



Documents Required and Necessary Information for Account Opening 開戶所需文件及需知

Important Note 重要需知

A. Individual/Joint Account 個人/聯名帳戶

All Applicant(s) and all Authorized Person(s) should be present for the account opening.
辦理開戶手續時，所有申請人及所有被授權人士必須出席。

B. Non Individual Account 非個人帳戶

Number of directors needed to form a quorum / Director authorized by the board of directors / beneficial owner(s) and all Authorized Person(s) should be present for the account opening.
辦理開戶手續時，不少於法定開會人數的董事或董事會授權的董事或實益擁有人及所有被授權人士必須出席。

C. Others 其他

- True-copy certification duly signed and named by the understated professional person(s) ^(#):
所有提交本行的文件副本必須經由下列專業人士簽證為真確的副本^(#)：
 - A certified public accountant / lawyer / authorised signor(s) of the current financial institutions / notary public of a Financial Action Task Force (FATF) member / equivalent jurisdiction; or
由「打擊清洗黑錢財務行動特別組織」認可的成員區或具對等地位之地區的執業會計師/律師/往來金融機構被授權簽字人/公證人；或
 - Authorised person of governmental department / embassy / consulate or equivalent official organisation of the above-mentioned member / equivalent jurisdiction; or
上述成員區/對等地區之政府機關、大使館、領事館或具對等地位的官方機構代表職員；或
 - Hong Kong Institute of Chartered Secretaries (HKICS) member; or
香港特許秘書公會會員；或
 - Staff of Mega International Commercial Bank who have witnessed the original copy of the documents; or
兆豐國際商業銀行見簽行員；或
 - Professional person(s) recognised and accepted by Mega International Commercial Bank Hong Kong Branch from time to time.
不時由兆豐國際商業銀行香港分行所接納之專業人員。
- If original licence(s) and/or document(s) is/are not in English or Chinese language, a certified transcript in English or Chinese translation by professional person(s) as defined in the above-mentioned points “1a” to “1c” should be attached therein.
證照及/或文件正本非英文或中文語言，必須另外附上由前述第”1a”至”1c”點所定義之專業人士所認證的英文或中文譯本。
- Since there are discrepancies between the registration and certification documents as required in difference jurisdictions, this checklist is for general reference only and is not exhaustive. Apart from the documents listed in the check list, the Bank may further request you to provide more account opening details, forms, declarations and supplementary documents where it considers necessary or desirable.
因各司法管轄區所需之登記及認證文件要求迥異，本文件清單只供一般參考，並不代表全部。除本清單所列之文件外，如本行認為有需要或合適時，本行可要求客戶提供進一步開戶資料、表格、聲明書及補充文件。
- The Bank reserves the rights to decline any account opening request without providing any reason.
本行保留不接受開戶申請的權利並毋須提供任何理由。

Documents Required for Account Opening 開戶所需文件

Individual/Joint Account 個人/聯名帳戶 (The Applicant(s) must be aged 20 or over 申請人需年滿20歲)

Duplicate Copy of Identification Documents of all Applicant(s) and Authorized Person(s)

所有申請人及被授權人士之身分證明文件副本

Taiwan Citizens 台灣居民	<input type="checkbox"/> Passport ⁽¹⁾ 護照 ⁽¹⁾ <input type="checkbox"/> Identity Card / Driving Permit ⁽⁴⁾ / Residential Address Proof ⁽²⁾ 身分證 / 駕駛執照 ⁽⁴⁾ / 住址證明 ⁽²⁾
Hong Kong & Macau Citizens 港澳居民	<input type="checkbox"/> Identity Card 身分證 <input type="checkbox"/> Residential Address Proof ⁽²⁾ 住址證明
Other Nationalities 其他國籍人士	<input type="checkbox"/> Passport ⁽¹⁾ 護照 ⁽¹⁾ <input type="checkbox"/> Residential Address Proof ⁽²⁾ / Driving Permit ⁽⁴⁾ with Permanent Address Printed Thereon 住址證明 ⁽²⁾ / 具永久地址之駕駛執照 ⁽⁴⁾

Non Individual Account 非個人帳戶	
<p>Incorporated in Taiwan 於台灣註冊</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Company Registration / Change Registration Form 公司設立/變更登記表 <input type="checkbox"/> Register of Members 股東名冊 <input type="checkbox"/> Memorandum and Articles of Association 公司組織章程大綱及細則 <input type="checkbox"/> Identification Documents of all Director(s), Shareholder(s) and Beneficial Owner(s) with 25% or above voting rights / controlling power, Authorized Person(s) and Contact Person(s) 所有董事、擁有25%或以上投票權/控制權之股東及實益擁有人、被授權人士，及聯絡人之身分證明文件 <ul style="list-style-type: none"> <input type="checkbox"/> Taiwan Citizens: Passport⁽¹⁾, Identity Card / Driving Permit⁽⁴⁾ / Residential Address Proof⁽²⁾ 台灣居民：護照⁽¹⁾、身分證 / 駕駛執照⁽⁴⁾ / 住址證明⁽²⁾ <input type="checkbox"/> Hong Kong & Macau Citizens: Identity Card, Residential Address Proof⁽²⁾ 港澳居民：身分證、住址證明⁽²⁾ <input type="checkbox"/> Other Nationalities: Passport⁽¹⁾, Residential Address Proof⁽²⁾ / Driving Permit⁽⁴⁾ with Permanent Address Printed Thereon 其他國籍人士：護照⁽¹⁾、住址證明⁽²⁾ / 具永久地址之駕駛執照⁽⁴⁾ <input type="checkbox"/> Company Chop (If applicable) 公司印章(如適用)
<p>Incorporated in Hong Kong or Macau 於香港或澳門註冊</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Certificate of Incorporation 公司註冊證書 <input type="checkbox"/> Valid Business Registration Certificate 有效之商業登記證 <input type="checkbox"/> Sold / Bought Note and Instrument of Transfer with stamp duty chop (if not included in Form NAR1 / NSC1 or other related forms) 已蓋印花稅之股份轉讓文件 (若未反映於 NAR1 / NSC1 等相關表格內) <input type="checkbox"/> Memorandum and Articles of Association / Articles of Association 公司組織章程大綱及細則 / 公司組織章程細則 <input type="checkbox"/> Identification Documents of all Director(s), Shareholder(s) and Beneficial Owner(s) with 25% or above voting rights / controlling power, Authorized Person(s) and Contact Person(s) 所有董事、擁有25%或以上投票權/控制權之股東及實益擁有人、被授權人士，及聯絡人之身分證明文件 <ul style="list-style-type: none"> <input type="checkbox"/> Taiwan Citizens: Passport⁽¹⁾, Identity Card / Driving Permit⁽⁴⁾ / Residential Address Proof⁽²⁾ 台灣居民：護照⁽¹⁾、身分證 / 駕駛執照⁽⁴⁾ / 住址證明⁽²⁾ <input type="checkbox"/> Hong Kong & Macau Citizens: Identity Card, Residential Address Proof⁽²⁾ 港澳居民：身分證、住址證明⁽²⁾ <input type="checkbox"/> Other Nationalities: Passport⁽¹⁾, Residential Address Proof⁽²⁾ / Driving Permit⁽⁴⁾ with Permanent Address Printed Thereon 其他國籍人士：護照⁽¹⁾、住址證明⁽²⁾ / 具永久地址之駕駛執照⁽⁴⁾ <input type="checkbox"/> Company Chop (If applicable) 公司印章(如適用)
<p>Incorporated Overseas 於海外註冊</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Certificate of Incorporation <input type="checkbox"/> Register of Director(s) <input type="checkbox"/> Register of Shareholder(s) 公司註冊證書 董事名冊 股東名冊 <input type="checkbox"/> <u>Original copy of Certificate of incumbency⁽³⁾</u> <u>現任職位證明書 (職權證明書) 正本⁽³⁾</u> <input type="checkbox"/> Certificate of Good Standing or Registered Agent's Certificate 良好聲譽證明書或海外註冊代理人證書 <input type="checkbox"/> Memorandum and Articles of Association 公司組織章程大綱及細則 <input type="checkbox"/> Identification Documents of all Director(s), Shareholder(s) and Beneficial Owner(s) with 25% or above voting rights / controlling power, Authorized Person(s) and Contact Person(s) 所有董事、擁有25%或以上投票權/控制權之股東及實益擁有人、被授權人士，及聯絡人之身分證明文件 <ul style="list-style-type: none"> <input type="checkbox"/> Taiwan Citizens: Passport⁽¹⁾, Identity Card / Driving Permit⁽⁴⁾ / Residential Address Proof⁽²⁾ 台灣居民：護照⁽¹⁾、身分證 / 駕駛執照⁽⁴⁾ / 住址證明⁽²⁾ <input type="checkbox"/> Hong Kong & Macau Citizens: Identity Card, Residential Address Proof⁽²⁾ 港澳居民：身分證、住址證明⁽²⁾ <input type="checkbox"/> Other Nationalities: Passport⁽¹⁾, Residential Address Proof⁽²⁾ / Driving Permit⁽⁴⁾ with Permanent Address Printed Thereon 其他國籍人士：護照⁽¹⁾、住址證明⁽²⁾ / 具永久地址之駕駛執照⁽⁴⁾ <input type="checkbox"/> Company Chop (if applicable) 公司印章(如適用)

For company with multi-layer corporate director or corporate shareholder, please additionally provide the following information in which Director(s) or Shareholder(s) / Beneficial Owner(s) of each upper hierarchy(ies) could be traced, so that the actual ultimate beneficial individual owner(s) of the multi-layer holding structure could be well unveiled.

A. 若為多層次董事或股東所組成之集團架構，另請提供以下可追溯其每一層董事或股東/實益擁有人之資料，以充分反映該架構的最終實益擁有自然人。

Incorporated in Taiwan 於台灣註冊	Company Registration / Change Registration Form, Memorandum and Articles of Association, Register of Members, Identification Documents of all Directors, Shareholder(s) and Beneficial Owner(s) with 25% or above voting rights / controlling power 公司設立/變更登記表、公司組織章程大綱及細則、股東名冊、所有董事及擁有25%或以上投票權/控制權之股東及實益擁有人之身分證明文件
Incorporated in Hong Kong or Macau 於香港或澳門註冊	Certificate of Incorporation, Memorandum and Articles of Association / Articles of Association, valid Business Registration Certificate, Sold / Bought Note and Instrument of Transfer with stamp duty chop (if not included in Form NAR1 / NSC1 or other related forms), Identification Documents of all Directors, Shareholder(s) and Beneficial Owner(s) with 25% or above voting rights / controlling power 公司註冊證書、公司組織章程大綱及細則 / 公司組織章程細則、有效之商業登記證、已蓋印花稅之股份轉讓文件 (若未反映於NAR1 / NSC1等相關表格內)、所有董事及擁有25%或以上投票權/控制權之股東及實益擁有人之身分證明文件
Incorporated Overseas 於海外註冊	Certificate of Incorporation, Memorandum and Articles of Association, Original copy of Certificate of Incumbency⁽³⁾ , Certificate of Good Standing or Registered Agent's Certificate, Register of Directors, Register of Members, Identification Documents of all Directors, Shareholder(s) and Beneficial Owner(s) with 25% or above voting rights / controlling power 公司註冊證書、公司組織章程大綱及細則、 現任職位證明書(職權證明書)正本⁽³⁾ 、良好聲譽證明書或海外註冊代理人證書、董事名冊、股東名冊、所有董事及擁有25%或以上投票權/控制權之股東及實益擁有人之身分證明文件

B. For company with Trust as ultimate beneficiary, please contact the Bank during office hours for further information.
若實益擁有人為信託基金，有關詳情可於辦公時間內向本行查詢

Note 註解	
(1) Passport 護照	The passport should have at least 6 months validity subsequent to the account opening date. Recent photo should be affixed on the identification page and full signature of the holder should be duly completed at the specified signing space of the inner page. 護照有效期不可少於由開戶日起計後6個月，其個人資料頁必須已貼上持證人近照，及資料內頁須已填妥持證人簽署欄。
(2) Residential Address proof 住址證明	Valid address proof on correspondence (including but not limited to computerised bank statements, water / electricity / gas bills, daily / monthly statements, receipts, formal letters, advices, reference letters and bills issued by governmental departments / utilities / financial institutions) during the 3 month period before the date of the account opening. Full name of the person, date of issue and full correspondence address should be printed on the same page of the document. 由開戶日起計最近前3個月的有效通訊地址證明(包括但不限於由電腦系統印發的銀行對帳單、水/電/瓦斯費用帳單、由政府機關/公用事業/金融機構發出之日/月結單、收據、公函、通知書、證明信及對帳單等)。該文件必須清楚在同一版面上顯示該名人士的全名、發函日期及地址全寫。 For avoidance of doubt, valid residential address proof does not include promotional leaflets and items, booklets and publications, advertisements, application forms with address pre-printed, envelopes, etc. issued by the above-mentioned recognised departments and organisations. 為免生疑，有效之住址證明不包括由上述機構發出之宣傳品、小冊子及刊物、推銷廣告、已預印地址之申請書、信封等。 Addresses indicating a mailbox, mailing service intermediaries or post office box are not accepted. 恕不接受任何地址為信箱、郵件服務中介或郵政信箱。
(3) Certificate of Incumbency 現任職位證明書 (職權證明書)	Issued by the company's registered agent in the place of incorporation or a professional third party during the 6 month period before the date of the account opening. 由開戶日起計最近前6個月內由有關公司的當地註冊代理或辦理相關業務之專業第三者簽發。
(4) Driving Permit 駕駛執照	Driving Permit refers to a valid national driving license bearing the holder's photograph. For avoidance of doubt, international driver's permits and licences are not acceptable for this purpose. 駕駛執照是指由主管的國家或政府機關簽發的該國有效駕駛執照，而執照上須有照片證明持有人的身分。為免生疑，恕不接受國際駕駛許可證及執照。

※ Gentle Reminder: Account opening procedures shall be suspended and account number(s) shall not be provided until all fields of the account opening form(s) are duly completed and relevant appropriate supporting documents are fully provided.

敬請注意：恕不接受在開戶表格資料填報缺漏或未能悉數補回相關合宜文件之情況下辦理開戶手續及提供帳戶號碼。

- Thank you for choosing Mega International Commercial Bank Hong Kong Branch -

- 多謝選擇兆豐國際商業銀行香港分行 -