



## Account Opening Checklist - Corporate Account

開立賬戶核對清單 - 公司賬戶

Please attached the following **ORIGINAL OR CERTIFIED DOCUMENTS** (all certified copies must be certified by a lawyer, a certified public accountant, a chartered secretary or notary public, to be true copies) 請隨附以下文件之 正本或認證副本 (所有副本必須經由律師、執業會計師、特許秘書或公證人簽署認證)

### **Basic Documents Required** 基本所需文件

Please Attach 請附上：

- Board minutes approving account opening 董事會決議書
- Certificate of Incorporation 公司註冊證書
- Memorandum and Articles of Association 公司組織章程大綱及章程細則
- Organization Chart 組織結構圖
- Address proof (latest 3 months) of the Company's place of business (e.g. bank statement or utility bill etc.) 公司最近三個月的營業地址證明(如銀行月結單或公共事務繳款單等)
- Hong Kong permanent residence ID / PRC ID / Passport copies of all director(s), shareholder(s) and authorized person(s) 所有董事、股東及獲授權人士之香港永久居民身份證 / 內地身份證 / 護照
- Residential address proof (latest 3 months) of all director(s), shareholder(s) and authorized person(s) 所有董事、股東及獲授權人士最近三個月之住宅地址證明
- AEOI Self-Certification Form – Entity and Controlling Person 自動交換財務賬戶資料自我證明表格 – 實體及控權人
- Form W-8BEN-E 美國稅務表格

### **For Company incorporated in HK** 適用於香港註冊之公司

- Business Registration Certificate 公司商業登記證
- Latest Annual Return 最近期之公司年報
- Details of Directors in Forms D1, D2 or D3 董事報表(表格D1, D2或D3)
- Register of Directors 董事名冊
- Register of Members 股東名冊
- Any Forms related to change of directors between Latest Annual Return and signing date of Account Opening Information Form 於最近期之公司年報及開戶資料表簽署日期間任何董事變更之報表

### **For Company incorporated in Oversea** 適用於海外註冊公司

- Company search report / Certificate of incumbency (issued within the last 6 months) 公司查冊報告 / 職權證明書 (過去六個月內簽發)
- Register of Directors 董事名冊
- Register of Members 股東名冊

### **For Margin Account** 適用於保證金賬戶

- Letter of Guarantee 擔保書
- Authorization Letter for Client Securities - Margin Account 客戶證券授權書 - 保證金戶口
- Additional Risk Disclosure Statement – Margin Account 額外風險披露聲明 - 保證金賬戶