

Valid documents required for Personal/Joint accounts opening

A. Original documents required for account opening

Local Residents	Mainland China Residents	Overseas Residents
1. Hong Kong Identity Card (bearing photograph)	1. PRC identity card (bearing photograph)	1. Passport (bearing photograph)
2. Residential address proof	2. PRC Travel Permit	2. Residential address proof
3. Permanent address proof (if different from residential address)	3. Residential address proof	3. Permanent address proof (if different from residential address)
	4. Permanent address proof (if different from residential address)	

B. Address proof (bearing the same as shown in the identity proof document)

Examples of address proof

The followings are some examples of address proof. If you have any enquiry, please contact us.

Apart from the required documents listed, you may be required to provide additional documents in individual cases.

Original document must be issued **within the last three (3) months** of its receipt by ICBC (Asia).

- Utility, rates or tax bills
- Statements issued by HK banks, licensed corporation or an authorized insurer or bank statements issued by a bank in an equivalent jurisdiction
- Correspondence from a Government department or agency
- Phone (including mobile phone), internet or pay TV statements
- A Hong Kong tenancy agreement which has been duly stamped by the Inland Revenue Department.
- Government-issued photographic national identity card, passport or driving license which shows the Customer's current residential address in the home country
- A letter from a Hong Kong employer and proof of employment such as employment contract showing the Customer's residential address in HK and permanent address in the home country
- A current Hong Kong domestic helper employment contract stamped by an appropriate Consulate (the name of the employer should correspond with the applicant's visa endorsement in their passport)
- A record of a visit to the residential address by ICBC (Asia) staff
- A letter from a Hong Kong nursing or residential home for the elderly or disabled, which ICBC (Asia) is satisfied that it can place reliance on, confirming the residence of the applicant
- A letter from a Hong Kong university or college, which ICBC (Asia) is satisfied that it can place reliance on, that confirms residence at a stated address
- A lawyer's confirmation of property purchase, or legal document recognizing title to property
- Address proof of an immediate family member plus a written confirmation from the immediate family members (or marriage certificate / birth certificate) that the Customer is living at that address and setting out the relationship between the customer and the immediate member family (especially for Customers who are students or housewives)
- An acknowledgement of receipt duly signed by customer in response to a letter sent by ICBC (Asia) to the address provided by the Customer