

Document Checklist for Account Opening - Society / Association

No	Documents to be provided by the Client	Remarks	
1)	Copy of individuals' identity documents ¹	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)	<input type="checkbox"/>
2)	Copy of Certificate of Registration	Copy of Certificate of Registration of a Society / by a Society for Exemption from Registration issued by the Societies Office of Hong Kong Police and its current list of office-bearers, certified true by suitable certifier ³	<input type="checkbox"/>
3)	Copy of Application for Charges of Particulars of Registered and Exempted Societies	If applicable, certified true by suitable certifier ³	<input type="checkbox"/>
4)	Copy of Constitution / By-laws	Certified true by suitable certifier ³	<input type="checkbox"/>
5)	Account Opening Form, Mandate and Schedule (Signatories)		<input type="checkbox"/>
6)	FATCA Form ⁵	Choose one of the FATCA Form (W-9, W-8BEN-E, W-8IMY, W-8EXP, W-8ECI, Entity Tax Declaration Form)	<input type="checkbox"/>

Notes

1. A copy of Passport must be provided where the individual does NOT hold a HK Permanent Identity Card. (i.e. a letter "A" will be shown on a HK Permanent Identity Card)
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 company; or (ii) is directly or indirectly, entitled to exercise or control the exercise of not less than 10% of the voting rights of the company; or (iii) exercise ultimate control over the management of the company; or (iv) if the company 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, a tax advisor, or a member of the judiciary in any of the countries listed in Note 4 below, (ii) an officer of a regulated financial institution incorporated in, or operating from, any of the countries listed in Note 4 below, (iii) a member of the Hong Kong Institute of Chartered Secretaries (HKICS), (iv) an officer of Standard Chartered Bank or its subsidiaries, (v) an officer of an embassy, consulate or high commission of the country of issue of documentary verification of identity, or (vi) Justice of the Peace.
4. Aruba, Australia, Austria, Belgium, Brazil, Canada, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Gibraltar, Guernsey, Hong Kong, Hungary, Iceland, Ireland, Italy, Japan, Jersey, Kingdom of the Netherlands, Luxembourg, Malta, New Zealand, Norway, Poland, Portugal, Singapore, Slovakia, Slovenia, South Africa, Spain, Sweden, Switzerland, The Isle of Man, United Kingdom, United States.
5. The W8/W9 is a tax document issued by United States for tax filing purpose and customer can choose one of the W8/W9 forms or an Entity Tax Declaration form to declare their Foreign Account Tax Compliance Act ("FATCA") status.

Remarks:

- 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.
- We reserve the right to conduct a company search and charge you for the cost incurred.
- Additional documents may be required for the account opening upon the request from the bank.
- This Document Checklist 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.
- The above information is for reference only, for more updated information, please come to our branches or call our Enquiry Hotline at 2886 8868.
- If there is any consistency or conflict between the English and Chinese versions, the English version shall prevail.