



Customer Due Diligence (CDD)

Bank will conduct the CDD exercise at the time of customer onboarding. Moreover, based on the Risk Rating and transactions in the account Bank shall conduct the CDD exercise as per the bank's policy guidelines.

Customers are required to provide the following documents based on the entity type.

1. Individuals

(i) Hong Kong Permanent residents

- a. Hong Kong ID
- b. Passport
- c. Latest Address Proof (Utility Bill within 3 months period)
- d. FATCA/CRS Self Certification Form

(ii) Hong Kong Non-Permanent Residents

- a. Hong Kong ID
- b. Passport
- c. VISA
- d. Latest Address Proof (Utility Bill within 3 months period)
- e. FATCA/CRS Self Certification Form

(iii) Non-HK resident

- a. Government issued National ID Card
- b. A valid travel document
- c. Latest Address Proof (Utility Bill within 3 months period)

2. Company (HONG KONG Registered Entity)

- a. Latest Business Registration Certificate
- b. Certificate of Incorporation



- c. Memorandum and Article of Association
- d. Ownership Structure Chart
- e. Annual Return (NAR-1)
- f. Audited Balance Sheet
- g. Board resolution along with list of Authorised signatory
- h. Following documents of **all the** directors, shareholders (with shareholding of 10% and above), beneficial owners and authorized signatories. -
 - i. Copy of HK ID / National ID,
 - ii. Passport and
 - iii. Latest address proof through latest utility bills which should not be more than three months old of the Partners and authorized Signatories of the company;
 - iv. Jurisdiction of Tax Residence
- i. FATCA/CRS Self Certification Form (Entity/ Controlling Person)

3. Company (Non Hong Kong registered entity)

- (i) Certificate of Good Standing
- (ii) Certificate of Incumbency
- (iii) Balance Sheet
- (iv) **All the** Directors, Shareholders (with shareholding of 10% and above), Beneficial Owners and Authorized Signatories. -
 - i. Copy of HK ID / National ID,
 - ii. Passport and
 - iii. Latest address proof through latest utility bills which should not be more than three months old of the Partners and authorized Signatories of the company;
 - iv. Jurisdiction of Tax Residence
- (v) FATCA/CRS Self Certification Form (Entity/ Controlling Person)

4. Proprietorship

- (i) Latest Business Registration Certificate
- (ii) Audited Balance Sheet



- (iii) FATCA/CRS Self-Certification Form
- (iv) Latest extract of IRD mentioning the name of the proprietor.
- (v) Following documents of the Proprietor
 - i. Copy of HK ID / National ID,
 - ii. Passport and
 - iii. Latest address proof through latest utility bills which should not be more than three months old of the Partners and authorized Signatories of the company;
- (vi) Jurisdiction of Tax Residence

5. Partnership

- (i) Latest Business Registration Certificate
- (ii) Audited Balance Sheet
- (iii) Latest extract of IRD mentioning the name of the partners
- (iv) Following Documents of the Proprietor
 - i. Copy of HK ID / National ID,
 - ii. Passport and
 - iii. Latest address proof through latest utility bills which should not be more than three months old of the Partners and authorized Signatories of the company;

6. Trust/ Society

- (i) Registration Certificate
- (ii) TRUST Deed
- (iii) Certificate of exemption from registration under Societies Ordinance, if applicable.
- (iv) Rules/Regulations and Byw Laws of the Trust/Society
- (v) Resolution passed by the Managing body of the trust to open accounts with us.
- (vi) List of all Managing Members
- (vii) Declaration of Beneficial Owner
- (viii) HONGKONG ID, Passport and Address Proof of all the beneficial owners.
- (ix) Jurisdiction of Tax residence of all the Beneficial Owners.



(x) FATCA/CRS Self-Certification Form (Entity/ Controlling Person)

*The above is for reference only. The Bank may, on case to case basis, ask for additional information/ documents. If there is any change in the information provided by you to the bank, please update as soon as practicable.

Contact Details:

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Manager Deposit

