

Documentation Checklist for Sole Proprietorship Established in Hong Kong

Bank Forms:

1. Signature Card (append 4 signatures on each sig. card)
2. Bank mandate – Sole Proprietorship Mandate
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 Sole Proprietor's and Authorized Signatory's HK ID or Passport (if the individual is not a Hong Kong Permanent Identity Card holder) (if any). Stamped as "Copy" or "Original Sighted" and signed by bank office to whom such ID was presented.
- B. Copy of Sole Proprietor's and Authorized Signatory's (if any) Residential Address Proof. Residential Address Proof (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 license, 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 Registration Certificate
- E. Copy of Business Registration Regulations Form 1(a) Issued by HK Inland Revenue Department