人權益聲明書」*
*Please refer to our staff for the sample
樣本可向本行職員索取
3. Certificate of good standing
4. Memorandum and Articles of Association (including all up-to-date amendments)
公司組織章程及大綱
5. Valid Business Registration Certificate (if applicable)
有效之商業登記證（如適用）
6. Certificate of Registration of Non-Hong Kong Company and subsequent certificate of change of name, if any (if the company is registered in Hong Kong)
非香港公司註冊證明書及其後的公司更改名稱證書（如有）〔適用於香港註冊的公司〕
7. Business Proof (The bank may request to provide further documents when necessary)
商業證明文件（如有需要，本行會要求客戶提供）
Accept business proof including but not limited to:
可接受的商業證明包括，但不限於：
 - Invoice 發票
 - Sales Contract 商業合同
 - Trading Document 貿易文件
 - Online Trading Document 網上的業務交易單據
 - Lease of Office/Shop or Property Search Report 辦公室／商舖租約或持有的物業查冊資料
 - Business Plan 發展計劃書

- Audit Report 財務報表
 - Current Company Payroll Record/Tax Record 現職公司糧單/稅單
8. The following documents to be presented by two directors* (one director for one person company), principal shareholders* (those who can exercise or control the exercise of more than 10% of the voting rights of the company or its parent company) and all authorised signatories:
- 由兩位董事* (一人公司由該唯一董事)、主要股東* (擁 10%以上的股權及投票權的股東)*及授權簽署人提供下列文件：
- Identification document
身分證明文件
 - (Applicable to all authorised signatories of Securities Services) 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.)
(適用於證券服務的所有被授權人) 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)

- * For company with corporate director, a board resolution specifying the authorised signatories who have the power to act for them and must be present for the account opening.
如任何董事為一間公司，則該公司須提交董事議決及議決委派之代表出席辦理開戶。
- * For company with corporate principal shareholders, principal shareholders/beneficial Owners (the private individual (s)) must be present for the account opening and provide the documents item 8 listed above.
如任何主要股東為一間公司，主要股東/最終實益擁有人 (個人) 須出席辦理開戶及提供上列第 8 點之文件。

Note 注意：

1. At least one director* must visit the branch of BOCHK for account opening.
最少一位董事*必須親臨中銀香港分行開立戶口。
2. All submitted copies of documents to the bank must be certified as true copies of the originals by and any account opening documents must also be witnessed by:
所有提交本行的文件副本必須經由下列人士簽證為真確的副本及見證簽署開戶文件：
 - A recognised certified public accountant/lawyer/banker/notary public; or
認可的執業會計師/律師/往來銀行/公證人；或
 - Hong Kong Institute of Chartered Secretaries (HKICS) member; or
香港特許秘書公會會員；或
 - BOCHK staff.
任何中銀香港職員。

3. Recommended Format: Certifier must sign and date the copy document (printing his/her name clearly in capitals underneath) and clearly indicate his/her position on it. 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. In addition, the related parties who sign the account opening form are witnessed by the certifier.
建議格式：證明人必須在文件副本上簽署及註明日期（在簽名下面清楚地以正楷註明全名），並清楚地表明他／她的職位。證明人必須證明這是真確的副本（或相近意思的句子）及註明頁數，以及見證有關人士簽署開戶文件。
4. Apart from documents listed above, BOCHK may further request you to provide more account opening details and documents if necessary.
除上述文件外，如有需要，中銀香港會要求客戶提供其他開戶資料及文件。

Documents for opening a limited company account incorporated in Marshall Islands

開立在馬紹爾群島註冊成立的有限公司賬戶需提供的文件

1. Endorsement Certificate (similar to a Certificate of Incorporation)
2. Certificate of Identity issued by the company's registered agent*
If the certificate reveals the shareholder(s) is /are bearer(s), a Declaration of Ownership by Bearer Shareholder* is required.
(Please refer to our staff for the sample) (樣本可向本行職員索取)
3. Certificate of good standing
4. Articles of Incorporation and Business Corporations Act (including all up-to-date amendments)
5. Valid Business Registration Certificate (if applicable)
有效之商業登記證 (如適用)
6. Certificate of Registration of Non-Hong Kong Company and subsequent certificate of change of name, if any (if the company is registered in Hong Kong)
非香港公司註冊證明書及其後的公司更改名稱證書 (如有) [適用於香港註冊的公司]
7. Business Proof (The bank may request to provide further documents when necessary) 商業證明文件 (如有需要, 本行會要求客戶提供)
Accept business proof including but not limited to:
可接受的商業證明包括, 但不限於:
 - Invoice 發票
 - Sales Contract 商業合同
 - Trading Document 貿易文件
 - Online Trading Document 網上的業務交易單據
 - Lease of Office/Shop or Property Search Report 辦公室/商舖租約或持有的物業查冊資料
 - Business Plan 發展計劃書
 - Audit Report 財務報表
 - Current Company Payroll Record/Tax Record 現職公司糧單/稅單
8. The following documents to be presented by two directors* (one director for one person company), principal shareholders* (those who can exercise or control the exercise of more than 10% of the voting rights of the company or its parent company) and all authorised signatories:

由兩位董事*（一人公司由該唯一董事）、主要股東*（擁 10%以上的股權及投票權的股東）*及授權簽署人提供下列文件：

- Identification document 身分證明文件
- (Applicable to all authorised signatories of Securities Services) 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.)
（適用於證券服務的所有被授權人）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）

* For company with corporate director, a board resolution specifying the authorised signatories who have the power to act for them and must be present for the account opening.

如任何董事為一間公司，則該公司須提交董事議決及議決委派之代表出席辦理開戶。

* For company with corporate principal shareholders, principal shareholders/beneficial Owners (the private individual (s)) must be present for the account opening and provide the documents item 8 listed above.

如任何主要股東為一間公司，主要股東／最終實益擁有人（個人）須出席辦理開戶及提供上列第 8 點之文件。

Note 注意：

1. At least one director* must visit the branch of BOCHK for account opening.
最少一位董事*必須親臨中銀香港分行開立戶口。
2. All submitted copies of documents to the bank must be certified as true copies of the originals by and any account opening documents must also be witnessed by:
所有提交本行的文件副本必須經由下列人士簽證為真確的副本及見證簽署開戶文件：
 - A recognised certified public accountant/lawyer/banker/notary public; or
認可的執業會計師／律師／往來銀行／公證人；或
 - Hong Kong Institute of Chartered Secretaries (HKICS) member; or
香港特許秘書公會會員；或
 - BOCHK staff.
任何中銀香港職員。
3. Recommended Format: Certifier must sign and date the copy document (printing his/her name clearly in capitals underneath) and clearly indicate his/her position on it. 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. In addition, the related parties who sign the account opening form are witnessed by the certifier.
建議格式：證明人必須在文件副本上簽署及註明日期（在簽名下面清楚地以正楷註明全名），並清楚地表明他／她的職位。證明人必須證明這是真確的副本（或相近意思的句子）及註明頁數，以及見證有關人士簽署開戶文件。
4. Apart from documents listed above, BOCHK may further request you to provide more account opening details and documents if necessary.
除上述文件外，如有需要，中銀香港會要求客戶提供其他開戶資料及文件。

Documents for opening a limited company account incorporated in Bermuda

開立在百慕達註冊成立的有限公司賬戶需提供的文件

1. Certificate of Incorporation and subsequent Certificate of change of name, if any
公司註冊證書及其後的公司更改名稱證書（如有）
2. Certificate of Incumbency issued by the company's secretary or resident director*.
If the certificate reveals the shareholder(s) is /are bearer(s), a Declaration of
Ownership by Bearer Shareholder* is required.
由公司秘書或 resident director 簽發的「董事、股東證明書」*。如「董事、股東證明書」顯示股東以不記名股票形式持有，股票持有人需提交「不記名股票持有人權益聲明書」*
*Please refer to our staff for the sample
樣本可向本行職員索取
3. Certificate of good standing
4. Memorandum and By-Laws (including all up-to-date amendments)
5. Valid Business Registration Certificate (if applicable)
有效之商業登記證（如適用）
6. Certificate of Registration of Non-Hong Kong Company and subsequent
certificate of change of name, if any (if the company is registered in Hong Kong)
非香港公司註冊證明書及其後的公司更改名稱證書（如有）〔適用於香港註冊
的公司〕
7. Business Proof (The bank may request to provide further documents when
necessary)
商業證明文件（如有需要，本行會要求客戶提供）
Accept business proof including but not limited to:
可接受的商業證明包括，但不限於：
 - Invoice 發票
 - Sales Contract 商業合同
 - Trading Document 貿易文件
 - Online Trading Document 網上的業務交易單據
 - Lease of Office/Shop or Property Search Report 辦公室／商舖租約或持有的物業查冊資料
 - Business Plan 發展計劃書
 - Audit Report 財務報表
 - Current Company Payroll Record/Tax Record 現職公司糧單／稅單

8. The following documents to be presented by two directors* (one director for one person company), principal shareholders* (those who can exercise or control the exercise of more than 10% of the voting rights of the company or its parent company) and all authorised signatories:

由兩位董事*（一人公司由該唯一董事）、主要股東*（擁 10%以上的股權及投票權的股東）*及授權簽署人提供下列文件：

- Identification document
身分證明文件
- (Applicable to all authorised signatories of Securities Services) 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.)
（適用於證券服務的所有被授權人）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）

- * For company with corporate director, a board resolution specifying the authorised signatories who have the power to act for them and must be present for the account opening.
如任何董事為一間公司，則該公司須提交董事議決及議決委派之代表出席辦理開戶。
- * For company with corporate principal shareholders, principal shareholders/beneficial Owners (the private individual (s)) must be present for the account opening and provide the documents item 8 listed above.
如任何主要股東為一間公司，主要股東／最終實益擁有人（個人）須出席辦理開戶及提供上列第 8 點之文件。

Note 注意：

1. At least one director* must visit the branch of BOCHK for account opening.
最少一位董事*必須親臨中銀香港分行開立戶口。
2. All submitted copies of documents to the bank must be certified as true copies of the originals by and any account opening documents must also be witnessed by:
所有提交本行的文件副本必須經由下列人士簽證為真確的副本及見證簽署開戶文件：
 - A recognised certified public accountant/lawyer/banker/notary public; or
認可的執業會計師／律師／往來銀行／公證人；或
 - Hong Kong Institute of Chartered Secretaries (HKICS) member; or
香港特許秘書公會會員；或
 - BOCHK staff.
任何中銀香港職員。

3. Recommended Format: Certifier must sign and date the copy document (printing his/her name clearly in capitals underneath) and clearly indicate his/her position on it. 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. In addition, the related parties who sign the account opening form are witnessed by the certifier.
建議格式：證明人必須在文件副本上簽署及註明日期（在簽名下面清楚地以正楷註明全名），並清楚地表明他／她的職位。證明人必須證明這是真確的副本（或相近意思的句子）及註明頁數，以及見證有關人士簽署開戶文件。
4. Apart from documents listed above, BOCHK may further request you to provide more account opening details and documents if necessary.
除上述文件外，如有需要，中銀香港會要求客戶提供其他開戶資料及文件。

Documents for opening a corporate account incorporated in The Philippines

開立在菲律賓註冊成立的公司賬戶需提供的文件

1. Certificate of Incorporation/Registration issued by the Philippines Securities and Exchange Commission (and subsequent Certificate of change of name, if any)
2. Articles of Incorporation and By-Laws (including all up-to-date amendments)
3. Secretary's Certificate on the issuance of a Board of Directors' Resolution included within the Account Opening Application Form (Companies/Organizations) (the Form) under the Form executed by name of signatory(ies)
4. Valid Business Registration Certificate in Hong Kong (if applicable)
有效之香港商業登記證（如適用）
5. Certificate of Registration of Non-Hong Kong Company and subsequent certificate of change of name, if any (if the company is registered in Hong Kong)
非香港公司註冊證明書及其後的公司更改名稱證書（如有）〔適用於香港註冊的公司〕
6. Business Proof (The bank may request to provide further documents when necessary)
商業證明文件（如有需要，本行會要求客戶提供）
Accept business proof including but not limited to:
可接受的商業證明包括，但不限於：
 - Invoice 發票
 - Sales Contract 商業合同
 - Trading Document 貿易文件
 - Online Trading Document 網上的業務交易單據
 - Lease of Office/Shop or Property Search Report 辦公室／商舖租約或持有的物業查冊資料
 - Business Plan 發展計劃書
 - Audit Report 財務報表
 - Current Company Payroll Record/Tax Record 現職公司糧單／稅單
7. The following documents to be presented by two directors* (one director for one person company), principal shareholders* (those who can exercise or control the exercise of more than 10% of the voting rights of the company or its parent company) and all authorised signatories:
由兩位董事*（一人公司由該唯一董事）、主要股東*（擁 10%以上的股權及投票權的股東）*及授權簽署人提供下列文件：

- Identification document 身分證明文件
 - (Applicable to all authorised signatories of Securities Services) 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.)
(適用於證券服務的所有被授權人) 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)
- * For company with corporate director, a board resolution specifying the authorised signatories who have the power to act for them and must be present for the account opening.
如任何董事為一間公司, 則該公司須提交董事議決及議決委派之代表出席辦理開戶。
- * For company with corporate principal shareholders, principal shareholders/beneficial Owners (the private individual (s)) must be present for the account opening and provide the documents item 7 listed above.
如任何主要股東為一間公司, 主要股東/最終實益擁有人 (個人) 須出席辦理開戶及提供上列第 7 點之文件。

Note 注意:

1. At least one director* must visit the branch of BOCHK for account opening.
最少一位董事*必須親臨中銀香港分行開立戶口。
2. All submitted copies of documents to the bank must be certified as true copies of the originals by and any account opening documents must also be witnessed by:
所有提交本行的文件副本必須經由下列人士簽證為真確的副本及見證簽署開戶文件:
 - A recognised certified public accountant/lawyer/banker/notary public; or
認可的執業會計師/律師/往來銀行/公證人; 或
 - Hong Kong Institute of Chartered Secretaries (HKICS) member; or
香港特許秘書公會會員; 或
 - BOCHK staff.
任何中銀香港職員。
3. Recommended Format: Certifier must sign and date the copy document (printing his/her name clearly in capitals underneath) and clearly indicate his/her position on it. 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. In addition, the related parties who sign the account opening form are witnessed by the certifier.
建議格式: 證明人必須在文件副本上簽署及註明日期 (在簽名下面清楚地以正楷註明全名), 並清楚地表明他/她的職位。證明人必須證明這是真確的副本 (或相近意思的句子) 及註明頁數, 以及見證有關人士簽署開戶文件。
4. Apart from documents listed above, BOCHK may further request you to provide more account opening details and documents if necessary.
除上述文件外, 如有需要, 中銀香港會要求客戶提供其他開戶資料及文件。

Documents for opening a corporate account incorporated in Cambodia

開立在柬埔寨註冊成立的公司賬戶需提供的文件

1. The Certificate of Incorporation of the Company
2. The Articles of Incorporation (Statute) of the Company filed with the Ministry of Commerce of the Kingdom of Cambodia
3. Patent Tax Certificate of the Company
4. Annual Declaration of Commercial Enterprises of the Company filed with the Ministry of Commerce of the Kingdom of Cambodia
5. Value-Added Tax Registration Certificate of the Company
6. Company Extract
7. Valid Business Registration Certificate in Hong Kong (if applicable)
有效之香港商業登記證（如適用）
8. Certificate of Registration of Non-Hong Kong Company and subsequent certificate of change of name, if any (if the company is registered in Hong Kong)
非香港公司註冊證明書及其後的公司更改名稱證書（如有）〔適用於香港註冊的公司〕
9. Business Proof (The bank may request to provide further documents when necessary)
商業證明文件（如有需要，本行會要求客戶提供）
Accept business proof including but not limited to:
可接受的商業證明包括，但不限於：
 - Invoice 發票
 - Sales Contract 商業合同
 - Trading Document 貿易文件
 - Online Trading Document 網上的業務交易單據
 - Lease of Office/Shop or Property Search Report 辦公室／商舖租約或持有的物業查冊資料
 - Business Plan 發展計劃書
 - Audit Report 財務報表
 - Current Company Payroll Record/Tax Record 現職公司糧單／稅單
10. The following documents to be presented by two directors* (one director for one person company), principal shareholders* (those who can exercise or control the exercise of more than 10% of the voting rights of the company or its parent company) and all authorised signatories:

由兩位董事*（一人公司由該唯一董事）、主要股東*（擁 10%以上的股權及投票權的股東）*及授權簽署人提供下列文件：

- Identification document 身分證明文件
- (Applicable to all authorised signatories of Securities Services) 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.)
（適用於證券服務的所有被授權人）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）

- * For company with corporate director, a board resolution specifying the authorised signatories who have the power to act for them and must be present for the account opening.
如任何董事為一間公司，則該公司須提交董事議決及議決委派之代表出席辦理開戶。
- * For company with corporate principal shareholders, principal shareholders/beneficial Owners (the private individual (s)) must be present for the account opening and provide the documents item 10 listed above.
如任何主要股東為一間公司，主要股東/最終實益擁有人（個人）須出席辦理開戶及提供上列第 10 點之文件。

Note 注意：

1. At least one director* must visit the branch of BOCHK for account opening.
最少一位董事*必須親臨中銀香港分行開立戶口。
2. All submitted copies of documents to the bank must be certified as true copies of the originals by and any account opening documents must also be witnessed by:
所有提交本行的文件副本必須經由下列人士簽證為真確的副本及見證簽署開戶文件：
 - A recognised certified public accountant/lawyer/banker/notary public; or
認可的執業會計師/律師/往來銀行/公證人；或
 - Hong Kong Institute of Chartered Secretaries (HKICS) member; or
香港特許秘書公會會員；或
 - BOCHK staff.
任何中銀香港職員。
3. Recommended Format: Certifier must sign and date the copy document (printing his/her name clearly in capitals underneath) and clearly indicate his/her position on it. 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. In addition, the related parties who sign the account opening form are witnessed by the certifier.
建議格式：證明人必須在文件副本上簽署及註明日期（在簽名下面清楚地以正楷註明全名），並清楚地表明他/她的職位。證明人必須證明這是真確的副本（或相近意思的句子）及註明頁數，以及見證有關人士簽署開戶文件。
4. Apart from documents listed above, BOCHK may further request you to provide more account opening details and documents if necessary.
除上述文件外，如有需要，中銀香港會要求客戶提供其他開戶資料及文件。

Documents for opening a limited liability company account incorporated in Indonesia

開立在印尼註冊成立的公司賬戶需提供的文件

1. Company Registration Certificate (TDP)
2. Executed (notarial) deed of establishment of the company (DoE)
3. Articles of Association (AoA), the subsequent deeds that amend the AoA, and the deed which contains the latest structure of the board of directors (BOD) and board of commissioners (BOC) of the Company
4. Ministry of Law and Human Rights' approval of the DoE, approval/receipt notification of subsequent deeds, and receipt notification of deeds concerning BOD and BOC
5. Letter of domicile from the local Village Head (Lurah) where the company is domiciled
6. Tax Registration Number of the company
7. Valid Business Registration Certificate in Hong Kong (if applicable)
8. Certificate of Registration of Non-Hong Kong Company and subsequent certificate of change of name, if any (if the company is registered in Hong Kong)
9. Business Proof (The bank may request to provide further documents when necessary)

有效之香港商業登記證（如適用）

非香港公司註冊證明書及其後的公司更改名稱證書（如有）〔適用於香港註冊的公司〕

商業證明文件（如有需要，本行會要求客戶提供）

Accept business proof including but not limited to:

- 可接受的商業證明包括，但不限於：
- Invoice 發票
 - Sales Contract 商業合同
 - Trading Document 貿易文件
 - Online Trading Document 網上的業務交易單據
 - Lease of Office/Shop or Property Search Report 辦公室／商舖租約或持有的物業查冊資料
 - Business Plan 發展計劃書
 - Audit Report 財務報表
 - Current Company Payroll Record/Tax Record 現職公司糧單／稅單

10. The following documents to be presented by two directors* (one director for one person company), principal shareholders* (those who can exercise or control the exercise of more than 10% of the voting rights of the company or its parent company) and all authorised signatories:

由兩位董事*（一人公司由該唯一董事）、主要股東*（擁 10%以上的股權及投票權的股東）*及授權簽署人提供下列文件：

- Identification document
身分證明文件
- (Applicable to all authorised signatories of Securities Services) 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.)
（適用於證券服務的所有被授權人）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）

- * For company with corporate director, a board resolution specifying the authorised signatories who have the power to act for them and must be present for the account opening.
如任何董事為一間公司，則該公司須提交董事議決及議決委派之代表出席辦理開戶。
- * For company with corporate principal shareholders, principal shareholders/beneficial Owners (the private individual (s)) must be present for the account opening and provide the documents item 10 listed above.
如任何主要股東為一間公司，主要股東/最終實益擁有人（個人）須出席辦理開戶及提供上列第 10 點之文件。

Note 注意：

1. At least one director* must visit the branch of BOCHK for account opening.
最少一位董事*必須親臨中銀香港分行開立戶口。
2. All submitted copies of documents to the bank must be certified as true copies of the originals by and any account opening documents must also be witnessed by:
所有提交本行的文件副本必須經由下列人士簽證為真確的副本及見證簽署開戶文件：
 - A recognised certified public accountant/lawyer/banker/notary public; or
認可的執業會計師／律師／往來銀行／公證人；或
 - Hong Kong Institute of Chartered Secretaries (HKICS) member; or
香港特許秘書公會會員；或
 - BOCHK staff.
任何中銀香港職員。

3. **Recommended Format:** Certifier must sign and date the copy document (printing his/her name clearly in capitals underneath) and clearly indicate his/her position on it. 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. In addition, the related parties who sign the account opening form are witnessed by the certifier.
建議格式：證明人必須在文件副本上簽署及註明日期（在簽名下面清楚地以正楷註明全名），並清楚地表明他／她的職位。證明人必須證明這是真確的副本（或相近意思的句子）及註明頁數，以及見證有關人士簽署開戶文件。
4. **Apart from documents listed above, BOCHK may further request you to provide more account opening details and documents if necessary.**
除上述文件外，如有需要，中銀香港會要求客戶提供其他開戶資料及文件。

Documents for opening a corporate account incorporated in Laos

開立在本行註冊成立的公司賬戶需提供的文件

1. Enterprise Registration Certificate
2. Registered Capital Increase Certificate
3. Tax Payment Certificate (TPC)
4. Foreign Investment Licenses
5. Articles of Association (AoA) of the Company
6. Bank of Lao PDR approval of offshore bank account opening
7. Shareholder resolution
8. Director registry
9. Shareholder registry
10. Valid Business Registration Certificate in Hong Kong (if applicable)
有效之香港商業登記證（如適用）
11. Certificate of Registration of Non-Hong Kong Company and subsequent certificate of change of name, if any (if the company is registered in Hong Kong)
非香港公司註冊證明書及其後的公司更改名稱證書（如有）〔適用於香港註冊的公司〕
12. Business Proof (The bank may request to provide further documents when necessary)
商業證明文件（如有需要，本行會要求客戶提供）
Accept business proof including but not limited to:
可接受的商業證明包括，但不限於：
 - Invoice 發票
 - Sales Contract 商業合同
 - Trading Document 貿易文件
 - Online Trading Document 網上的業務交易單據
 - Lease of Office/Shop or Property Search Report 辦公室／商舖租約或持有的物業查冊資料
 - Business Plan 發展計劃書
 - Audit Report 財務報表
 - Current Company Payroll Record/Tax Record 現職公司糧單／稅單
13. The following documents to be presented by two directors* (one director for one person company), principal shareholders* (those who can exercise or control the exercise of more than 10% of the voting rights of the company or its parent company) and all authorised signatories:
由兩位董事*（一人公司由該唯一董事）、主要股東*（擁 10%以上的股權及投票權的股東）*及授權簽署人提供下列文件：

- Identification document 身分證明文件
 - (Applicable to all authorised signatories of Securities Services) 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.)
(適用於證券服務的所有被授權人) 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)
- * For company with corporate director, a board resolution specifying the authorised signatories who have the power to act for them and must be present for the account opening.
如任何董事為一間公司, 則該公司須提交董事議決及議決委派之代表出席辦理開戶。
- * For company with corporate principal shareholders, principal shareholders/beneficial Owners (the private individual (s)) must be present for the account opening and provide the documents item 13 listed above.
如任何主要股東為一間公司, 主要股東/最終實益擁有人 (個人) 須出席辦理開戶及提供上列第 13 點之文件。

Note 注意:

1. At least one director* must visit the branch of BOCHK for account opening.
最少一位董事*必須親臨中銀香港分行開立戶口。
2. All submitted copies of documents to the bank must be certified as true copies of the originals by and any account opening documents must also be witnessed by:
所有提交本行的文件副本必須經由下列人士簽證為真確的副本及見證簽署開戶文件:
 - A recognised certified public accountant/lawyer/banker/notary public; or
認可的執業會計師/律師/往來銀行/公證人; 或
 - Hong Kong Institute of Chartered Secretaries (HKICS) member; or
香港特許秘書公會會員; 或
 - BOCHK staff.
任何中銀香港職員。
3. Recommended Format: Certifier must sign and date the copy document (printing his/her name clearly in capitals underneath) and clearly indicate his/her position on it. 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. In addition, the related parties who sign the account opening form are witnessed by the certifier.
建議格式: 證明人必須在文件副本上簽署及註明日期 (在簽名下面清楚地以正楷註明全名), 並清楚地表明他/她的職位。證明人必須證明這是真確的副本 (或相近意思的句子) 及註明頁數, 以及見證有關人士簽署開戶文件。
4. Apart from documents listed above, BOCHK may further request you to provide more account opening details and documents if necessary.
除上述文件外, 如有需要, 中銀香港會要求客戶提供其他開戶資料及文件。

Documents for opening a limited liability company account incorporated in Myanmar

開立在緬甸註冊成立的有限責任公司賬戶需提供的文件

1. Certificate of Incorporation and subsequent Certificate of change of name, if any
公司註冊證明書及其後的公司更改名稱證書（如有）
2. Memorandum and Articles of Association (including all up-to-date amendments)
公司組織章程及大綱
3. Letter from the Central Bank of Myanmar granting approval to the Company to open an offshore bank account with our Bank in Renminbi
4. Valid Business Registration Certificate (if applicable)
有效之商業登記證（如適用）
5. Certificate of Registration of Non-Hong Kong Company and subsequent certificate of change of name, if any (if the company is registered in Hong Kong)
非香港公司註冊證明書及其後的公司更改名稱證書（如有）〔適用於香港註冊的公司〕
6. Business Proof (The bank may request to provide further documents when necessary)
商業證明文件（如有需要，本行會要求客戶提供）
Accept business proof including but not limited to:
可接受的商業證明包括，但不限於：
 - Invoice 發票
 - Sales Contract 商業合同
 - Trading Document 貿易文件
 - Online Trading Document 網上的業務交易單據
 - Lease of Office/Shop or Property Search Report 辦公室／商舖租約或持有的物業查冊資料
 - Business Plan 發展計劃書
 - Audit Report 財務報表
 - Current Company Payroll Record/Tax Record 現職公司糧單／稅單
7. The following documents to be presented by two directors* (one director for one person company), principal shareholders* (those who can exercise or control the exercise of more than 10% of the voting rights of the company or its parent company) and all authorised signatories:
由兩位董事*（一人公司由該唯一董事）、主要股東*（擁 10%以上的股權及投票權的股東）*及授權簽署人提供下列文件：

- Identification document 身分證明文件
 - (Applicable to all authorised signatories of Securities Services) 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.)
(適用於證券服務的所有被授權人) 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)
- * For company with corporate director, a board resolution specifying the authorised signatories who have the power to act for them and must be present for the account opening.
如任何董事為一間公司, 則該公司須提交董事議決及議決委派之代表出席辦理開戶。
- * For company with corporate principal shareholders, principal shareholders/beneficial Owners (the private individual (s)) must be present for the account opening and provide the documents item 7 listed above.
如任何主要股東為一間公司, 主要股東/最終實益擁有人 (個人) 須出席辦理開戶及提供上列第 7 點之文件。

Note 注意:

1. At least one director* must visit the branch of BOCHK for account opening.
最少一位董事*必須親臨中銀香港分行開立戶口。
2. All submitted copies of documents to the bank must be certified as true copies of the originals by and any account opening documents must also be witnessed by:
所有提交本行的文件副本必須經由下列人士簽證為真確的副本及見證簽署開戶文件:
 - A recognised certified public accountant/lawyer/banker/notary public; or
認可的執業會計師/律師/往來銀行/公證人; 或
 - Hong Kong Institute of Chartered Secretaries (HKICS) member; or
香港特許秘書公會會員; 或
 - BOCHK staff.
任何中銀香港職員。
3. Recommended Format: Certifier must sign and date the copy document (printing his/her name clearly in capitals underneath) and clearly indicate his/her position on it. 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. In addition, the related parties who sign the account opening form are witnessed by the certifier.
建議格式: 證明人必須在文件副本上簽署及註明日期 (在簽名下面清楚地以正楷註明全名), 並清楚地表明他/她的職位。證明人必須證明這是真確的副本 (或相近意思的句子) 及註明頁數, 以及見證有關人士簽署開戶文件。
4. Apart from documents listed above, BOCHK may further request you to provide more account opening details and documents if necessary.
除上述文件外, 如有需要, 中銀香港會要求客戶提供其他開戶資料及文件。

Documents for opening a corporate account incorporated in Thailand

開立在泰國註冊成立的公司賬戶需提供的文件

1. The current and up-to-date Affidavit of the Company issued by the Department of Business Development of the Thai Ministry of Commerce (the MoC), along with an English translation thereof #
2. The current and up-to-date Memorandum and Articles of Association of the Company issued by the MoC, along with an English translation thereof #
3. Valid Business Registration Certificate in Hong Kong (if applicable)
4. Certificate of Registration of Non-Hong Kong Company and subsequent certificate of change of name, if any (if the company is registered in Hong Kong)
5. Business Proof (The bank may request to provide further documents when necessary)

有效之香港商業登記證（如適用）

非香港公司註冊證明書及其後的公司更改名稱證書（如有）〔適用於香港註冊的公司〕

商業證明文件（如有需要，本行會要求客戶提供）

Accept business proof including but not limited to:

可接受的商業證明包括，但不限於：

- Invoice 發票
 - Sales Contract 商業合同
 - Trading Document 貿易文件
 - Online Trading Document 網上的業務交易單據
 - Lease of Office/Shop or Property Search Report 辦公室／商舖租約或持有的物業查冊資料
 - Business Plan 發展計劃書
 - Audit Report 財務報表
 - Current Company Payroll Record/Tax Record 現職公司糧單／稅單
6. The following documents to be presented by two directors* (one director for one person company), principal shareholders* (those who can exercise or control the exercise of more than 10% of the voting rights of the company or its parent company) and all authorised signatories:
由兩位董事*（一人公司由該唯一董事）、主要股東*（擁 10%以上的股權及投票權的股東）*及授權簽署人提供下列文件：
 - Identification document
身分證明文件

- (Applicable to all authorised signatories of Securities Services) 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.)
(適用於證券服務的所有被授權人) 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)
- * For company with corporate director, a board resolution specifying the authorised signatories who have the power to act for them and must be present for the account opening.
如任何董事為一間公司，則該公司須提交董事議決及議決委派之代表出席辦理開戶。
- * For company with corporate principal shareholders, principal shareholders/beneficial Owners (the private individual (s)) must be present for the account opening and provide the documents item 6 listed above.
如任何主要股東為一間公司，主要股東／最終實益擁有人 (個人) 須出席辦理開戶及提供上列第 6 點之文件。

Note 注意：

1. At least one director* must visit the branch of BOCHK for account opening.
最少一位董事*必須親臨中銀香港分行開立戶口。
2. All submitted copies of documents to the bank must be certified as true copies of the originals by and any account opening documents must also be witnessed by:
所有提交本行的文件副本必須經由下列人士簽證為真確的副本及見證簽署開戶文件：
 - A recognised certified public accountant/lawyer/banker/notary public; or
認可的執業會計師／律師／往來銀行／公證人；或
 - Hong Kong Institute of Chartered Secretaries (HKICS) member; or
香港特許秘書公會會員；或
 - BOCHK staff. 任何中銀香港職員。
3. Recommended Format: Certifier must sign and date the copy document (printing his/her name clearly in capitals underneath) and clearly indicate his/her position on it. 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. In addition, the related parties who sign the account opening form are witnessed by the certifier.
建議格式：證明人必須在文件副本上簽署及註明日期 (在簽名下面清楚地以正楷註明全名)，並清楚地表明他／她的職位。證明人必須證明這是真確的副本 (或相近意思的句子) 及註明頁數，以及見證有關人士簽署開戶文件。
4. Apart from documents listed above, BOCHK may further request you to provide more account opening details and documents if necessary.
除上述文件外，如有需要，中銀香港會要求客戶提供其他開戶資料及文件。

#All submitted copies of such documents to the bank must also be certified as true and correct by authorised signatory(ies) of the company.

所有提交本行的此類文件副本必須同時經由公司的被授權人簽證為真確的副本及正確。

Documents for opening a public fund account incorporated in Thailand

開立在泰國註冊公募基金賬戶需提供的文件

1. The certificate of registration of the Fund issued by the SEC
2. The prospectus, fund scheme and commitment document published on the SEC's website (<http://market.sec.or.th/public/mrap/MRAPDefault.aspx>)
3. The current and up-to-date Affidavit of the fund management company issued by the Department of Business Development of the Thai Ministry of Commerce (the MoC), along with an English translation thereof #
4. The current and up-to-date Memorandum and Articles of Association of the fund management company issued by the MoC, along with an English translation thereof #
5. Valid Business Registration Certificate in Hong Kong (if applicable)
有效之香港商業登記證 (如適用)
6. Certificate of Registration of Non-Hong Kong Company and subsequent certificate of change of name, if any (if the company is registered in Hong Kong)
非香港公司註冊證明書及其後的公司更改名稱證書(如有)(適用於香港註冊的公司)
7. The following documents to be presented by two directors* (one director for one person company), principal shareholders* (those who can exercise or control the exercise of more than 10% of the voting rights of the company or its parent company) and all authorised signatories:

由兩位董事* (一人公司由該唯一董事)、主要股東* (擁 10%以上的股權及投票權的股東)* 及授權簽署人提供下列文件：

- Identification document
身分證明文件
- (Applicable to all authorised signatories of Securities Services) 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.) (適用於證券服務的所有被授權人) 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)

* This list applies to a fund management company which opens a fund account on behalf of a public fund.

本清單適用於基金管理公司代公募基金開立基金賬戶。

* For company with corporate director, a board resolution specifying the authorised signatories who have the power to act for them and must be present for the account opening. 如任何董事為一間公司，則該公司須提交董事議決及議決委派之代表出席辦理開戶。

- * For company with corporate principal shareholders, principal shareholders/beneficial Owners (the private individual (s)) must be present for the account opening and provide the documents item 7 listed above.
如任何主要股東為一間公司，主要股東／最終實益擁有人（個人）須出席辦理開戶及提供上列第 7 點之文件。

Note 注意：

1. At least one director* must visit the branch of BOCHK for account opening.
最少一位董事*必須親臨中銀香港分行開立戶口。
2. All submitted copies of documents to the bank must be certified as true copies of the originals by and any account opening documents must also be witnessed by:
所有提交本行的文件副本必須經由下列人士簽證為真確的副本及見證簽署開戶文件：
 - A recognised certified public accountant/lawyer/banker/notary public; or
認可的執業會計師／律師／往來銀行／公證人；或
 - Hong Kong Institute of Chartered Secretaries (HKICS) member; or
香港特許秘書公會會員；或
 - BOCHK staff.
任何中銀香港職員。
3. Recommended Format: Certifier must sign and date the copy document (printing his/her name clearly in capitals underneath) and clearly indicate his/her position on it. 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. In addition, the related parties who sign the account opening form are witnessed by the certifier.
建議格式：證明人必須在文件副本上簽署及註明日期（在簽名下面清楚地以正楷註明全名），並清楚地表明他／她的職位。證明人必須證明這是真確的副本（或相近意思的句子）及註明頁數，以及見證有關人士簽署開戶文件。
4. Apart from documents listed above, BOCHK may further request you to provide more account opening details and documents if necessary.
除上述文件外，如有需要，中銀香港會要求客戶提供其他開戶資料及文件。

#All submitted copies of such documents to the bank must also be certified as true and correct by authorised signatory(ies) of the company.

所有提交本行的此類文件副本必須同時經由公司的被授權人簽證為真確的副本及正確。

Documents for opening a corporate account incorporated in Vietnam

開立在越南註冊成立的公司賬戶需提供的文件

1. The enterprise registration certificate/business registration certificate/investment certificate/investment registration certificate/investment license/license for establishment and operation of commercial bank/establishment decision/incorporation license and subsequent certificate of change of name, if any (certified true copy by a notary public)
2. The tax registration certificate of the Company (if any) (certified true copy by a notary public)
3. The seal specimen registration certificate/notification of the seal specimen to the relevant authority of the Company (certified true copy by a notary public)
4. The charter and the internal regulations of the Company
5. Shareholders' agreement or joint venture agreement of the shareholders of the Company
6. The financial statements of the Company
7. Approval of the SBV regarding the opening of offshore bank account
8. A certificate of incumbency certified by a recognised certified public accountant/lawyer/notary public; and verifying that the company's registered office address, all current directors and all current shareholders
9. Valid Business Registration Certificate in Hong Kong (if applicable)
有效之香港商業登記證 (如適用)
10. Certificate of Registration of Non-Hong Kong Company and subsequent certificate of change of name, if any (if the company is registered in Hong Kong)
非香港公司註冊證明書及其後的公司更改名稱證書(如有)(適用於香港註冊的公司)
11. Business Proof (The bank may request to provide further documents when necessary)
商業證明文件 (如有需要, 本行會要求客戶提供)

Accept business proof including but not limited to:

可接受的商業證明包括, 但不限於:

- Invoice 發票
- Sales Contract 商業合同
- Trading Document 貿易文件
- Online Trading Document 網上的業務交易單據
- Lease of Office/Shop or Property Search Report 辦公室/商舖租約或持有的物業查冊資料
- Business Plan 發展計劃書
- Audit Report 財務報表
- Current Company Payroll Record/Tax Record 現職公司糧單/稅單

12. The following documents to be presented by two directors* (one director for one person company), principal shareholders* (those who can exercise or control the exercise of more than 10% of the voting rights of the company or its parent company) and all authorised signatories:

由兩位董事*（一人公司由該唯一董事）、主要股東*（擁 10%以上的股權及投票權的股東）*及授權簽署人提供下列文件：

- Identification document
身分證明文件
- (Applicable to all authorised signatories of Securities Services) 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.) (適用於證券服務的所有被授權人) 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）

* For company with corporate director, a board resolution specifying the authorised signatories who have the power to act for them and must be present for the account opening. 如任何董事為一間公司，則該公司須提交董事議決及議決委派之代表出席辦理開戶。

* For company with corporate principal shareholders, principal shareholders/beneficial Owners (the private individual (s)) must be present for the account opening and provide the documents item 12 listed above.

如任何主要股東為一間公司，主要股東／最終實益擁有人（個人）須出席辦理開戶及提供上列第 12 點之文件。

Note 注意：

1. At least one director* must visit the branch of BOCHK for account opening.
最少一位董事*必須親臨中銀香港分行開立戶口。
2. All submitted copies of documents to the bank must be certified as true copies of the originals by and any account opening documents must also be witnessed by:
所有提交本行的文件副本必須經由下列人士簽證為真確的副本及見證簽署開戶文件：
 - A recognised certified public accountant/lawyer/banker/notary public; or
認可的執業會計師／律師／往來銀行／公證人；或
 - Hong Kong Institute of Chartered Secretaries (HKICS) member; or
香港特許秘書公會會員；或
 - BOCHK staff.
任何中銀香港職員。
3. Recommended Format: Certifier must sign and date the copy document (printing his/her name clearly in capitals underneath) and clearly indicate his/her position on it. 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. In addition, the related parties who sign the account opening form are witnessed by the certifier.
建議格式：證明人必須在文件副本上簽署及註明日期（在簽名下面清楚地以正楷註明全名），並清楚地表明他／她的職位。證明人必須證明這是真確的副本（或相近意思的句子）及註明頁數，以及見證有關人士簽署開戶文件。
4. Apart from documents listed above, BOCHK may further request you to provide more account opening details and documents if necessary.
除上述文件外，如有需要，中銀香港會要求客戶提供其他開戶資料及文件。