

## 公司開戶文件清單 Check List of Company Account

	<b>Document(s) Check list</b> 文件檢查清單	<b>HK Company</b> 香港公司	<b>Overseas Company</b> 海外公司
<input type="checkbox"/>	Board Resolution 董事會決議	✓	✓
<input type="checkbox"/>	Certified true copies of the Hong Kong ID Card(s) or Passport(s) of all Authorized Persons, Directors and Ultimate beneficial owner(s). 所有獲授權代理人、董事及帳戶最終實質權益的人士之香港身份證或護照核證副本	✓	✓
<input type="checkbox"/>	Certified true copies of address proof within the last 3 months of all Authorized Persons, Directors and Ultimate beneficial owner(s). 所有獲授權代理人、董事及帳戶最終實質權益的人士之最近 3 個月的地址證明核證副本	✓	✓
<input type="checkbox"/>	Certified true copy of Register of Members and Register of Directors 董事名單及股東名單之核證副本		✓
<input type="checkbox"/>	Certified true copy of Certificate of Incorporation 公司註冊證書之核證副本	✓	✓
<input type="checkbox"/>	Certified true copy of Memorandum and Articles of Association 組織章程大綱及細則之核證副本	✓	✓
<input type="checkbox"/>	Certified true copy of Certificate of Incumbency (issued within last 6 months) 董事在職證明之核證副本 (在過去 6 個月內簽發)		✓
<input type="checkbox"/>	Certified true copy of Business Registration Certificate 商業登記證之核證副本	✓	(if applicable 如適用)
<input type="checkbox"/>	Certified true copy of Latest Annual Return 最近的公司週年申報表之核證副本	✓	
<input type="checkbox"/>	Certified true copy of Latest Audited Accounts/ Certificate of Good Standing 最近期財政報告或良好記錄證書之核證副本	(if applicable 如適用)	(if applicable 如適用)
<input type="checkbox"/>	W-8BEN-E form	✓	✓
<input type="checkbox"/>	Standing Authority (For Margin Client Only) 常設授權書	(if applicable 如適用)	(if applicable 如適用)
<input type="checkbox"/>	Letter of Guarantee (For Margin Client Only) 擔保書	(if applicable 如適用)	(if applicable 如適用)
<input type="checkbox"/>	Corporate FATCA Self-Certification 公司《海外帳戶稅收合規法案》自行認證	✓	✓

**Note 注意:**

Copies of those documents set out above must be certified as a true copy by certified public accountant (CPA), lawyer, or notary public.  
 所有提交本公司的文件副本須經由執業會計師、執業律師或註冊公證人認證為真確的副本。