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 Opening Corporate Account(s)

Sole Proprietorship / Partnership established in Hong Kong

1. Valid Business Registration Certificate
2. Partnership agreement/ deed (on request)
3. Documents required from sole proprietor, ALL partners and ALL Beneficial Owners (Note 1)
   - Identity documents bearing the holder's photograph
   - (Applicable to those who are Non Hong Kong Permanent Identity Card Holders or Non Hong Kong Residents) Nationality Proof e.g. valid international passport
   - Residential address proof (and permanent address proof if different). Please refer to the ***Appendix I*** below for the examples of address proofs.
4. Documents required from ALL authorized signatories
   - Identity documents bearing the holder's photograph
   - (Applicable to those who are Non Hong Kong Permanent Identity Card Holders or Non Hong Kong Residents) Nationality Proof e.g. valid international passport
5. Self certificate relating to United States Foreign Account Tax Compliance Act (FATCA)

Note 1 :- Beneficial Owner represents an individual
(a) who is entitled to or controls, directly or indirectly, not less than a 10% share of the capital or profits of the partnership;
(b) who is, directly or indirectly, entitled to exercise or control the exercise of not less than 10% of the voting rights in the partnership; or
(c) who exercises ultimate control over the management of the partnership; or
(d) if the partnership is acting on behalf of another person, means that other person.

Remarks:-

- The Bank may require further documents and information (such as, reference letter issued by valued customer of the Bank in good standing or other professional firms acceptable by the Bank, etc.) whenever it deems necessary. The Bank may, at its discretion &subject to internal assessment, determine whether any application of account opening can be accepted or not.
- If any of documents required are not written in English or Chinese, an English translation of the same by embassy should be provided to our Bank

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Documents Required for Opening Corporate Account(s)

Company Incorporated in Hong Kong

1. Valid Business Registration Certificate
2. Certificate of Incorporation
3. Latest Memorandum and Articles of Association/ Articles of Association
4. Minutes / Resolution of the Board of Directors to open an account and appoint any authorized signatories.
5. (For company having corporate shareholder) Director's declaration incorporating an ownership chart showing company name, country of incorporation, % shareholding of each intermediate holding company. Such chart should also enable our Bank to understand the identity of all Beneficial Owners (Note i)
6. Documents required from two directors and ALL Beneficial Owners (Note i)
   - Identity documents bearing the holder's photograph
   - (Applicable to those who are Non Hong Kong Permanent Identity Card Holders or Non Hong Kong Residents) Nationality Proof e.g. valid international passport
   - Residential address proof (and permanent address proof if different). Please refer to the ***Appendix I*** below for the examples of address proofs.
7. Documents required from all authorized signatories
   - Identity documents bearing the holder's photograph
   - (Applicable to those who are Non Hong Kong Permanent Identity Card Holders or Non Hong Kong Residents) Nationality Proof e.g. valid international passport
8. Information required from ALL directors, ALL authorized signatories and all Beneficial Owners (Note i)
   - Name
   - Identification document type and number
   - Nationality
   - Date of birth
9. Self certificate relating to United States Foreign Account Tax Compliance Act (FATCA)

Note i :- Beneficial Owner represents
(a) an individual who owns or controls, directly or indirectly, including through a trust or bearer share holding, not less than 10% of the issued share capital of the corporation;
(b) an individual who is, directly or indirectly, entitled to exercise or control the exercise of not less than 10% of the voting rights at general meetings of the corporation; or
(c) an individual who exercises ultimate control over the management of the corporation; or
(d) if the corporation is acting on behalf of another person, means that other persons

Remarks:-

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Documents Required for Opening Corporate Account(s)

Company Incorporated Overseas

1. Valid Business Registration Certificate
2. Certificate of Registration of Oversea Company
3. Certificate of Incorporation
4. Latest Memorandum and Articles of Association/ Articles of Association or applicable constitutional documents
5. Minutes / Resolution of the Board of Directors to open an account and appoint any authorized signatories
6. (For company having corporate shareholder) Director's declaration incorporating an ownership chart showing company name, country of incorporation, % shareholding of each intermediate holding company. Such chart should also enable our Bank to understand the identity of all Beneficial Owners (Note i)
7. Certificate of Incumbency issued by Registered Agent within 6 months or comparable company search report issued in the country of incorporation within 6 months
8. Documents required from two directors and ALL Beneficial Owners (Note i)
   - Identity documents bearing the holder's photograph
   - (Applicable to those who are Non Hong Kong Permanent Identity Card Holders or Non Hong Kong Residents) Nationality Proof e.g. valid international passport
   - Residential address proof (and permanent address proof if different). Please refer to the ***Appendix I*** below for the examples of address proofs.
9. Documents required from all authorized signatories
   - Identity documents bearing the holder's photograph
   - (Applicable to those who are Non Hong Kong Permanent Identity Card Holders or Non Hong Kong Residents) Nationality Proof e.g. valid international passport
10. Information required from ALL directors, ALL authorized signatories & Beneficial Owners (Note i)
    - Name
    - Identification document type and number
    - Nationality
    - Date of birth
11. Self certificate relating to United States Foreign Account Tax Compliance Act (FATCA)

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(a) an individual who owns or controls, directly or indirectly, including through a trust or bearer share holding, not less than 10% of the issued share capital of the corporation;
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Appendix I

Examples of Address Information:

(a) A recent Utility bill issued within the last 3 months (such as, Electricity/Water/Town Gas bill, etc…);

(b) A recent correspondence from a Government department or agency (i.e. issued within the last 3 months);

(c) A statement issued by any of the following organisations within the last 3 months:-

- a Bank/Credit Card company, or
- an authorized insurer (such as, an Insurance firm/company authorized under the **Insurance Companies Ordinance** (Cap 41)), or
- a licensed corporation (such as, a Securities company which is granted a license under section 116 or 117 of **Securities and Futures Ordinance** (Cap 571));

(d) A record of a visit to the residential address by the Bank within the last 3 months;

(e) An acknowledgement of receipt duly signed by the customer in response to a letter sent by the Bank to the address provided by the customer within the last 3 months;

(f) A letter from an immediate family member at which the individual resides confirming that the applicant lives at that address in Hong Kong, setting out their relationship together with evidence within last 3 months that the immediate family member resides at the same address (only applicable for persons such as students and housewives who are unable to provide proof of address of their own name);

(g) A Mobile phone or pay TV statement issued within the last 3 months;

(h) A letter from a Hong Kong nursing or residential home for the elderly or disabled, which the Bank is satisfied to rely on, confirming the residence of the applicant issued within the last 3 months;

(i) A letter from a Hong Kong university or college, which the Bank is satisfied to rely on, that confirms the residence at a stated address (for full time students only);

(j) A Hong Kong tenancy agreement which has been duly stamped by the Inland Revenue Department;

(k) For domestic helpers only, a current Hong Kong domestic helper employment contract stamped by an appropriate Consulate (the name of employer should correspond with the applicant's visa endorsement in their passport);

(l) A letter from a Hong Kong employer together with proof of employment issued within the last 3 months, which the Bank is satisfied to rely on & that confirms residence at the stated address;

(m) A lawyer's confirmation of property purchase, or legal document recognising title to property; and

(n) For non-Hong Kong residents, bank statements issued by a bank in recent 3 months in an equivalent jurisdiction where the Bank is satisfied that the address has been verified.

Remarks : The above list is not exhaustive & the Bank may accept alternative address information at its own discretion.