

開立商業綜合戶口所需文件 - 海外註冊公司  
Documents Required for IBS Account Opening  
- For Overseas Incorporated Company

只適用於在英屬維爾京群島、薩摩亞、開曼群島、巴哈馬群島及百慕大註冊之公司  
Applicable to companies incorporated in the British Virgin Islands, Samoa, Cayman Islands, Commonwealth of the Bahamas and Bermuda.

請攜備下列文件至任何一間恒生銀行分行辦理開戶手續。

Please bring with the following documents to any Hang Seng Bank Branch to open an account.

- 最新之商業登記證 / 營業執照 Latest Business Registration Certificate / Business Licence<sup>#</sup>
- 公司註冊證書 Certificate of Incorporation<sup>#</sup>
- 公司組織章程大綱及細則 Memorandum & Articles of Association<sup>#</sup>
- 董事名單 (董事登記表) A list of the names of the directors (Register of Director)\*
- 股東名單 (股東登記表) A list of the names of the shareholders (Register of Member)\*
- 董事、股東證明書 Certificate of Incumbency / Certificate of Good Standing (發出日期為戶口申請前 6 個月內 issued within 6 months from date of account application)<sup>#</sup>
- 委任董事秘書及主管之公事決議 / 文件 Resolution / Document for the appointment of director, secretary and officer
- 股份轉讓文件及股份證書 Instrument of Transfer of Share and Share Certificate<sup>#\*</sup>
- 公司架構圖(如申請機構由多個公司組成) Organisation chart (if the applicant has a number of layers of companies in its ownership structure)\*
- 東主 / 所有合夥人 / 董事 / 實益擁有人 / 主要股東(行使 10%或以上之投票權或控制該等投票權的行使人士)之身份證明文件 Identification document of Sole Proprietor / All Partners / Directors / Beneficial Owner(s) / Ultimate Shareholder(s) who own(s) at least 10% of shares
- 授權簽署人 / 電話理財指定使用人士 / 恒生卡指定持有人之身份證明文件 (如適用) Identification document of Authorised Signers / Phone Banking Users / Hang Seng Cardholders (if applicable)
- 公司印章(如適用) Company Chop (if applicable)

<sup>#</sup> 或提供為恒生銀行有限公司(「本行」)接受之相類似文件

Or provide comparable documents acceptable to Hang Seng Bank Limited (the "Bank")

\* 有關文件須由本行接受之專業第三方(如律師或執業會計師等)提供。其他文件必須經由本行接受之適合的證明人(如特別組織成員國或地區下的律師、執業會計師或註冊的金融機構的董事/高級職員/經理)簽證有關文件的副本為該正本之完整及真確副本。

These document copies submitted should be provided by professional third party (e.g. solicitor, CPA, etc) and acceptable to the Bank. Other documents copies should be certified as true and complete copies of the originals by a suitable certifier (e.g. solicitor, CPA, or director / senior staff / manager of regulated financial institutions located in FATF countries) and acceptable to the Bank

以上文件清單只供參考。除以上所列之文件外，如本行認為有需要或合適時，本行可要求客戶提供進一步開戶資料及文件(包括由本行核准之客戶註冊當地之執業律師出具之意見書)。

This checklist is for reference only. Apart from the documents listed above, the Bank may further request you to provide more account opening details and documents (including opinion from lawyers qualified to practise law in the jurisdiction of your place of incorporation approved by the Bank) where it considers necessary or desirable.

