

Account Documents Checklist 賬戶文件清單

香港註冊公司 Company Incorporated in Hong Kong

商業登記證之核證副本	Certified true copy of Business Registration Certificate
公司章程細則之核證副本	Certified true copy of Memorandum and Articles of Associates
公司註冊證書之核證副本	Certified true copy of Certificate of Incorporation
最近之周年報表(表格 NAR1)及其後向公司註冊署提交的表格(包括改名的秘書及董事(表格 D2A 或 D2B), 股份分配表格或轉讓文書副本詳列現任董事及主要股東的資料)	Last Annual Return (Form NAR1) plus all subsequent forms files with the Hong Kong Company Registry (Notification of Change of Secretary and Director (Form D2A or D2B), Return of Allotments, Instrument of Transfer detailing the particulars of the current directors and principal shareholders)
所有董事、所有授權簽署人、所有主要股東、所有最終實益持有人(持有 10%或以上的股份)的個人身份證明文件(例如香港身份證或護照)及最近 3 個月住址證明之核證副本	Certified true copy of personal identification document and residential address proof within last 3 months (e.g. Hong Kong ID card, passport) of all directors, authorized persons, principal shareholders (10% shareholding or more) and ultimate beneficial owners.
董事會會議記錄授權簽訂開戶資料表格及相關檔案之核證副本	Certified true copy of board resolution authorizing the execution of the account opening form and all relevant documents
最近 3 個月公司業務地址證明	Business address proof within last 3 months
公司的擁有權及控制權結構, 例如擁有權架構表	Details of the ownership and structure control of the company (e.g. a director's declaration incorporating or an ownership chart)

離岸公司 Offshore Companies

所有董事、所有授權簽署人、所有主要股東、所有最終實益持有人（持有 10%或以上的股份）的個人身份證明文件（例如香港身份證或護照）及最近 3 個月住址證明之核證副本	Certified true copy of personal identification document and residential address proof within last 3 months (e.g. Hong Kong ID card, passport) of all directors, authorized persons, principal shareholders (10% shareholding or more) and ultimate beneficial owners.
最近 3 個月公司業務地址證明	Business address proof within last 3 months
職權證明書正本（6 個月內）	Certificate of Incumbency (issued within 6 months, copies have to be certified by professional third parties)
董事名單及股東名單之核證副本	Certified true copy of Shareholders and Directors Registers
公司註冊成立證書之核證副本	Certified true copy of Certificate of Incorporation
董事會會議記錄授權簽訂開戶資料表格及相關檔之核證副本	Certified true copy of board resolution authorizing the execution of the account opening form and all relevant documents
公司的擁有權及控制權結構，例如擁有權架構表	Details of the ownership and structure control of the company (e.g. a director's declaration incorporating or an ownership chart)