大 眾 銀 行（香 港）
PUBLIC BANK (HONG KONG)
（馬來西亞大眾銀行附屬公司 A subsidiary of Public Bank Berhad, Malaysia）

Documents Required for Account Opening / Changing the Authorized Signatories of bank accounts for Owners' Corporations
業主立案法團銀行戶口開立 / 轉換被授權簽字人之所需文件

1. Certificate of Registration of a Corporation issued by Land Registry
   由土地註冊處簽發的法團註冊證書
2. Articles of Association (If any)
   法團章則（如有）
3. Application for Registration of Owners as Corporation and/ or Notice of Change of Particulars for any changes of members of the management committee
   業主立案法團註冊申請書及／或其後管理委員會成員的更改註冊事項通知書
4. Certified minutes or extracted resolutions for the approval of bank account opening and the appointment or replacement of authorized signatories.
   通過開立銀行賬戶及委任或替代被授權簽字人決議的經核證會議記錄或決議摘錄
5. Original identification documents of office bearers of the management committee (Chairman, Vice Chairman (if any), Secretary, Treasurer) and all or alternate authorized signatories and
   - Original Proof of Nationality, e.g. passport (if a person is not holding a Hong Kong Permanent Identity Card)

   管理委員會負責人(主席 / 副主席(如有) / 秘書 / 司庫)及所有或替代被授權簽字人的身份證明文件正本及
   - 國籍證明正本，例如：護照 (如非香港永久性居民身份證持有人)
6. Original address proof showing the names of all office bearers of the management committee and authorized signatories with the issued date within the last 3 months (e.g. Bank statement or utility bill)
   載有管理委員會所有負責人及被授權簽字人姓名而發出日期為最近 3 個月的住址證明正本 (例如：銀行結單或公用事業帳單)
7. Common Seal
   法團印章

Note:

1. The bank will conduct search of the owners' corporations record at the Land Registry to verify the information provided by the Owners' Corporation. Please ensure the submitted details match the record held by the Land Registry.
2. Apart from the above and if required, the Bank may require customer providing other account opening information and documents.

注意：

1. 銀行將查閱業主立案法團在土地註冊處的紀錄，以核實業主立案法團所提供的資訊。請確保所提供的資料與土地註冊處備存的記錄相符。
2. 除上述文件外，如有需要，本行會要求客戶提供其他開戶資料及文件。