

PLEASE COMPLETE AND PROVIDE THE FOLLOWING DOCUMENTS FOR ACCOUNT OPENING ACCORDING TO THE BUSINESS TYPE.

DOCUMENTS REQUIRED FOR BUSINESS ACCOUNT OPENING

A. For Sole Proprietorship

1. Banking Services & Account Application Form
2. Foreign Law Requirements Form – Company Application
3. One set of Signature Card(s)
4. Certified True Copy of Business Registration Certificate (updated copy)
5. Original / certified true copy of Written Authority to verify that the individual purporting to represent the Company is authorized to do so
6. Certified True Copy of Identification Documents of the Proprietor and all Authorized Signers
7. Certified True Copy of latest 3 months Residential Address Proof and/or Permanent Address Proof (if different from the residential address proof) of the Proprietor and all Authorized Signers

B. For Partnership

1. Banking Services & Account Application Form
2. Foreign Law Requirements Form – Company Application
3. One set of Signature Card(s)
4. Certified True Copy of Business Registration Certificate (updated copy)
5. Original / certified true copy of Written Authority to verify that the individual purporting to represent the Company is authorized to do so
6. Organization chart showing the chain of ownership structure to the individual beneficial owners of the Partnership certified by the Partner as True and Accurate (Note: the chart should at least include the name(s) and place of incorporation(s) of all intermediate layers)
7. Certified True Copy of Identification Documents of all Partners and all Authorized Signers
8. Certified True Copy of latest 3 months Residential Address Proof and/or Permanent Address Proof (if different from the residential address proof) of all partners and all Authorized Signers
9. Certified True Copy of Partnership agreement (if any)

C. For Limited Company Incorporated in Hong Kong

1. Banking Services & Account Application Form
2. Foreign Law Requirements Form – Company Application
3. One set of Signature Card(s)
4. Certified True Copy of Certification of Incorporation
5. Certified True Copy of Business Registration Certificate (updated copy)
6. Organization chart showing the chain of ownership structure to the individual beneficial owners of the Company certified by the Director as True and Accurate (Note: the chart should at least include the name(s) and place of incorporation(s) of all intermediate layers)
7. Certified True Copy of following Forms issued by the Company Registry within 6 months prior to the account opening date (where applicable):
 - NAR1 : Annual Return (updated copy)
 - ND2A : Notice of Change of Company Secretary and Director
 - ND2B : Notice of Change in Particulars of Company Secretary and Director
 - NNC1 : Incorporated Form – Company Limited by Shares
 - NNC1G : Incorporated Form – Company Not Limited by Shares
 - NNC3 : Consent to Act as First Director
8. One set of Certified True & Correct Copy of Memorandum and Articles of Association/Articles of Association (updated copy)

9. Original / Certified True Copy of Board Resolution to verify that the individual purporting to represent the Company is authorized to do so
10. Certified True Copy of the Personal Identification Document (i.e. ID Card/Passport) and latest 3 months Residential Address Proof and/or Permanent Address Proof (if different from the residential address) of the following Connected Parties:
 - 2 Directors;
 - All Authorized Signers; and
 - All Beneficial Owners who own 10% of the share capital / voting right

D. For Overseas Incorporated Company

1. Banking Services & Account Application Form
2. Foreign Law Requirements Form – Company Application
3. One set of Signature Card(s)
4. Certified True Copy of Certificate of Incorporation
5. Organization chart showing the chain of ownership structure to the individual beneficial owners of the Company certified by the Director as True and Accurate (Note: the chart should at least include the name(s) and place of incorporation(s) of all intermediate layers)
6. One set of Certified True Copy of Memorandum and Articles of Association (updated copy)
7. Certified True Copy of Certificate of Incumbency or comparable document(s) issued by the Registered Agent within 6 months prior to the account opening date
8. Certified True Copy of Certificate of Good Standing (if any)
9. Original / Certified True Copy of Board Resolution to verify that the individual purporting to represent the Company is authorized to do so
10. Certified True Copy of the Personal Identification Document (i.e. ID Card/Passport) and latest 3 months Residential Address Proof and/or Permanent Address Proof (if different from the residential address) of the following Connected Parties:
 - 2 Directors;
 - All Authorized Signers; and
 - All Beneficial Owners who own 10% of the share capital / voting right

E. For Unincorporated Association (e.g. Clubs, Societies, Charities, Owners' Corporations)

1. Banking Services & Account Application Form
2. Foreign Law Requirements Form – Company Application
3. One set of Signature Card(s)
4. Certified True Copy of Certificate of Registration
5. Constitutions of the Association
6. Original / Certified True Copy of Written Authority to verify that the individual purporting to represent the Company is authorized to do so
7. Certified True Copy of Identification Documents of all Members who owns / controls the Association and Authorized Signers
8. Certified True Copy of latest 3 months Residential Address Proof and/or Permanent Address Proof (if different from the residential address) of all Members who owns / controls the Association and Authorized Signers

F. For Company Incorporated in PRC

Please refer to the Chinese version

Remarks:

1. All Certified True Copies must be certified by ICBC Asia's staff, HK Practising CPA or HK Registered Solicitors as certified true copy with the certifier's signature, name, capacity and the date of certification.
2. Where the Company incorporated outside Hong Kong, our Bank may obtain certified true copies of relevant documents through ICBC Solicitors from overseas registry office directly at the cost of the Company if necessary.
3. In case of the documents required for business account opening presenting other than English or Chinese, there must be supplement with a valid English or Chinese translation. A valid translation includes but not limited to attestation from Consulate General of such overseas country.
4. Please note that all the above documents required are for reference only and additional documents may be required after the review of our Bank.
5. Our Bank may, at its sole discretion and subject to internal assessment, determine whether any account opening application be accepted or not.
6. Please refer to below table for the examples of address proof.
7. In case of discrepancies between English and Chinese versions, the English version shall prevail.
8. For further details, please visit any branch of our Bank or call our customer hotline at 852 218 95588.

Examples of address proof

- 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.
- 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
- Government-issued photographic national identity card, passport or driving license which shows the Customer's current residential address in the home country (For non-Hong Kong residents only)