



客戶帳戶盡職審查須知

Account Review Guide

如接獲本行之通知函，敬請配合審查程序，提供以下相關文件。

If you receive a notice, please cooperate with the review process and provide the following relevant documents.

一、個人戶(Individual Account)：

- (1) 身份證明文件：身份證、護照或其他有效旅行證件
Identification document: Identity card, passport or other valid travel document
- (2) 住址證明
Address proof

二、公司戶(Business Account):

1、以香港(Hong Kong)註冊之公司行號、機關或社團名義開戶時：

For Limited Company and General Partnership established in Hong Kong:

- (1) 有效的商業登記證 (Valid Business Registration Certificate)
- (2) 公司註冊證書及其後公司更改名稱證書，如適用
(Certificate of Incorporation and subsequent Certificate of Change of Name, if applicable)
- (3) 最近一期周年申報表(Latest Annual Return (Form AR1/NAR1))
- (4) 組織章程 (Memorandum and Article of Association)
- (5) 董事及被授權簽字人員之身份證明文件(身份證、護照)及住址證明
(Identity Card, Passport, Proof of address from the Directors and Authorized Signatures)
- (6) 持股 25% 以上之股東身份證明文件(身份證、護照)及住址證明
(Identity Card, Passport, Proof of address from the shareholders that holding more than 25% of the issued share capital, directly or indirectly)
- (7) 重要控制人登記冊(Significant Controllers Register)

2、以台灣(Taiwan)註冊之公司行號、機關或社團名義開戶時：

For Limited Company and General Partnership established in Taiwan:

- (1) 主管機關(經濟部/市政府)核准函(Business License or approval letter)
- (2) 設立登記表或變更事項登記表(Registration Form or Change Registration Form)
- (3) 股東名冊(Register of Members)
- (4) 公司章程(Memorandum & Article of Association)
- (5) 董事及被授權簽字人員之身份證明文件(身份證、護照)及住址證明 (Identity Card, Passport, Proof of address from the Directors and Authorized Signatures)
- (6) 持股 25% 以上之股東身份證明文件(身份證、護照)及住址證明 (Identity Card, Passport, Proof of address from the shareholders that holding more than 25% of the issued share capital, directly or indirectly)

3、以海外(Overseas)註冊之公司行號名義開戶時：

For Limited Company established in Overseas:

- (1) 公司註冊證書 (Certificate of Incorporation)
- (2) 董事名冊 (Particulars of Directors)

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- (3) 股東名冊 (Register of Members)
- (4) 公司章程 (Memorandum & Article of Association)
- (5) 存續證明 (註冊當地 Agent 出具證明文件) --最近六個月內
(Certificate of Incumbency issued within 6 months, by Resigered Agent)
- (6) 董事及被授權簽字人員之身份證明文件(身份證、護照)及住址證明 (Identity Card, Passport, Proof of address from the Directors and Authorized Signatures)
- (7) 持股 25%以上之股東身份證明文件(身份證、護照)及住址證明 (Identity Card, Passport, Proof of address from the shareholders that holding more than 25% of the issued share capital, directly or indirectly)

- 如屬多層結構之公司，需審查至最終實益擁有人,故請提供該公司資料 **If the company is multi-layer, please provide the documents until ultimate beneficial owner to identify.**
- 住址證明可提供載有目前居住地址的國民身份證(非香港居民)、銀行月結單、水電瓦斯費單、電話費帳單、繳稅單據..等最近三個月之公用事業繳費單據。Examples of Addresss proof: National identity card containg the current residential address (for non-Hong Kong), Bank statement, a recent utility bill, mobile phone statement, government tax demend note, etc., issued within the last 3 months.
- 另請檢附 FATCA 身份聲明書、客戶同意書、Common Reporting Standard 自我證明表格、稅務居民聲明書(如適用)，相關表格請參本行網站：<http://www.hncb.com.hk>內之電子表單
Please attach the FATCA Self-Certification, Customer Agreement, Common Reporting Standard Self-Certification Form, Declaration of Tax Residence(If applicable), please refer to the website at <http://www.hncb.com.hk>
- 香港註冊之公司行號、機關或社團所提供之資料須經由本分行向香港政府有關機關查証，所需費用由客戶負擔（查冊費 HKD150.-）
For Limited Company and General Partnership established in Hong Kong:Conducting a search at the Business Registraiton office/Companies Registry, HKD150.-will be charged from your account.
- 以上提交本行之文件副本，須經下列人士確認並蓋上「正本相符無誤」。
 - 1.任何華南銀行分行經辦及主管(請蓋章並註明日期、分行名稱)或
 - 2.執業會計師/律師**The above documents submitted must be certified true copies of the original (or words to similar effect) and sign by the following persons:**
 1. Hua Nan Commercial Bank staff and supervisor (Certifier must sign and date the copy document, indicate branch name), or
 2. A certified public accountant / lawyer
- 請注意，以上資料只是一般的審查文作參考。如有需要，我們可能要求 您提供額外文件及資料。如您有任何查詢，請致電 (852)2824 0288 ext.801~807、825~828、868。
We may request you and/or connected parties to provide further documents and information when necessary. If you have any query, please contact (852) 2824 0288 ext.801~807, 825~828, 868.