

Document Checklist for Account Opening – Owners Incorporation

No	Documents to be provided by the Client	Remarks	
1)	Copy of individuals' identity documents ¹	HK Permanent ID Card/Passport ¹ of all individuals appearing on the "Board Resolution to Open Bank Account", beneficial owners ² and all authorised signatories (Certified true by suitable certifier ³)	☐
2)	Copy of Certificate of Registration	Copy of Certificate of Registration from Land Registry, certified true by suitable certifier ³	☐
3)	Copy of subsequent notice of change of particulars of office-bearers of its management committee	If applicable, certified true by suitable certifier ³	☐
4)	Account Opening Form, Mandate and Schedule (Signatories)		☐
5)	FATCA Form ⁵	Choose of the FATCA Form (W-9, W-8BEN-E, W-8IMY, W-8EXP, W-8ECI, Entity Tax Declaration Form)	☐
6)	CRS Self Certification Form – Entity ⁶		☐

Notes

- A copy of Passport must be provided where the individual does NOT hold a permanent HK Permanent ID. (i.e. a letter "A" will be shown on a permanent HK Permanent ID)
- "Beneficial owner" means: an individual who (i) owns or controls, directly or indirectly, not less than 10% of the issued share capital or the profits of the corporation / partnership; or (ii) is directly or indirectly, entitled to exercise or control the exercise of not less than 10% of the voting rights of the corporation / partnership; or (iii) exercise ultimate control over the management of the corporation / partnership/unincorporated body; or (iv) if the corporation / partnership/unincorporated body is acting on behalf of another person, means the other.
- Suitable certifier is defined as (i) a solicitor, an accountant, a notary public, an auditor, a tax advisor in any of the Countries/Regions listed in Note 4 below, (ii) an officer of a regulated financial institution incorporated in, or operating from, any of the Countries/Regions listed in Note 4 below, (iii) a current member of the Hong Kong Institute of Chartered Secretaries (HKICS) practicing in Hong Kong, (iv) an officer of an embassy, consulate or high commission of the Country/Region of issue of documentary verification of identity, or (v) A member of judiciary in any of the Countries/Regions listed in Note 4 below (vi) Justice of the Peace, or (vii) an officer of Standard Chartered Bank
- Australia, Austria, Belgium, Brazil, Canada, Denmark, Estonia, Finland, France, Germany, Hong Kong, Hungary, Iceland, Ireland, Italy, Japan, Luxembourg, Netherland(*), Norway, Poland, Portugal, Singapore, South Africa, Spain, Sweden, Switzerland, United Kingdom(**), United States of America
 (*) Excluding Aruba as part of the Kingdom of the Netherlands.
 (**) Including Gibraltar and the UK Crown Dependencies (The Isle of Man, Guernsey and Jersey)The W8/W9 is a tax document issued by
- The W8/W9 form is a tax document issued by United States for tax filing purpose and customer can choose one of the W8/W9 forms or an Entity Tax Declaration form to declare their Foreign Account Tax Compliance Act ("FATCA") status.
- The Common Reporting Standard (CRS) Self Certification Form is a declaration form that the company can declare on their entity type and tax residency status as required under HK by the Inland Revenue (Amendment) (No. 3) Ordinance 2016 ("the Amendment Ordinance") which came into effect on 30 June 2016.

Remarks:

- Instead of providing copies of documents certified true by suitable certifier ³, you can also present the original documents to any of our branches for certification by a bank officer.
- We reserve the right to conduct a company search and charge you for the cost incurred.
- Additional documents may be required for the account opening upon the request from the bank.
- This Document Checklist is for reference only and the requirements stated may change from time to time.
Should there be any inconsistencies between this document and the Bank's internal policy & procedures, the latter shall prevail.
- The above information is for reference only, for more updated information, please come to our branches or call our Enquiry Hotline at 2886 8868.
- If there is any consistency or conflict between the English and Chinese versions, the English version shall prevail.