

開立貿易戶口所需之正本文件
Original documents required for opening Trade Accounts

請攜同下列文件及公司印章至貿易服務辦事處辦理開戶手續。所有文件影印存檔後將歸還正本。

Please bring along the following documents and your company chop to our trade services office to open an account. All original documents will be returned after photocopying.

- A) 有限公司
Limited Company
- i) 公司註冊證書
Certificate of Incorporation
 - ii) 公司註冊章程乙份，以備存查
Memorandum and Articles of Association for our reference and record
 - iii) 商業登記證
Business Registration Certificate
 - iv) 2 位董事[#]（包括董事總經理），所有主要股東（持有 10%或以上股權者）及授權簽署人士之身分證明文件。
Identification documents of 2 directors[#] (including the managing director), all major shareholders (with 10% shareholding or above) and authorised signatories.
 - v) 已呈報公司註冊處之董事、股東及秘書詳細資料（如表格 D1, D2, D3, SC1 及 AR1 等）。
Particulars of directors, shareholders and secretary (such as Form D1, D2, D3, SC1, AR1 and etc.) bearing the reception stamp of the Companies Registry.
 - vi) 公司印章
Company chop
- B) 獨資公司或合夥商號
Sole-Proprietorship/ Partnership
- i) 商業登記證
Business Registration Certificate
 - ii) 東主／所有合夥人及／或授權簽署人士之身分證明文件。
Identification documents of the sole-proprietor/all partners and/or authorised signatories.
 - iii) 公司印章
Company chop

備注： 客戶必須先行開立商業綜合戶口。

Remarks: The customer must open an Integrated Business Solutions Account first.

[#]如商號只有一位董事，則須提交該單一董事或組成 M&A 所規定董事會議法定董事人數的董事之身分證明文件。
If the corporation has one director only, please submit identification document(s) of the sole director or the directors who form the quorum of a board meeting in accordance with M&A requirement.

