

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. Self-Certification Form – Individual
3. One set of Signature Card(s)
4. Valid Business Registration Certificate
5. Written Authority authorizing the persons purporting to act on behalf of the customer
6. Identification Documents of the Proprietor and all Authorized Signers

B. For Partnership

1. Banking Services & Account Application Form
2. Self-Certification Form – Entity
3. One set of Signature Card(s)
4. Valid Business Registration Certificate
5. Written Authority authorizing the persons purporting to act on behalf of the customer
6. Organization chart showing the chain of ownership structure to the individual beneficial owners of the Partnership (Note: the chart should at least include the full company name, place of incorporation(s), percentage of shareholding of all intermediate layers)
7. Identification Documents of all Ultimate Beneficial Ownersⁱ and all Authorized Signers
8. Partnership agreement (if any)

C. For Limited Company Incorporated in Hong Kong

1. Banking Services & Account Application Form
2. Self-Certification Form – Entity
3. One set of Signature Card(s)
4. Certification of Incorporation
5. Valid Business Registration Certificate (if applicable)
6. Organization chart showing the chain of ownership structure to the individual beneficial owners of the Company (Note: the chart should at least include the full company name, place of incorporation(s), percentage of shareholding of all intermediate layers)
7. The following Forms issued by the Company Registry issued within 6 months (where applicable):
 - NAR1 : Annual Return (Latest)
 - 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. Memorandum and Articles of Association/Articles of Association and any amending resolutions
9. Board Resolution authorizing the persons purporting to act on behalf of the customer
10. Identification Document of the following parties:

- All Authorized Signers; and
- All Ultimate Beneficial Ownersⁱ

D. For Overseas Incorporated Company

1. Banking Services & Account Application Form
2. Self-Certification Form – Entity
3. One set of Signature Card(s)
4. Certificate of Incorporation
5. Organization chart showing the chain of ownership structure to the individual beneficial owners of the Company (Note: the chart should at least include the full company name, place of incorporation(s), percentage of shareholding of all intermediate layers)
6. Memorandum and Articles of Association and any amending resolutions
7. Certificate of Incumbency issued by the Registered Agent in the place of incorporation or comparable document(s) issued within 6 months
8. Certificate of Good Standing (if any)
9. Board Resolution authorizing the persons purporting to act on behalf of the customer
10. Identification Document of the following parties:
 - All Authorized Signers; and
 - All Ultimate Beneficial Ownersⁱ

E. For Unincorporated Association (e.g. Clubs, Societies, Charities, etc.)

1. Banking Services & Account Application Form
2. Self-Certification Form – Entity
3. One set of Signature Card(s)
4. Certificate of Registration
5. Constitution
6. Written Authority authorizing the persons purporting to act on behalf of the customer
7. Identification Documents of all Ultimate Beneficial Ownersⁱ and all Authorized Signers

F. For Company Incorporated in PRC

Please refer to the Chinese version

Remarks:

1. Submitted copies of documents should be certified as true copies of the originals while the customer did not physically present at the account opening process by the following persons including, but not limited to:
 - ICBC Group staff member;
 - Staff of the financial institution established / regulated in Hong Kong or an Equivalent Jurisdiction;
 - Current full member of the Hong Kong Institute of Chartered Secretaries;
 - Trust company registered under Trustees Ordinance carrying on trust business on Hong Kong;
 - Lawyer / notary public practicing in Hong Kong or an Equivalent Jurisdiction;
 - Auditor / professional accountant / tax advisor practicing in Hong Kong or an Equivalent Jurisdiction;
 - Member of the judiciary in Hong Kong or an Equivalent Jurisdiction;
 - Officer of an embassy, consulate or high commission of the country of issue of documentary verification of identity; and
 - Justice of the Peace; and
 - Estate agent (only applies when the estate agent is involved, in Hong Kong, in a transaction concerning the buying or selling of real estate for a client).

Certifier must sign and date the copy document (printing his/her name clearly in capitals underneath) and clearly indicate his/her position on it. Certifier must state that it is a true copy of the original (or words to similar effect) and the number of pages to be recorded.

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. If the documents are not in English or Chinese, a valid English or Chinese translation of the same should be provided. A valid translation includes but not limited to attestation from Consulate General of such overseas country.
4. Apart from the documents listed above, the Bank may further request you to provide other information and documents required for account opening, if necessary.
5. Our Bank may, at its sole discretion and subject to internal assessment, determine whether any account opening application be accepted or not.
6. In case of discrepancies between English and Chinese versions, the English version shall prevail.
7. For further details, please visit any branch of our Bank or call our customer hotline at (852) 218 95588.

ⁱ Ultimate Beneficiary Owner (“UBO”) refers to:

(1) UBO in relation to a corporation is defined as an individual who: a) owns or controls, directly or indirectly, including through a trust or bearer share holding, more than 25% of the issued share capital of the corporation;

or b)is, directly or indirectly, entitled to exercise or control the exercise of more than 25% of the voting rights at general meetings of the corporation; or c)exercises ultimate control over the management of the corporation; or d)if there is no such natural person, means the relevant natural persons who hold the position of senior managing official.

- (2) UBO in relation to a partnership is defined as an individual who: a)is entitled to or controls, directly or indirectly, more than 25% share of the capital or profits of the partnership; or b)is, directly or indirectly, entitled to exercise or control the exercise of more than 25% of the voting rights in the partnership; or c)exercises ultimate control over the management of the partnership; or d)if the partnership is acting on behalf of another person, means the other person; or e)if there is no such natural person, means the relevant natural persons who hold the position of senior managing official.
- (3) UBO in relation to an unincorporated body other than a partnership means: a)an individual who ultimately owns or controls the unincorporated body; or b)if the unincorporated body is acting on behalf of another person, means the other person; or c)if there is no such natural person, means the relevant natural persons who hold the position of senior managing official.
- (4) UBO in relation to a trust or similar arrangement for which a legal-binding document (i.e. a trust deed or in any other forms) in place is defined as: a)the beneficiaries or class of beneficiaries of trust entitled to a vested interest in the trust property, whether the interest is in possession or in remainder or reversion and whether it is defeasible or not; or b)the settlor of the trust; or c)a protector or enforcer of the trust; or d)an individual who has ultimate control over the trust; or e)the trustee of the trust.