

## **Documentation Checklist for Partnership Established in Hong Kong**

### Bank Forms:

1. Signature Card (append 4 signatures on each sig. card)
2. Bank mandate – Mandate for Partnership Account
3. Commercial Account Opening Form
4. General Terms and Conditions for Customers
5. Authority and Indemnity in respect of Telephone, Telex, Fax and Email instruction
6. Self-Certification Form
7. FATCA – US Questionnaire Form
8. Tax Questionnaire Form

### Requirement:

- A. Copy of HKID or Passport/valid travel documents\* (if individual is not a Hong Kong Permanent Identity Card holder) of each Partner and any other signatories
- B. Copy of Residential Address Proof of each Partner and any other signatories (e.g utility bill issued within 3 months, bank statement issued within 3 months by Financial Institutions in a jurisdiction acceptable to BDO, valid driver's licence, etc.)
- C. Copy of Permanent Address Proof (if the individual is not a Hong Kong Permanent Identity Card holder and has a permanent address different from residential address)
- D. Copy of Business Registration Certificate
- E. Copy of Articles of partnership or Partner's Agreement
- F. Copy of Business Registration Regulations Form 1c issued by HK Inland Revenue Department
- G. Directors Declaration