

Hong Kong Account Opening Checklist and Guide

To serve you with maximum efficiency, please refer to the details of the checklist and requirements guide below to open an account.

Standard Chartered is required by its regulators and by applicable laws, regulations and/or international standards to identify and verify its clients. The documentation that Standard Chartered is required to obtain is contained within this checklist. Standard Chartered is unable to provide you with account services until receipt of these documents.

The documents that are required, such as those of the Financial Action Task Force, IOSCO, and the Wolfsberg Group apply to all financial institutions. These documentation requirements are designed to:

- make it more difficult for the financial services industry to be used for money laundering and terrorist financing;
- enable financial institutions to guard against fraud;
- ensure that there is no legal barrier, e.g. economic sanctions to providing products or services; and
- enable financial institutions to assist law enforcement by providing available information on customers or activities being investigated.

In general terms, the documentation is required to enable financial institutions to know their client, including its legal status, constitution, and the controlling individuals, e.g. ultimate beneficial owners, directors, and signatories.

The documentation requirements may differ between jurisdictions. Therefore, should you have an existing relationship with Standard Chartered in one country and wish to receive account services from Standard Chartered in another country, the laws or regulations of the second country may require you to provide additional documentation.

We really appreciate your time and effort in providing us with the required documents.

Sole Proprietorship	Partnership	Society / Association / Incorporated Building Owners / Mutual Aid Committee	Limited Liability Company Incorporated in Hong Kong	Companies Incorporated in the People's Republic of China	Companies Incorporated in Taiwan (Republic of China)	Limited Company Incorporated in Overseas Countries (except in People's Republic of China and Taiwan)
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1 Documents provided by the Bank

a	Welcome Letter	✓	✓	✓	✓	✓	✓
b	Account Opening Form	✓	✓	✓	✓	✓	✓
c	Mandate / Schedule (Signatories)	✓	✓	✓	✓	✓	✓
d	Account Terms	✓	✓	✓	✓	✓	✓
e	Standard Terms	✓	✓	✓	✓	✓	✓
f	Country Supplement	✓	✓	✓	✓	✓	✓
g	Conditions for Accounts	✓	✓	✓	✓	✓	✓
h	RMB Factsheet	✓	✓	✓	✓	✓	✓
i	Standard Chartered ATM Card Terms and Conditions (if applicable)	✓	✓	✓	✓	✓	✓
j	Terms and Conditions for 360° Business Rewards (if applicable)	✓	✓	✓	✓	✓	✓
k	Terms and Conditions for Tele-electronic Banking Services (if applicable)	✓	✓	✓	✓	✓	✓
l	International Trade Account Terms and Conditions (if applicable)	✓	✓	✓	✓	✓	✓
m	General Trade Terms (if applicable)	✓	✓	✓	✓	✓	✓
n	Documents Checklist (this document)	✓	✓	✓	✓	✓	✓

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2 Documents to be provided by the Client

a	Copy of individuals' identity documents ¹	HK Permanent ID Card/ Passport ¹ of Proprietor, beneficial owners ² and all authorised signatories, certified true by suitable certifier ³	HK Permanent ID Card/ Passport ¹ of all Partners, beneficial owners ² and all authorised signatories, certified true by suitable certifier ³	HK Permanent ID Card/ Passport ¹ of all individuals appearing on the "Board Resolution to Open Bank Account", beneficial owners ² and all authorised signatories, certified true by suitable certifier ³	HK Permanent ID Card/ Passport ¹ of at least 2 directors (including the managing director ⁴), all beneficial owners ² and all authorised signatories, certified true by suitable certifier ³	HK Permanent ID Card/ Passport ¹ of at least 2 directors (including the managing director and the legal representative ⁴), all beneficial owners ² and all authorised signatories, certified true by suitable certifier ³	HK Permanent ID Card/ Passport ¹ of at least 2 directors (including the managing director ⁴), all beneficial owners ² and all authorised signatories, certified true by suitable certifier ³	HK Permanent ID Card/ Passport ¹ of at least 2 directors (including the managing director ⁴), all beneficial owners ² and all authorised signatories, certified true by suitable certifier ³
b	Articles of Association	N/A	N/A	N/A	Original or copy certified true by suitable certifier ³	Original or copy certified true by suitable certifier ³	Copy of Articles of Incorporation (Chinese or English version) certified true by suitable certifier ³	Original or copy certified true by suitable certifier ³
c	Corporate Directors	N/A	N/A	N/A	See section 4	See section 4	See section 4	See section 4
d	Written confirmation declaring details of the registered office, directors and shareholders	N/A	N/A	N/A	N/A	Signed by the director of the account applicant and certified correct by a fit and proper intermediary ⁵ within six months	N/A	If the account applicant is NOT incorporated in British Virgin Islands, Belize, Bermuda, Cayman Islands, Samoa or Seychelles, signed by the director of the account applicant and certified correct by a fit and proper intermediary ⁵ within six months
e	Certificate of Incumbency ⁶	N/A	N/A	N/A	N/A	N/A	N/A	If the account applicant is incorporated in British Virgin Islands, Belize, Samoa, or Seychelles, issued by a reliable registered agent within the last six months, declaring details of the registered office, directors and shareholders
f	Director Declaration ⁶	N/A	N/A	N/A	N/A	N/A	N/A	If the account applicant is incorporated in Bermuda or , Cayman Islands certified by a Fit & Proper Intermediary

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2 Documents to be provided by the Client

g	Copies of Particulars of directorship and company secretary	N/A	N/A	N/A	Form NC1/D2A/D2B and Return of Allotments(SC1)/ Annual Return (AR1) certified true by suitable certifier ³	N/A	N/A	N/A
h	Company with multiple layers of ownership	N/A	Where any partner is a corporation, a shareholding structure chart showing the chain of ownership ⁷ to the individual ultimate beneficial owner(s) is required.	N/A	Where any shareholder is a corporation, a shareholding structure chart showing the chain of ownership ⁷ to the individual ultimate beneficial owner(s) is required.	Where any shareholder is a corporation, a shareholding structure chart showing the chain of ownership ⁷ to the individual ultimate beneficial owner(s) is required.	Where any shareholder is a corporation, a shareholding structure chart showing the chain of ownership ⁷ to the individual ultimate beneficial owner(s) is required.	Where any shareholder is a corporation, a shareholding structure chart showing the chain of ownership ⁷ to the individual ultimate beneficial owner(s) is required.
i	FATCA Form ⁹	N/A	Choose one of the FATCA forms (W-9, W-8BEN-E, W-8IMY, W-8EXP, W-8ECI, Entity Tax Declaration Form)	Choose one of the FATCA forms (W-9, W-8BEN-E, W-8IMY, W-8EXP, W-8ECI, Entity Tax Declaration Form)	Choose one of the FATCA forms (W-9, W-8BEN-E, W-8IMY, W-8EXP, W-8ECI, Entity Tax Declaration Form)	Choose one of the FATCA forms (W-9, W-8BEN-E, W-8IMY, W-8EXP, W-8ECI, Entity Tax Declaration Form)	Choose one of the FATCA forms (W-9, W-8BEN-E, W-8IMY, W-8EXP, W-8ECI, Entity Tax Declaration Form)	Choose one of the FATCA forms (W-9, W-8BEN-E, W-8IMY, W-8EXP, W-8ECI, Entity Tax Declaration Form)
j	Account Opening Supplement	Original only	N/A	N/A	N/A	N/A	N/A	N/A
k	CRS Self Certification Form – Entity ¹⁰	N/A	Completed by entity account holder. For joint or multiple Account Holder, use a separate Form for each entity Account Holder	Completed by entity account holder. For joint or multiple Account Holder, use a separate Form for each entity Account Holder	Completed by entity account holder. For joint or multiple Account Holder, use a separate Form for each entity Account Holder	Completed by entity account holder. For joint or multiple Account Holder, use a separate Form for each entity Account Holder	Completed by entity account holder. For joint or multiple Account Holder, use a separate Form for each entity Account Holder	Completed by entity account holder. For joint or multiple Account Holder, use a separate Form for each entity Account Holder

3 Licenses/ Registration/Certificates to be provided by the Client

a	Copy of Business Registration Certificate or equivalent document	Certified true by suitable certifier ³	Certified true by suitable certifier ³	N/A	Certified true by suitable certifier ³	Copy of Certificate of Enterprise Code, Certificate of Taxation and Business License for Corporate Entities certified true by suitable certifier ³	Copy of Business License (Chinese/ English version) certified true by suitable certifier ³	If applicable. Business Registration Certificate is required if the company has a place of business in Hong Kong. (certified true by suitable certifier) ³
b	Copy of Certificate of Incorporation/Registration	N/A	N/A	Copy of Certificate of Registration (If applicable), certified true by suitable certifier ³	Copy of Certificate of Incorporation, certified true by suitable certifier ³	N/A	N/A	Copy of Certificate of Incorporation, certified true by suitable certifier ³
c	Copy of Constitution	N/A	N/A	If applicable, certified true by suitable certifier ³	N/A	N/A	N/A	N/A

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3 Licenses/ Registration/Certificates to be provided by the Client

d	Other Documents	N/A	N/A	Copy of confirmation letter issued by District Office, certified true by suitable certifier ³ , for Mutual Aid Committee only	N/A	Copy of Overseas Account Opening Application Form for accounts opened outside China issued by State Administration of Exchange Control certified true by Local Government or bankers.	Copy of Alterations in company limited by shares Registration Card and Company Registration Amendment Card issued by Ministry of Economic Affairs certified true by suitable certifier. ³	N/A
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4 Documents to be provided by the Client for Application with Corporate Directors

a	Copy of directors' board resolution of corporate director(s) resolving to appoint authorised representatives to handle banking business of other companies, for which they are corporate directors, to be certified true by suitable certifier ³ ; and specimen signatures of the authorised signatories to be verified by a notary public or a banker in any of the countries listed in Note 8
b	Copy of "Certificate of Incorporation" certified true by suitable certifier ³
c	Original or copy of Articles of Association certified true by suitable certifier ³
d	Copy of "Business Registration Certificate" certified true by suitable certifier ³ (if the corporate director is registered and / or has a place of business in Hong Kong)
e	Copy of Form R1 (Notice of Registered Office) (if the corporate director is registered in HK), certified true by suitable certifier ³
f	If the corporate director is incorporated overseas in British Virgin Islands, Belize, Samoa or Seychelles:- - Certificate of Incumbency ⁶ , issued by a reliable registered agent within last 6 months, declaring details of the registered address and directors
g	If the corporate director is incorporated overseas in Bermuda or Cayman Islands - Director Declaration ³ certified by a Fit & Proper Intermediary
h	If the corporate director is incorporated in other overseas countries:- - Written confirmation signed by the director of the account applicant, certified correct by a fit and proper intermediary ⁵ , declaring details of the registered address and directors, within 6 months.

5 Notes

1	A copy of Passport must be provided where the individual does NOT hold a HK Permanent ID. (i.e. a letter "A" will be shown on a HK Permanent ID)
2	"Beneficial owner" means: an individual who (i) owns or controls, directly or indirectly, not less than 10% of the issued share capital or the profits of the corporation / partnership; or (ii) is directly or indirectly, entitled to exercise or control the exercise of not less than 10% of the voting rights of the corporation / partnership; or (iii) exercise ultimate control over the management of the corporation / partnership/unincorporated body; or (iv) if the corporation / partnership/unincorporated body is acting on behalf of another person, means the other person.
3	Suitable certifier is defined as (i) a solicitor, an accountant, a notary public, an auditor or a tax advisor in any of the countries listed in Note 8 below, (ii) an officer of a regulated financial institution incorporated in, or operating from, any of the countries listed in Note 8 below, (iii) a current member of the Hong Kong Institute of Chartered Secretaries (HKICS) practicing in Hong Kong, (iv) an officer of an embassy, consulate or high commission of the country of issue of documentary verification of identity, (v) A member of judiciary in any of the countries listed in Note 8 below (vi) Justice of the Peace, or (vii) an officer of Standard Chartered Bank
4	It also includes the natural person who exercises ultimate control over the management of legal entity.
5	A fit and proper intermediary is defined as (i) a financial institution, solicitor or accountant in any of the countries listed in Note 8; or (ii) a company secretarial firm approved by the Bank; and which has been involved in arranging the incorporation of the account applicant or is currently being used by the account applicant.
6	In addition to the Certificate of Incumbency / Director Declaration, account applicants incorporated in Bermuda, Cayman Islands or Samoa must submit also these documents:(i)Certificate of Compliance (for applicant incorporated in Bermuda), (ii) Certificate of Good Standing (for applicant incorporated in Cayman Islands), and (iii) Confirmation of appointment of Resident Agent (for applicant incorporated in Samoa).

5 Notes														
7	It includes company name(s) and country / countries of incorporation for corporate shareholder(s)													
8	Australia Japan	Austria Luxembourg	Belgium Netherlands(*)	Brazil Norway	Canada Poland	Denmark Portugal	Estonia Singapore	Finland South Africa	France Spain	Germany Sweden	Hong Kong Switzerland	Hungary United Kingdom(**)	Iceland United States of America	Ireland Italy
	(*) Excluding Aruba as part of the Kingdom of the Netherlands. (**) Including Gibraltar and the UK Crown Dependencies (The Isle of Man, Guernsey and Jersey)													
9	The W8W9 is a tax document issued by United States for tax filing purpose and customer can choose of the W8W9 form or an Entity Tax Declaration form used by foreign entities to declare their Foreign Account Tax Compliance Act ("FATCA") Status.													
10	The Common Reporting Standard (CRS) Self Certification Form is a declaration form that the company can declare on their entity type and tax residency status as required under HK by the Inland Revenue (Amendment) (No. 3) Ordinance 2016 ("the Amendment Ordinance") which came into effect on 30 June 2016													
11	A satisfactory bank reference letter* of the company / directors / principal shareholders / beneficial owners is required for ALL overseas companies incorporated for less than 1 year. However, it can be waived if any director/shareholder/beneficial owner is an existing SCB customer or it can be substituted by any latest 3 months bank statement issued for the company/the beneficial owner who owns 50% or more shareholding of the company.													
12	Instead of providing copies of documents certified true by suitable certifier ³ , you can also present the original documents to any of our branches for certification by a bank officer.													
13	"Intermediary Introduction Certificate" is required if company account opening is referred by an intermediary approved by the Bank.													
14	We reserve the right to conduct a company search and charge you for the cost incurred.													
15	The above information is for reference only, for more updated information, please come to our branches or call our Enquiry Hotline at 2886 8868.													
16	If there is any inconsistency or conflict between the English and Chinese versions, the English version shall prevail.													

* Bank Reference Letter requirements	
1	Letterhead, full name, telephone, facsimile and address of the referee bank.
2	Date of issuance.
3	Clearly state the customer's full name (or company name); and his/her ID document number (or Certificate of Incorporation number for company) or his/her/its account number.
4	Full name and signature of an officer of the referee bank.

Remarks:

- Additional documents may be required for the account opening upon the request from the bank.
- This Account Opening Checklist and Guide is for reference only and the requirements stated may change from time to time. Should there be any inconsistencies between this document and the Bank's internal policy & procedures, the latter shall prevail.