

## Documents Required for Account Opening - Sole Proprietorship

### 開立獨資經營商號賬戶之所需文件

1. Valid Business Registration Certificate  
有效商業登記證
2. Identification Document of the Sole Proprietor / Authorized Signatory(ies)  
東主／授權簽字人員之身份證明文件
3. Company Chop  
公司印章

Note 註：

- (a) Sole Proprietor and all authorized signatories (if any) must be present for the account opening.  
東主及所有授權簽字人員(如有)必須於開立賬戶時出席。
- (b) 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。
- (c) 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。
- (d) 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。
- (e) 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。