

KYC documents of Corporate Account 公司戶所需 KYC 文件

<u>Taiwan Company 台灣公司</u>		<u>Remark 備註</u>
1	Certificate of Incorporation/Registration 公司註冊證書	CTC
2	Memorandum and Articles of Association 公司章程	CTC
3	Business Registration 營業證明	CTC
4	Board of Resolution 公司決議案	Signed
5	KYC documents* of at least 2 Directors (must include Managing Director) 至少兩名董事的 KYC 文件* (須包括執行董事)	CTC
6	KYC documents* of all substantial shareholders with 10% or more shareholdings 所有持股量達 10%或以上主要股東的 KYC 文件*	CTC
7	KYC documents* of all authorized signers 所有獲授權簽署人的 KYC 文件*	CTC
8	Substantial Shareholders Ownership Structure Declaration 主要股東持股架構聲明	Signed
9	Proof of Business address (in recent 3 months) 營業地址的證明(3 個月內有效)	CTC
10	Annual Financial Statement^ (most recent) 公司年度財務報告^(最近)	
11	Company Change Registration Form (if applicable) 股份有限公司變更登記表 (如適用)	CTC
12	Register of Director 董事名冊	Signed
13	Register of Shareholders/ Register of Member 股東名冊	Signed

<u>Islands Company 群島公司</u>		<u>Remark 備註</u>
1	Certificate of Incorporation/Registration 公司註冊證書	CTC
2	Memorandum and Articles of Association 公司章程	CTC
3	Certificate of Incumbency# 營業證明#	CTC
4	Board of Resolution 公司決議案	Signed
5	KYC documents* of at least 2 Directors (must include Managing Director) 至少兩名董事的 KYC 文件* (須包括執行董事)	CTC
6	KYC documents* of all substantial shareholders with 10% or more shareholdings 所有持股量達 10%或以上主要股東的 KYC 文件*	CTC
7	KYC documents* of all authorized signers 所有獲授權簽署人的 KYC 文件*	CTC
8	Substantial Shareholders Ownership Structure Declaration 主要股東持股架構聲明	Signed
9	Proof of Business address (in recent 3 months) 營業地址的證明(3 個月內有效)	CTC
10	Register of Director 董事名冊	Signed
11	Register of Shareholders/ Register of Member 股東名冊	Signed

<u>Hong Kong Company 香港公司</u>		<u>Remark 備註</u>
1	Certificate of Incorporation/Registration 公司註冊證書	CTC
2	Memorandum and Articles of Association 公司章程	CTC
3	Business Registration 營業證明	CTC
4	Annual Return (most recent) 周年申報表(最近)	Signed
5	Board of Resolution 公司決議案	CTC
	KYC documents* of at least 2 Directors (must include Managing Director)	
6	至少兩名董事的 KYC 文件* (須包括執行董事)	CTC
	KYC documents* of all substantial shareholders with 10% or more shareholdings	
7	所有持股量達 10%或以上主要股東的 KYC 文件*	CTC
	KYC documents* of all authorized signers	
8	所有獲授權簽署人的 KYC 文件*	Signed
9	Substantial Shareholders Ownership Structure Declaration 主要股東持股架構聲明	CTC
10	Proof of Business address (in recent 3 months) 營業地址的證明(3 個月內有效)	Signed
11	Annual Financial Statement^ (most recent) 公司年度財務報告^(最近)	Signed

CTC: Certified True Copy 公證

Signed: Signed by Director of the Company 由公司董事簽署

Recent 6 months 6 個月之內有效

* Passport and Address Proof (in recent 3 months) 護照及住址證明 (3 個月內有效)

^ Signed by practicing CPA 由認可會計師簽發

Important Notes:

- 1) Certified True Copy (CTC)
 - a) A suitable certifier shall include a Notary Public, Lawyer, Certified Public Accountant, a Chartered Secretary, a Branch Manager of a licensed Bank, a Justice of Peace, an officer of an embassy, consulate or high commission of the country of issue of documentary verification of identity or any other licensed person.
適合的證明人包括公證人、律師、會計師、特許秘書、持牌銀行分行經理、太平紳士、發出身分核實文件的國家的大使館、領事館或高級專員公署的人員或其他持牌人。
 - b) The signature and official stamp of the certifier should be placed on the first page of the copy document and the number of pages should be stated.
應在文件副本首頁簽署及蓋上正式印章，並註明頁數。
- 2) All Client Information and must fill up in English version.
所有客戶資料都必須以英語填寫為主。
- 3) In order to fulfill the anti-money laundering requirement, we reserve the rights to request further information time to time from client.
為了履行反洗錢要求，我們保留要求客戶提供進一步信息的權利。