



## ACCOUNT OPENING CHEKLIST – CORPORATE ACCOUNT 企業帳戶開戶清單

**Please check that the following documents are attached:**  
請確保附下列文件:

- Certified True Copy of Certificate of Incorporation (CI)  
公司註冊證書的核證副本
- Certified True Copy of Business Registration Certificate (BR)  
有效商業登記證的核證副本
- Certified True Copy of Memorandum and Articles of the Company  
公司組織章程大綱及細則的核證副本
- Certified True Copy of the Latest Audited Financial Report  
最新財務審核報告的核證副本
- Certified True Copy of the Latest Register of Directors  
最近的董事名冊的核證副本
- Certified True Copy of the Latest Register of Shareholders  
最近的股東名冊的核證副本
- Certified True Copy of Board Resolution authorising the opening and operating of the account and specifying the authorised signatories for operating the account (with full name of the authorised persons, their signatory specimens and their capacity/ authority)  
董事會決議的核證副本 - 有關批准開立戶口事宜並註明所有授權簽名人士 (須包括授權人全名、簽名式樣以及獲授予之權力)
- Business address proof within 3 months (if such address is different from the registered address on Business Registration Certificate or Certificate of Incumbency) (if applicable)  
最近 3 個月公司業務地址證明(如與商業登記證或職權證明書中的公司登記地址不同)(如適用)
- Certified True Copy of ID card/ passport of each of the Company's substantial shareholder(s) (who is entitled to exercise, or control the exercise of 10% or more of the voting rights on the general meeting of the Company), ultimate beneficial owner(s), authorised person(s) and director(s)  
所有大股東(在該公司股東大會上行使或控制行使 10%或以上投票權的人士)、最終受益人、授權人士及董事之有效身分證/護照核證副本
- Residential address proof (and permanent address proof, if different) of substantial shareholder(s) and ultimate beneficial owner(s) within 3 months  
最近 3 個月大股東及最終受益擁有人之有效核證住址證明(及永久地址, 如有不同)
- Certified True Copy of company search report certified by Hong Kong Companies Registry or a professional third party (Hong Kong company) or Certificate of Incumbency certified by a professional third party (foreign company) (issued within 6 months)  
公司註冊處或專業第三者認證的公司查冊報告的核證副本(香港公司)或職權證明書核證副本, 該等報告應在過去 6 個月內簽發



- For company with multi-layer corporate structure (if applicable):  
有多層擁有權結構的公司(如適用):
  - Organisation chart (including company name, place of incorporation for each of the company and the reason for specific structure) showing the ultimate beneficial owner  
擁有權架構圖表(包括每一層的公司名稱、公司註冊地以及特定結構的理據), 以反映該架構中的最終實益擁有人
  - Certified True Copy of ID card/ valid passport of all substantial shareholder(s) and ultimate owner(s)  
所有大股東及最終受益人之有效身分證/護照核證副本
  - Certified True Copy of Certificate of Incorporation and Latest Registers of Shareholders and Directors of Intermediate Layers  
中介層公司的公司註冊證書的核證副本及最近之股東及董事名冊的核證副本
- Account Opening Form  
開戶申請書
- Client Agreement  
客戶協議
- Form W-8BEN-E  
W-8BEN-E 表格
- Unlimited Continued Guarantee  
無限持續擔保書
- CRS-CP  
自我證明表格 --控權人

**Remark 備註**

1. Due to different nature and business of companies, HKSI reserves the rights to obtain additional information for individual company.  
鑒於不同公司及不同業務上的需要, 香港證券(國際)有限公司保留要求個別公司提供額外資料之權利。
2. Documents should be certified by professional third party (e.g. practising solicitor, certified practising accountants or Notary Public). Self certification by customer is NOT accepted.  
文件副本需由專業第三者核證(如: 執業會計師、律師或公證人)。概不接受公司自行核證。
3. Hong Kong Securities (International) Company Limited reserves the right to decline any account opening request without providing any reason.  
香港證券(國際)有限公司保留不接受開戶申請的權利並毋須提供任何理由。

**Submit the application by one of the following channels:**

**請通過以下其中一個方式提交申請:**

**By Mail 以郵寄方式**

Sign the Account Opening Form and mail it together with all supporting documents and a cheque payable to "Hong Kong Securities (International) Company Limited" for a minimum of HKD10,000 to o Room 706, 7/F, Tai Tung Building, 8 Fleming Road, Wan Chai, Hong Kong. The cheque should be issued by a Hong Kong licensed bank bearing your name identical to your identity documents and your signature identical to the signature shown in the Account Opening Form.

簽署已填妥的開戶申請表格, 連同所有證明文件, 以及一張抬頭為「香港證券(國際)有限公司」、最低金額為港幣一萬元的支票, 寄回本公司辦公室: 香港灣仔菲林明道 8 號大同大廈 7 樓 706 室。支票必須由本港持牌銀行發出, 註有閣下的姓名(須與閣下身份證明文件上之姓名相同)及簽署(須與閣下填妥的開戶申請表格上之簽署相同)。

**In Person 親身遞交**

Bring the Account Opening Form and all the supporting documents to our office at Room 706, 7/F, Tai Tung Building, 8 Fleming Road, Wan Chai, Hong Kong and sign the documents in front of our representatives.

親臨本公司提交開戶申請書以及所有文件, 本公司地址為香港灣仔菲林明道 8 號大同大廈 7 樓 706 室, 並在本公司之持牌代表見證下簽署該等文件。