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## **Documents for Opening Limited Company Account** **公司帳戶所需的開戶文件**

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1. **Memorandum and Articles of Association and any amending resolutions**  
公司章程備忘錄及公司章程副本
2. **Certificate of Incorporation**  
公司成立證書副本
3. **Business Registration Certificate**  
公司的商業登記證副本
4. **Last Annual Return plus all subsequent Form X detailing the particulars of the Directors**  
最近一期的周年申報表 AR1 及所有其後表格 D1 詳列主要董事和股東的資料的副本
5. **Directors and Authorised Persons HKID / Passport copies**  
董事及授權人仕的身份證或護照副本
6. **Company Resolution for opening a Limited Company Account**  
確認開立公司戶口的公司決議
7. **Personal Guarantee**  
個人擔保書
8. **Initial Deposit**  
開戶存款
9. **“For and on behalf of” Rubber Chop if appropriate**  
公司的授權簽署蓋印
10. **Bank Account Informations**  
公司銀行戶口資料
11. **Business Cards**  
公司名片
12. **E-mail Address for receiving E-mail Statement**  
收取電子結單的電郵地址
13. **Margin Call Policy**  
追加保證金政策
14. **Standing Authority (Client Money)**  
常設授權 (客戶款項)
15. **Agreement for the Receipt of Financial Data**
16. **Standing Instruction to Update Position Limit**

**Verification Process for Corporate Account**

	<b>Class</b>	<b>Need Verification</b>	<b>Account Opening Doc.</b>
<b>Hong Kong Company &amp; Overseas Company Registered in Hong Kong</b>	Shareholders	No	
	Directors	At least two directors	Page 2, 12*, 14
	Full POA Staff	No +	
	AT only	No +	
<b>Overseas Company not Registered in Hong Kong</b>	Ultimate Beneficiary who is a Natural Person	Yes	
	Directors	All directors	Page 2, 12*, 14
	Full POA Staff	Yes	
	AT only	Yes	

Verification = Signature on the ID copy duly verified by lawyer / CPA (or us in HK)

\* For original resolution, no need to verified

Supporting documents (eg. M&A, Cert. of Incorporation) should be duly verified by the (verified) director of the corporate account holder

+ No need to verify on the ID copy yet signature and ID no. should be printed on either (i) the original resolution; (ii) p.12 or (iii) subsequent company letters