

Business Account Opening Process

To open an account, please follow the below account opening process.

- 1. Prepare the original or certified true copy of the documents required for account opening (please refer to the following pages for details)**
- 2. At least 1 related person¹ bring along the documents required to any of our branches to open an account in person**
- 3. Complete and sign Bank Account & Service Application Form (Business Customer) and related account opening document**

Notes:

- The Bank may request you to provide further account opening details and documents when necessary.
- Account opening is subject to the Bank's approval. The Bank reserves the right to decline any account opening request.
- If you have any questions about the above list, please call our Business Banking Services Hotline at 2287 6868.

¹ Related person:

Sole Proprietorship: sole proprietor + all authorized signers

Partnership: all partners + all authorized signers

Limited Company: key directors + all beneficial owners + all authorized signers

Society: Chairman / Vice Chairman / Treasurer / Secretary + all beneficial owners + all authorized signers

Documents Required for Deposit Account Opening (Sole Proprietorship / Partnership)

Please bring the following documents to open an account.

Sole Proprietorship

- ☐ Identification Documents from **sole proprietor and all authorized signatories**
- ☐ Valid Business Registration (BR) Certificate
- ☐ Foreign Account Tax Compliance Act (FATCA) documents i.e. self certification and/or various US IRS forms for establishing tax status under FATCA
- ☐ (if any) Company Chop

Partnership

- ☐ (if any) Minutes (required to be signed by ALL partners)
- ☐ (if any) Partnership Agreement
- ☐ Identification Documents from **all partners and all authorized signatories**
- ☐ Valid Business Registration (BR) Certificate
- ☐ Foreign Account Tax Compliance Act (FATCA) documents i.e. self certification and/or various US IRS forms for establishing tax status under FATCA
- ☐ (if any) Company Chop

Remarks:

1. If related person are not holding a Hong Kong Identity Card, please bring along your valid travel document (e.g. Passport) / national identity card / national driving license issued by government.

Important Note

(a) If certified documents are not in English or Chinese, an English translation of the same from suitable certifier (e.g. Embassy, solicitor or CPA in FATF countries) should be provided

(b) True copies of original documents should be certified* by

- (i) A certified public accountant (CPA) / lawyer / notary public in FATF countries; or
- (ii) A current full member of the Chartered Governance Institution; or
- (iii) A suitable staff of CNCBI

* The above list is non-exhaustive. The certifier must sign and date the copy document (printing his/her full name clearly in capitals underneath) and clearly indicate his/her capacities on it. The certifier must state it is a true copy of the original (or words to similar effect) and the number of pages to be recorded

(c) The bank may request customer to provide further details or/and documents when necessary

Documents Required for Deposit Account Opening (Limited Company incorporated Hong Kong)

Please bring the following documents to open an account.

Limited Company²

- ☐ (if any) Board resolution / Minutes
- ☐ Identification Documents from **key directors³, all beneficial owners and all authorized signatories**
- ☐ Valid Business Registration (BR) Certificate (or comparable documents)
- ☐ Certificate of Incorporation (CI) and subsequent Certificate of Change of Name (if applicable)
- ☐ Articles of Association
- ☐ Foreign Account Tax Compliance Act (FATCA) documents i.e. self certification and/or various US IRS forms for establishing tax status under FATCA
- ☐ (if applicable) Ownership structure chart and director declaration showing all beneficial owners if corporate shareholders exist
- ☐ (if applicable) Sold / Bought Note and Instrument of Transfer with stamp duty chop
- ☐ (if any) Company Chop

Remarks:

1. If related person are not holding a Hong Kong Identity Card, please bring along your valid travel document (e.g. Passport) / national identity card / national driving license issued by government.

Important Note

- (a) If certified documents are not in English or Chinese, an English translation of the same from suitable certifier (e.g. Embassy, solicitor or CPA in FATF countries) should be provided
 - (b) True copies of original documents should be certified* by
 - (i) A certified public accountant (CPA) / lawyer / notary public in FATF countries; or
 - (ii) A current full member of the Chartered Governance Institution; or
 - (iii) A suitable staff of CNCBI
- * The above list is non-exhaustive. The certifier must sign and date the copy document (printing his/her full name clearly in capitals underneath) and clearly indicate his/her capacities on it. The certifier must state it is a true copy of the original (or words to similar effect) and the number of pages to be recorded
- (c) The bank may request customer to provide further details or/and documents when necessary

²Notes on Limited Company:

a) Should Corporate Directors exist, the identity documents required will be same as those limited company incorporated Hong Kong or relevant overseas countries (as the case may be) plus a Company Board Resolution specifying the authorized signatories for the company.

b) Should Corporate Shareholders exist, identity document of beneficiary owner(s) [i.e. Individual(s)] is required.

³ Key director(s) refer to director who signs on the Minutes / Board Resolution / Bank's Mandate

Documents Required for Deposit Account Opening (Limited Company incorporated overseas)

Please bring the following documents to open an account.

Limited Company⁴

- ☐ (if any) Board resolution / Minutes
- ☐ Identification Documents from **key directors⁵, all beneficial owners and all authorized signatories**
- ☐ (if customer registered in Hong Kong) Valid Business Registration (BR) Certificate (or comparable documents)
- ☐ Certificate of Incorporation (CI) and subsequent Certificate of Change of Name (if applicable) (or comparable documents)
- ☐ (if customer registered in Hong Kong) Certificate of Registration of Oversea Company and subsequent Certificate of Change of Name (if applicable)
- ☐ Certificate of Incumbency (COI) issued within 6 months by registered agent / Official Company search report issued within 6 months (or comparable documents)
- ☐ Overseas Memorandum & Articles of Association
- ☐ Foreign Account Tax Compliance Act (FATCA) documents i.e. self certification and/or US IRS forms for establishing tax status under FATCA
- ☐ (if applicable) Ownership structure chart and director declaration showing all beneficial owners if corporate shareholders exist
- ☐ (if any) Company Chop

Remarks:

1. If related person are not holding a Hong Kong Identity Card, please bring along your valid travel document (e.g. Passport) / national identity card / national driving license issued by government.

Important Note

- (a) If certified documents are not in English or Chinese, an English translation of the same from suitable certifier (e.g. Embassy, solicitor or CPA in FATF countries) should be provided
 - (b) True copies of original documents should be certified* by
 - (i) A certified public accountant (CPA) / lawyer / notary public in FATF countries; or
 - (ii) A current full member of the Chartered Governance Institution; or
 - (iii) A suitable staff of CNCBI
- * The above list is non-exhaustive. The certifier must sign and date the copy document (printing his/her full name clearly in capitals underneath) and clearly indicate his/her capacities on it. The certifier must state it is a true copy of the original (or words to similar effect) and the number of pages to be recorded
- (c) The bank may request customer to provide further details or/and documents when necessary

⁴Notes on Limited Company:

a) Should Corporate Directors exist, the identity documents required will be same as those limited company incorporated Hong Kong or relevant overseas countries (as the case may be) plus a Company Board Resolution specifying the authorized signatories for the company.

b) Should Corporate Shareholders exist, identity document of beneficiary owner(s) [i.e. Individual(s)] is required.

⁵ Key director(s) refer to director who signs on the Minutes / Board Resolution / Bank's Mandate

Documents Required for Deposit Account Opening (Society, Club or Association / Owners Corporations / Mutual Aid Committee)

Please bring the following documents to open an account.

Society, Club or Association

- ☐ Certificate of Registration of a Society issued by Licensing Office of Hong Kong Police
- ☐ A letter authorizing the Bank to obtain registration particulars from Licensing Office of Hong Kong Police
- ☐ Rules and Regulations / Constitution / By-laws
- ☐ (Applicable to charitable organization / association) Letter from Inland Revenue Department as a proof of tax exemption and charitable institution status
- ☐ (If applicable) Minutes
- ☐ Identification Documents from **The Chairman / Vice-chairman / Treasurer / Secretary, all beneficial owners and all authorized signatories**
- ☐ Foreign Account Tax Compliance Act (FATCA) documents i.e. self certification and/or US IRS forms for establishing tax status under FATCA
- ☐ (if any) Chop

Owners Corporations / Mutual Aid Committee

- ☐ (Applicable to Owners Corporations) Certificate of registration of a corporation issued by The Land Registry
- ☐ (Applicable to Owners Corporations) Application for registration of owners as a corporation and/or Notice of Change of Particulars
- ☐ (Applicable to Mutual Aid Committee) Confirmation Letter issued by District Office
- ☐ Rules and Regulations / Constitution / By-laws
- ☐ (If applicable) Minutes
- ☐ Identification Documents from **The Chairman / Vice-chairman / Treasurer / Secretary, all beneficial owners and all authorized signatories**
- ☐ Foreign Account Tax Compliance Act (FATCA) documents i.e. self certification and/or US IRS forms for establishing tax status under FATCA
- ☐ (if any) Chop

Remarks:

1. If related person are not holding a Hong Kong Identity Card, please bring along your valid travel document (e.g. Passport) / national identity card / national driving license issued by government.

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(c) The bank may request customer to provide further details or/and documents when necessary

What if the account application is rejected?

In case of unsuccessful account opening application, the applicant may send a request to the Bank to require a review on the unsuccessful application. The request shall include:

- Name of the intended account holder in the application
- Relevant Identity Document Type and Number used for the application (e.g. identity card, passport or company registration number, etc.)
- Any additional information or documents which may be considered helpful in the Bank's review of the application

For enquiries, please contact Business Banking Services Hotline at (852) 2287 6868.