

Document Checklist for Account Opening - Sole Proprietorship Established in Hong Kong

No	Documents to be provided by the Client	Remarks	
1)	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)	<input type="checkbox"/>
2)	Copy of Business Registration Certificate	Certified true by suitable certifier ³	<input type="checkbox"/>
3)	Account Opening Form, Mandate and Schedule (Signatories)		<input type="checkbox"/>
4)	Account Opening Supplement		<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 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
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 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 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 4 below (vi) Justice of the Peace, or (vii) an officer of Standard Chartered Bank
4. Australia, Austria, Belgium, Brazil, Canada, Denmark, Estonia, Finland, France, Germany, HongKong, Hungary, Iceland, Ireland, Italy, Japan, Luxembourg, Netherlands(*), Norway, Poland, Portugal, Singapore, South Africa, Spain, Sweden, Switzerland, United Kingdom(**), United States of America

(*) Excluding Aruba as part of the Kingdom of the Netherlands.

(**) Including Gibraltar and the UK Crown Dependencies (The Isle of Man, Guernsey and Jersey)

Remarks:

- Instead of providing copies of documents certified true by suitable certifier³, 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 inconsistency or conflict between the English and Chinese versions, the English version shall prevail.