

## Documentation Checklist for Limited Company Established in Hong Kong

### Bank Forms:

1. Signature Card (append 4 signatures on each sig. card)
2. Bank mandate – Mandate for Account of Limited Company
3. Commercial Account Opening Form
4. General Terms and Conditions
5. Authority and Indemnity in Respect of Telephone, Telex, fax and Email Instruction. Resolution to give the Authority and Indemnity in respect of telephone, telex, fax and email instructions (*if applicable*)
6. FATCA - US Questionnaire Form
7. Tax Questionnaire
8. Self-Certification Form – Entity
9. Self-Certification Form – Controlling Person

### Requirement:

- A. Copy of Resolution to Open account and designating the authorized signatories or Minutes of Directors Meeting for opening the bank account\*
- B. Copy of Certificate of Incorporation
- C. Certified copy/ies of all Certificate/s of Change/s of name (*if any*)
- D. Copy of up-to-date Memorandum and Articles of Association
- E. Copy of Business Registration Certificate
- F. For newly established company:
  - a. Copy of Notification of First Secretary and Director (Form D1) / Incorporation Form (Company Limited by Shares) (Form NC1) / Incorporation Form (Company Not Limited by Shares) (Form NC1G)
  - b. Copies of all subsequent Notification of Change of Secretary and Director (Appointment/Cessation) (Form D2A), Return of Allotments (Form SC1) and/or Instrument of Transfer detailing particulars of the current Principal Shareholders, if any
  - c. Director/Shareholder/Beneficial Owner Declaration (DD) issued within 6 months, detailing particulars of the Directors, Principal Shareholders and Ultimate Beneficial Owner (Certification Letter from a CPA / lawyer or a FATF member / comparable jurisdiction acceptable to BDO certifying that information contained in the “Director/Shareholder/ Beneficial Owner Declaration” is correct and accurate, is required upon the Bank’s request)

**BDO Unibank, Inc.**  
Hong Kong Branch  
G/F Euro Trade Centre  
13-14 Connaught Road Central, Hong Kong  
Swift Code BNORHKHH  
Tel +(852) 2868 0323, Fax +(852) 2810 0050

- G. For Company established over one year:
- a. Copy of the latest Annual Return (Form AR1)
  - b. Copies of all subsequent Notification of Change of Secretary and Director (Appointment / Cessation) (Form D2A), Return of Allotments (Form SC1) and/or Instrument of Transfer detailing particulars of the current Principal Shareholders, if any
- H. For company with corporate shareholders
- a. Organization chart certified by director showing shareholdings owned by, and country of incorporation of, each intermediate company to the ultimate beneficial owners of the company
  - b. If the ultimate beneficial owners of the company is a trust – Trust Deed / Declaration of Trust, with details of trustee(s), settlor(s), beneficiary(ies) and protector(s); identification proof and residential address proof of trustee(s), settlor(s) and protector(s)
  - c. For company with nominee shareholders – details of ultimate beneficial owner(s)
- I. Copy of the following documents:
- All Authorized Signatories and all Principal Shareholders or Beneficial Owners of Corporate shareholders and other relevant individuals, if any:
- a. HKID
  - b. Passport copies/valid travel documents\* (if the individual is not a Hong Kong Permanent Identity Card holder)
  - c. Residential Address Proof (e.g. utility bill issued within 3 months, bank statement issued within 3 months by Financial Institutions in a FATF member / comparable jurisdiction acceptable to BDO, valid driving license, National identity card with address, etc.)
  - d. Permanent Address proof (if the individual is not a Hong Kong Permanent Identity Card holder and has a permanent address different from residential address)
- J. For Director or Authorized Signatories which are corporate entities, the following copies of documents are to be submitted by these entities:
- a. Official Documents (such as Certificate of Incorporation, Business Registration Certificate, Business License or comparable document) proving incorporation, registration and subsequent change of name, if any
  - b. Official document(s) listing current directors such as an Annual Return or Director Declaration (Certification Letter from a CPA / lawyer of a FATF member / comparable jurisdiction acceptable to BDO certifying that information contained in the Director Declaration is correct and accurate, is required upon the Bank's request)
  - c. Board Resolution specifying the authorized signatories who have the power to act for them (the directors' signatures must be verified by bankers)
  - d. List of authorized signatories' specimen signature which must be verified by bankers
  - e. Documents item (16) listed above for Directors and Authorized Signatories
- K. Copy of audited financial statements (new requirement under BSP AML rule)