

Documents Required for Account Opening - Owners' Corporation 開立大廈業主立案法團賬戶之所需文件

1. Certificate of Registration from Land Registry
由土地註冊處簽發的註冊證明書
2. Regulations (If any)
法團章則（如有）
3. Applications of Registration of Owners' Corporation and/ or subsequent notice of change of particulars of office bearers of its management committee
業主立案法團註冊申請書及／或其後管理委員會成員之更改註冊事項通知書
4. Certified copy of minutes of the meeting regulating the conduct of the bank account / Certified Extract of Minutes of Resolutions
開設銀行賬戶的決議案會議記錄證明本／經核證之決議書
5. Identification Document of all Chairman / Treasurer / Authorized Signatory(ies) / Other Quorum Members / Beneficial Owner(s)
所有主席／司庫／授權簽字人員／其他組成會議法定人數的成員／實益擁有人之身份證明文件
6. Society Chop
法團印章

Note 註：

- (a) All Chairman, Treasurer, Authorized Signatory(ies) and Other Quorum Members must be present for the account opening.
所有主席、司庫、授權簽字人員及其他組成會議法定人數的成員必須於開立賬戶時出席。
- (b) A beneficial owner is defined as an individual who:
實益擁有人的定義界定為符合以下說明的個人：
 - (i) ultimately owns or controls the person; or
最終擁有或控制該人的任何人；或
 - (ii) the person is acting on behalf of another person, means the other person
是代表另一人行事，指該另一人。
- (c) Apart from the documents listed above, the Bank may request the customer to provide further information and documents for account opening, if necessary.
除上述文件外，如有需要，本行或會要求客戶提供其他資料及文件作開戶用途。
- (d) The copies of documents should be certified by suitable certifiers. The certifier must view the original documents and provide the following details on the first page of the copies of documents: (i) Name, Position/ Capacity and Signature of the certifier; (ii) Number of pages (if more than one page) and Date of certification; (iii) State that it is a complete and true copy of the original or Certified True Copy (or words to similar effect).
客戶提供之開戶文件副本必須經由適合的證明人認證。證明人必須查閱文件正本，並在該文件之副本首頁上註明下列資料：(i)清楚列示合適證明人之姓名、其職位／身份及其簽署；(ii)整份文件之頁數（如多於一頁）及認證文件日期；(iii)該文件的副本為該正本的完整及真確副本或具類似效力的字詞。
Suitable Certifier includes:
適合的證明人包括：
 - Solicitor Practicing in Hong Kong;
在香港執業的律師；
 - Certified Public Accountant Practicing in Hong Kong;
在香港執業的會計師；
 - A current full member of the Chartered Governance Institute Practicing in Hong Kong;
在香港執業的特許公司治理公會的現行會員；
 - Designated Staff of Shanghai Commercial Bank Limited;
指定的上海商業銀行有限公司職員；
 - Solicitor, Professional Accountant, Auditor or Notary Public Practicing in FATF countries or other jurisdictions accepted by the Bank.
「FATF」成員國或本行接受的其他司法管轄區執業的律師、專業會計師、核數師或公證人。
- (e) If the certified documents are not in English or Chinese, an English translation of the same should be provided.
如文件正本乃非英文或中文語言，須另外提交英文之翻譯文本。
- (f) Our Bank reserves the ultimate discretion regarding the acceptance or rejection of relevant account opening application.
本行將保留是否接納有關開戶申請之最終決定權。