

# Corporate Account Opening Checklist (Incorporated in Hong Kong)

## Required Documents

1	Certificate of Incorporation and subsequent Certificate of Change of Name (if applicable)	<input type="checkbox"/>
2	Valid Business Registration Certificate	<input type="checkbox"/>
3	Memorandum & Articles of Associations	<input type="checkbox"/>
4	Organization Chart of Shareholding (certified true, complete and up-to-date by Director) and if applicable, the following documents of all middle-layer corporate beneficial owner(s): <ul style="list-style-type: none"><li>➤ Certificate of Incorporation</li><li>➤ Latest Annual Return (for company incorporated in Hong Kong), or</li><li>➤ Certificate of Incumbency issued within recent 6 months (for overseas incorporated company)</li></ul>	<input type="checkbox"/>
5	Board resolutions for account opening and details of authorized persons	<input type="checkbox"/>
6	Latest Annual Return, and subsequent Notification of Change of Secretary and Director (Appointment/Cessation) (Form D2A/ND2A), Return of Allotments (Form SCI/NSCI) and/or Instrument of Transfer (if applicable)	<input type="checkbox"/>
7	Business Address Proof of the company	<input type="checkbox"/>
8	ID/passport copies, Residential Address Proof of Ultimate Beneficial Owners (25% or above shareholding)	<input type="checkbox"/>
9	ID/Passport copies and residential address proof of at least 2 Directors (including Managing Director) (We may further require the ID/Passport and address proof of all directors if necessary.)	<input type="checkbox"/>
10	ID/Passport copies of all Authorized Persons and Authorized Signatories	<input type="checkbox"/>
11	Latest audited financial report (if available)	<input type="checkbox"/>
12	Relevant account opening forms	<input type="checkbox"/>

**Note:**  
Copies of those documents set out above MUST be certified true copy by qualified certifier such as a practising certified public accountant, lawyer or notary public in a Financial Action Task Force (FATF) member/comparable jurisdiction acceptable to PACSHK or a current member of Hong Kong Institute of Chartered Secretaries. The Certifier must sign and date the copy document (printing his/her name clearly in capitals underneath) and clearly indicate his/her position or capacity on it. The certifier must state that it is a true copy of the original (or words to similar effect).