

## DOCUMENT SAMPLES FOR BUSINESS ACCOUNT OPENING

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ADDRESS PROOF – CHINA ID CARD (SAMPLE)



中华人民共和国  
居民身份证

National Identity Card  
bearing name, photo  
and address  
印有姓名，相片及地  
址的身份證明文件

签发机关 上海市公安局浦东分局

有效期限 2005.01.08-2025.01.08

姓名 袁

性别 男 民族 汉族

出生 年 月 22 日

住址 上海市浦东新区  
春路 102室



公民身份号码 310 770 15

**ADDRESS PROOF – DRIVING LICENSE (SAMPLE)**

Driving License  
bearing name, photo  
and address  
印有姓名，相片及地  
址的駕駛執照

**Driver Licence**  
New South Wales, Australia

Dao \_\_\_\_\_ Card Number 2 026

UNIT: KOPER ST  
STRATHFIELD NSW  
Licence No. \_\_\_\_\_

Licence Class C Conditions S

Date of Birth 07 DEC Expiry Date 21 NOV 2014

Licence Fee \$118.00

While licence is valid you may drive vehicles of the classes below subject to conditions listed

Class C Vehicle seating up to 12 adults, to 4.5 tonnes GVM Tractor Implement

Conds Must wear specs or contacts while driving

**Attach official change of address label here**  
Change of address must be advised within 14 days  
online at www.myRTA.com or by calling 13 22 13

Issued by the Roads and Traffic Authority Locked Bag 928 North Sydney NSW 1585

**ADDRESS PROOF – PAYMENT NOTIFICATION (SAMPLE)**



Recent 3 months  
最近三個月發出

Bill date  
3 Sep 2011

Bill reference      Your account number

This is your copy bill

MR  
ROAD  
SHEFFIELD

> This bill is for

- ✓ **Broadband**  
BT Total Broadband Option 2  
+ BB Talk Evening and Weekend Plan  
for internet phone 0114 294 9077

Dear Mr

Your final bill came to £14.84

Please pay by 10 September. Look on the back for ways to pay

- This final bill includes charges from the date of your last bill.
- We've refunded any basic charges that you've paid in advance. You'll see your refunded charges in the 'Line rental and other basic charges' section of this bill.

Helpful hints

- You can access answers to your most frequently asked questions by going online at [www.bt.com/helpwithmybill](http://www.bt.com/helpwithmybill)

Manage your account online  
[www.bt.com/myaccount](http://www.bt.com/myaccount)

Your payment slip is on the back

**CERTIFICATE OF INCORPORATION (SAMPLE)**

No.  
編號



公司註冊處  
COMPANIES REGISTRY

**CERTIFICATE OF INCORPORATION**  
**公司註冊證書**

Certified by CPA / lawyer /  
banker / notary public in a FATF  
member / comparable jurisdiction  
acceptable to HSBC. HKICS  
member or HSBC branch officer  
由下列人士簽證為真確的副本：  
本行認可的打擊清洗黑錢財務行  
動特別組織成員或相應國家的執  
業會計師 / 律師 / 往來銀行 / 公證  
人，香港特許秘書公會會員或任  
何滙豐分行主管

\*\*\*

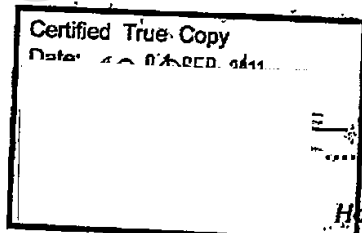
I hereby certify that  
本人謹此證明

ent Limited  
有限公司

is this day incorporated in Hong Kong under the Companies Ordinance  
於本日根據《公司條例》(香港法例第32章)  
(Chapter 32 of the Laws of Hong Kong) and that this company is limited.  
在香港註冊成為有限公司。

Issued on 24 August 2011.

本證書於二〇一一年八月二十四日發出。



Ms Ada L.L. CHUNG  
Registrar of Companies  
Hong Kong Special Administrative Region  
香港特別行政區公司註冊處處長鍾麗玲

**Note 註:**

Registration of a company name with the Companies Registry does not confer any trade mark rights or any other intellectual property rights in respect of the company name or any part thereof.  
公司名稱獲公司註冊處註冊，並不表示獲授予該公司名稱或其任何部分的商標權或任何其他知識產權。

**BUSINESS REGISTRATION CERTIFICATE (SAMPLE)**

正本 ORIGINAL  
表格 2 FORM 2  
《商業登記條例》(第 310 章) [第 5 條] [regulation 5]  
BUSINESS REGISTRATION ORDINANCE (Chapter 310)  
(商業登記規例)

XXXXXX  
XXXXXX

BUSINESS REGISTRATION REGULATIONS  
商業登記規例 Business Registration Certificate



業務 / 法團所用名稱  
Name of Business/  
Corporation

業務 / 分行名稱  
Business/  
Branch Name

地址  
Address

SHATIN NT

業務性質  
Nature of Business

I/E

法律地位  
Status

PARTNERSHIP

生效日期  
Date of Commencement  
15/03/2011

屆滿日期  
Date of Expiry  
14/03/2012

登記證號碼  
Certificate No.

登記費及徵費  
Fee and Levy  
\$450

(登記費 FEE = \$ 0)  
(徵費 LEVY = \$450)

請注意下列《商業登記條例》的規定：

Please note the following requirements of the Business Registration Ordinance:

- 1. 第 6(6)條規定任何業務獲發商業登記證或分行登記證，並不表示該業務或經營該業務的人或受僱於該業務的僱員已遵從有關的任何法律規定。
- 2. 第 12 條規定各業務須將其有效的商業登記證或有效的分行登記證於每一營業地點展示。

- 1. Section 6(6) provides that the issue of a business registration certificate or a branch registration certificate shall not be deemed to imply that the requirements of any law in relation to such business or to the persons carrying on the same or employed therein have been complied with.
- 2. Section 12 provides that valid business registration certificate or valid branch registration certificate shall be displayed at every address where business is carried on.

繳款時請將此商業登記證及繳款通知書完整交出。在付款後，本繳款通知書方成為有效的商業登記證。(請參閱背頁繳款辦法所載內容。)

Please produce this certificate and demand note intact at time of payment. This demand note will only become a valid business registration certificate upon payment. (Please see payment instructions overleaf.)

機印所示登記費及徵費收訖。 RECEIVED FEE AND LEVY HERE STATED IN PRINTED FIGURES.

RDB101 (12/2010)

\$450.00 S

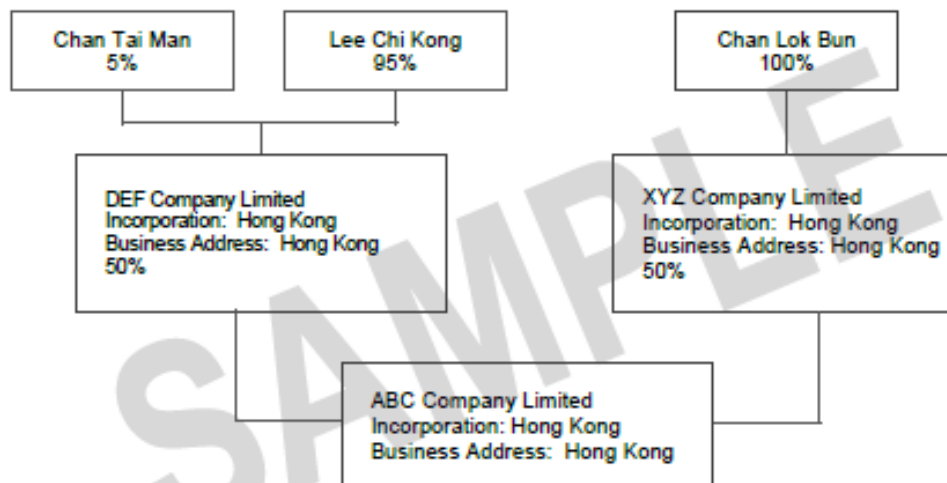
Certified by CPA / lawyer / banker / notary public in a FATF member / comparable jurisdiction acceptable to HSBC. HKICS member or HSBC branch officer  
 由下列人士簽證為真確的副本：  
 本行認可的打擊清洗黑錢財務行動特別組織成員或相應國家的執業會計師 / 律師 / 往來銀行 / 公證人，香港特許秘書公會會員  
 或任何滙豐分行主管

## OWNERSHIP STRUCTURE CHART (SAMPLE)

### Ownership Structure Chart of ABC Company Limited

Ownership structure chart showing the company name, % shareholding, the country of incorporation, the country of business address of each Intermediate Owner up to the Beneficial Owners of the company and specifying the issuance of bearer shares in the chain of ownership (including the company, all Intermediate Owners and Beneficial Owners), certified by director. Indicate if there are family members among the Beneficial Owners and the family's total collective % shareholding, if applicable

股權架構圖顯示每家中介控股公司的公司名稱、其擁有公司股份的股權份數、註冊國家、中介控股公司及實益擁有人營業地址的國家，註明各層股權架構中已發行的不記名股票類別（包括開戶公司、所有中介控股公司及實益擁有人），並由董事認證。另表明實益擁有人是否家庭成員及其家族的集體股權份數，如適用



Declare involvement of family members among the Beneficial Owners as appropriate  
確認實益擁有人是否家庭成員及其家族的集體股權份數，如適用

Declaration:

1. Chan Tai Man and Chan Lok Bun are family members with total beneficial ownership of 52.5% of ABC Company Limited.
2. Beneficial owners of ABC Company Limited do not consist of family members.

Certified by:

Certification by Director is required  
由董事認證

Director Full Name: \_\_\_\_\_

**Note:** Family members include:

Husband/ Wife/ Partner/ Mother/ Father/ Brother/ Sister/ Son and partner, including son-in-law/ Daughter and partner, including daughter-in-law/ Uncle/ Aunt/ Cousin/ Grandparent/ Niece/ Nephew/ Father-in-law/ Mother-in-law/ Brother-in-law/ Sister-in-law/ Step relatives.

**備註:** 家庭成員包括:

夫婦/ 伴侶/ 父母/ 祖父母/ 外祖父母/ 兄弟姐妹及其配偶/ 兒女及其配偶/ 配偶之父母/ 配偶之兄弟姐妹及其配偶/ 父母之兄弟姐妹及其配偶或子女/ 任何繼親屬



## BOARD RESOLUTION (SAMPLE)

**ABC COMPANY LIMITED**  
(Incorporated in Hong Kong with limited liability)

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS OF THE COMPANY  
HELD AT 1<sup>ST</sup> FLOOR, ABC BUILDING, ABC Road, HONG KONG  
ON 2<sup>ND</sup> MAY 2011 AT 10:30AM

---

PRESENT: MR CHAN TAI MAN (CHAIRMAN)  
MR LEE SIU MING  
MR LEUNG KA KI  
MS CHEUNG SIU LING  
MR HO MAN TIN

**1. CHAIRMAN**

A sufficient quorum being present and Mr. Chan Tai Man was in the Chair.

**2. OPENING OF HKD CURRENT ACCOUNT 001 WITH THE HONGKONG AND SHANGHAI BANKING CORPORATION LIMITED (“HSBC”)**

It was resolved that HKD current account 001 with HSBC (the “Bank”) be opened in accordance with the terms and conditions as set out in the Bank Mandate for Accounts of a Limited Company, copy of which is attached hereto and forms part of the minutes and that such accounts be operated by the following:-

A) Authorised Signatories:-

Group A:

Chan Tai Man

Lee Siu Ming

Group B:

Leung Ka Ki

Cheung Siu Ming

Ho Man Tin

B) Signing Arrangements:-

1) Any one from Group A signing singly for any amount;

2) Any two from Group B signing jointly for any amount;

3) Any one from Group B signing singly for amount up to HKD1,000,000.

C) Special Conditions:-

i) The following instructions must be authorized by any one from Group A signing singly:-

- Opening of any other accounts with the Bank;

- Closure of any other accounts with the Bank;

- Accepting any bank facilities with the Bank;

ii) Either jointly or singly in Group B signatories are specifically not authorised to give any other instructions to the Bank and the Bank may not accept such instructions.

## **BOARD RESOLUTION (SAMPLE)**

It was further resolved that Mr. Lee Siu Ming of the Group A Authorised Signatory of the said accounts, be and is hereby authorized to sign the relevant documents regarding the opening of the said accounts and deliver a duplicate original of this board minutes to the Bank on behalf of the Company.

There being no further business, the Chairman declared the Meeting closed.



Chairman

SAMPLE

**CERTIFICATE OF INCUMBENCY (SAMPLE)**

**<Full Legal Company Name>  
(the “Company”)**

We, (Full Legal Company Name \_\_\_\_\_), a company incorporated under the laws of the (Country \_\_\_\_\_) and holding a licence under (\*Issuing Authority \_\_\_\_\_) of the said laws, DO HEREBY CERTIFY as follows:

1. (Register Agent Name \_\_\_\_\_) is the Registered Agent of the Company.
2. The Registered Office of the Company is at (\_\_\_\_\_)
3. According to the records available at the Registered Office of the Company, the Company was duly incorporated pursuant to the (Regulation Act \_\_\_\_\_) on <Date of Incorporation> with Company Number <Company Number>, validly existing and in good standing under the (Country Law of regulation \_\_\_\_\_).
4. The Company’s trading address is at <>;
5. The Company’s correspondence address is at <>;
6. A copy of the Certificate of Incorporation of the Company is annexed hereto.
7. A copy of the Memorandum and Articles of Association of the Company is annexed hereto.
8. According to the records available at the Registered Office of the Company, the following is/are the director(s) of the Company:

Name	Date Appointed

A copy of our file copy of the Register of Directors of the Company is annexed hereto.

9. According to the records available at the Registered Office of the Company, the following is the secretary of the Company:

Name	Date Appointed

A copy of our file copy of the Register of Secretary of the Company is annexed hereto.

10. According to the records available at the Registered Office of the Company, the following is/are the member(s) of the Company:-

Name	No. of Share(s) Held

A copy of our file copy of the Register of Members of the Company is annexed hereto.

**CERTIFICATE OF INCUMBENCY (SAMPLE)**

11. According to the records available to the Registered Agent of the Company, the following is/are the beneficial owner(s) of the Company:-

Name	Date of Birth	Nationality	Address	No. % of share(s) held

(Company Name: \_\_\_\_\_) has conducted a compliance review utilising its own as well as third party resources.

OR

(Company Name: \_\_\_\_\_) has conducted a compliance review utilising its own as well as third party resources and as a result (Company Name: \_\_\_\_\_) suggests that the bank may wish to consider additional background checks.

12. The Company is authorized issue a maximum of \_\_\_\_\_ shares of a single class each with a par value of (\_\_\_\_\_).

13. The Company does not maintain with its corporate records at the Registered Office any evidence of existing mortgage, charge or other encumbrance and based on a search conducted at the Registry of Corporate Affairs (the "Registry") on <>, no charges have been registered with the Registry in the (Country of Registration \_\_\_\_\_).

OR

The Company maintains with its corporate records at the Registered Office a copy of Register of Charges, a copy of which is attached hereto. Based on a search conducted at the Registry of Corporate Affairs (the "Registry") on <>, a copy of the Register of Charges kept at the Registered Office of the Company is filed at the Registry and no other such Register is filed at the Registry.

14. According to the records available at the Registered Office of the Company, there are no actions, pending or threatened, against the Company and/or its assets and no notice of any litigation filed against the Company and no liquidation or dissolution nor insolvency proceedings have been commenced against the Company.

15. According to the records available at the Registered Office of the Company, the records and underlying documentation are located at <>, and the location of original books and records is at <>. The person who maintains and controls such records and underlying documentation is <> at <>.

16. According to a search made on <> in the Cause Book kept at the (\_\_\_\_\_), there is no High Court action to which the Company is a party.

For and on behalf of  
(Name of Registered Agent)

---

Signed by Authorized Signature

Date: \_\_\_\_\_

**DIRECTOR / BENEFICIAL OWNER DECLARATION (SAMPLE)**

I, (name \_\_\_\_\_) of (address \_\_\_\_\_) being a \*director / beneficial owner of (company name \_\_\_\_\_) (the "Company") hereby confirm and declare that:

1. the place of incorporation of the Company is at \_\_\_\_\_
2. the business address of the Company is at \_\_\_\_\_
3. the company's registered office address in the place of incorporation is at \_\_\_\_\_

4. the company is still registered and has not been dissolved, wound up, suspended or struck off

5.  the authorised capital of the Company is (total amount of authorised capital \_\_\_\_\_) divided into (total number of shares \_\_\_\_\_) shares of (amount of authorised capital for each share \_\_\_\_\_) each.

**OR**

the Company is authorised to issue no more than \_\_\_\_\_ shares issued \*with a par value \_\_\_\_\_ / without a par value.

6. the current director(s) of the Company are:

Name	Date of Appointment

7. the current secretary of the Company is:

Name	Date of Appointment

8. the current principal shareholder(s) (i.e. companies/individuals with 10% or more of the shares/voting rights of the Company, of which none are held in the form of bearer shares) are:

Name	% of Shares	% of Voting Rights

9. the current #beneficial owner(s) (Please refer to Note a - d below)

Name	% of Shares	% of Voting Rights	Ultimate Control Over Management (Yes/No)

## **DIRECTOR / BENEFICIAL OWNER DECLARATION (SAMPLE)**

**Note:**

#Beneficial Owners Information

- a. In relation to a corporation (if fulfils any of the following criteria): means an individual who,
- owns or controls, directly or indirectly, including through a trust or bearer share holding, not less than 10% of the **issued share capital** of the corporation; or
  - is directly or indirectly, entitled to exercise or control the exercise of not less than 10% of the **voting rights** at general meetings of the corporation; or
  - **exercises ultimate control over the management** of the corporation; or
  - if the corporation is acting on behalf of another person, means the other person.
- b. In relation to a partnership (if fulfils any of the following criteria): means an individual who,
- is entitled to or controls, directly or indirectly, not less than **10% share of the capital or profits** of the partnership; or
  - is directly or indirectly, entitled to exercise or control the exercise of not less than 10% of the voting rights in the partnership; or
  - exercises **ultimate control over the management** of corporation; or
  - if the partnership is acting on behalf of another person, means the other person.
- c. In relation to a trust (if fulfils any of the following criteria): means an individual who,
- is entitled to a vested interest in not less than 10% of the capital of the trust property, whether the interest is in possession or in the remainder or reversion and whether it is defeasible or not; or
  - the settler of the trust; or
  - a protector or enforcer of the trust; or
  - an individual who has ultimate control over the trust.
- d. In relation to a person other than (a) to (c) (if fulfils any of the following criteria): means an individual who,
- ultimately owns or controls the persons; or
  - if the person is acting on behalf of another person, mean the other person.

---

Signature of \* Director / Beneficial Owner

Name:

Date:

*Note: \*Please delete whichever is not appropriate.*

**CERTIFICATION LETTER (SAMPLE)**

**From Notary Public/ Lawyer/ CPA/ Registered Agent/ Actuary/  
Corporate Secretarial Service Providers/ Member of HKICS**

To: The Hongkong and Shanghai Banking Corporation Limited

Date: \_\_\_\_\_

Dear Sirs

I/We \_\_\_\_\_  
(name of the Notary Public or Lawyer or CPA or Registered Agent or Actuary or Corporate Secretarial Service Provider or HKICS member) of \_\_\_\_\_

\_\_\_\_\_ (address), being a \*Notary Public / Lawyer / Certified Public Accountant / Registered Agent / Actuary / Corporate Secretarial Service Provider / Member of the HK Institute of Chartered Secretaries of \_\_\_\_\_ (country), certify that the information contained in the following attached document(s) is correct and accurate as at the date hereof.

- Certificate of Incumbency
- Director / Principal Shareholder / Beneficial Owner Declaration
- Organisation Chart certified by director

Yours faithfully

\_\_\_\_\_  
Signature

Name:

Country of registration:

(Country of registration of the Notary Public or Lawyer or CPA or Registered Agent or Actuary or Corporate Secretarial Service Provider)

*Note: \*Please delete whichever is not appropriate.*

# MANDATE AND SIGNATURE CARD (SAMPLE)

To: **The Hongkong and Shanghai Banking Corporation Limited**

For Bank Use Only
Account Number
Branch Chop

## MANDATE FOR ACCOUNTS OF A LIMITED COMPANY

- Note: 1. Please complete in **Block Letters** and tick where applicable.  
2. All alterations to this form must be initialled by the Chairman of Meeting.  
3. Please note that no company chop needs to be or should be affixed to any part of this form, and even if so affixed, will not form part of the signing authority or mandate under any circumstances.

Name of Company	ABC Company Ltd
Registered Address	Flat A, 1/F, DDD Industrial Building, 1 EEE Road, Kowloon

At a meeting of the Directors duly held at  **Date of Meeting**   
on  the following resolutions were passed:

1. That a   account be opened or continued (as the case may be) with the Bank, and any other account or accounts as may be subsequently directed by any  Director(s) or by .

2. That the Bank be instructed to honour, comply with, act on or accept all cheques, promissory notes, orders, bills or receipts given or accepted on behalf of the Company (as shall be applicable), whether the current account be in credit or overdrawn and to comply with all directions given for or in respect of any account or accounts of any kind whatsoever on behalf of the Company including without limitation to close such account(s) provided that such cheques, promissory notes, orders, bills, receipts or directions are given in such form or manner or by such means as shall be acceptable to the Bank at any time and from time to time by any  Director(s) or by .

3. That any  Director(s) or  be authorised to withdraw and deal with any of the Company's securities or property or documents of title thereto which may be deposited with the Bank for safe custody or in safe deposit from time to time, whether by way of security or otherwise.

4. That any  Director(s) or  be authorised to arrange with the Bank for advances to the Company by way of discount, loan, overdraft or otherwise, and for the granting of trade finance facilities, foreign exchange facilities, credits and the issue of guarantees by the Bank from time to time as required, and to sign on behalf of the Company any form of deposit and withdrawal, Memorandum of Deposit, Letter of Trust, Mortgage, Hypothecation and Pledge relating to any securities or property or documents of title relating thereto to secure the said advances and any obligations, undertakings, instructions, guarantees, indemnities and counter-indemnities, agreements and any other documents which may be required by the Bank in connection with the aforesaid facilities (including without limitation to sign any Trade Finance General Agreements and to designate any authorised persons thereunder) insofar as they are not by their nature required to be executed under the Common Seal of the Company.

5. That in the absence of any directions to the contrary, all accounts subsequently opened shall be operated and dealt with upon the terms set out above insofar as the same may be applicable.

6. That upon a request being made by the Bank it be supplied with a copy of the Company's Memorandum and Articles of Association, together with copies with any amending resolutions and a copy of the Company's Certificate of Incorporation and/or Certificate to commence business.

7. That the Bank be supplied with a list of names and specimens of signatures of Directors and any other person or persons authorised to sign on behalf of the Company, and be from time to time informed by a completed mandate form or by a certified resolution of the Board of Directors of the Company of any changes which may take place therein, and be entitled to act upon until the receipt of a further completed mandate form or certified resolution as aforesaid.

8. That a copy of any resolution of the Board of Directors of the Company, if purporting to be certified as correct by a Director of the Company or by the Company Secretary, shall as between the Bank and the Company be conclusive evidence of the passing of the resolution so certified.

9. That these resolutions be communicated to the Bank and remain in force until an amending resolution shall have been passed by the Board of Directors and a certified copy thereof shall have been delivered to the Bank.

CUA12BR13-m (2/11/10) FI



## MANDATE AND SIGNATURE CARD (SAMPLE)

<b>For Bank Use Only</b>
Account Number

I Hereby Certify that the foregoing are true copies of the resolutions as entered in the Minute Book of the Company and are in accordance with the Articles of Association of the Company.

Dated at the Hong Kong Special Administrative Region this  day of  1 March 2010

Mandate Completion Date  
授權書完成日期

Directors who will operate the account  
授權簽署董事

**Chairman of Meeting**

X

**Directors Authorised to Sign as above**

<b>Full Name (Including Surname, Given Name and Other Name)</b>	<b>Date of Birth (Day/Month/Year)</b>	<b>Specimen Signature</b>
<b>Identification Document Type</b>	<b>Number</b>	
<input type="radio"/> HK Identity Card (Permanent <input type="radio"/> Yes <input type="radio"/> No) <input type="radio"/> Passport <input checked="" type="radio"/> Others: <span style="margin-left: 100px;">X</span>	1 1 1 9 5 0 D111111(1)	
Complete the information and tick for the PROOFS enclosed (For individuals only) <input type="radio"/> Former Name/Alias _____ <input type="radio"/> Nationality _____ <input type="radio"/> Residential Address _____ <input checked="" type="radio"/> Permanent Address (If different from residential address) Kennedy Town, HK.		

<b>Full Name (Including Surname, Given Name and Other Name)</b>	<b>Date of Birth (Day/Month/Year)</b>	<b>Specimen Signature</b>
<b>Identification Document Type</b>	<b>Number</b>	
<input type="radio"/> HK Identity Card (Permanent <input type="radio"/> Yes <input type="radio"/> No) <input type="radio"/> Passport <input checked="" type="radio"/> Others: <span style="margin-left: 100px;">X</span>	1 2 1 2 1 9 6 5 D222222(2)	
Complete the information and tick for the PROOFS enclosed (For individuals only) <input type="radio"/> Former Name/Alias _____ <input type="radio"/> Nationality _____ <input type="radio"/> Residential Address _____ <input checked="" type="radio"/> Permanent Address (If different from residential address) Flat V, 2/F, TT Terrace, Mongkok, Kln.		

<b>Full Name (Including Surname, Given Name and Other Name)</b>	<b>Date of Birth (Day/Month/Year)</b>	<b>Specimen Signature</b>
<b>Identification Document Type</b>	<b>Number</b>	<span style="font-size: 24px; font-weight: bold;">X</span>
<input type="radio"/> HK Identity Card (Permanent <input type="radio"/> Yes <input type="radio"/> No) <input type="radio"/> Passport <input type="radio"/> Others:		
Complete the information and tick for the PROOFS enclosed (For individuals only) <input type="radio"/> Former Name/Alias _____ <input type="radio"/> Nationality _____ <input type="radio"/> Residential Address _____ <input type="radio"/> Permanent Address (If different from residential address)		

<b>Full Name (Including Surname, Given Name and Other Name)</b>	<b>Date of Birth (Day/Month/Year)</b>	<b>Specimen Signature</b>
<b>Identification Document Type</b>	<b>Number</b>	<span style="font-size: 24px; font-weight: bold;">X</span>
<input type="radio"/> HK Identity Card (Permanent <input type="radio"/> Yes <input type="radio"/> No) <input type="radio"/> Passport <input type="radio"/> Others:		
Complete the information and tick for the PROOFS enclosed (For individuals only) <input type="radio"/> Former Name/Alias _____ <input type="radio"/> Nationality _____ <input type="radio"/> Residential Address _____ <input type="radio"/> Permanent Address (If different from residential address)		

## MANDATE AND SIGNATURE CARD (SAMPLE)

Other persons who will  
operate the account  
其他授權簽署人士

<b>For Bank Use Only</b>
Account Number

**Other Persons Authorised to Sign as above**

Full Name (Including Surname, Given Name and Other Name) <b>Mr HIJ CHEUNG</b>	Date of Birth (Day/Month/Year) (0 1 9   1 0   1 9   6   3)	Specimen Signature  
Identification Document Type <input checked="" type="radio"/> HK Identity Card (Permanent <input checked="" type="radio"/> Yes <input type="radio"/> No) <input type="radio"/> Passport <input type="radio"/> Others:	Number G333333(3)	X
Complete the information and tick for the PROOFS enclosed (For individuals only) <input type="radio"/> Former Name/Alias _____ <input type="radio"/> Nationality _____ <input checked="" type="radio"/> Residential Address Flat F, 10/F, KK Court, 123 Caine Road, HK. <input type="radio"/> Permanent Address (If different from residential address) _____		

Full Name (Including Surname, Given Name and Other Name)	Date of Birth (Day/Month/Year)	Specimen Signature
Identification Document Type <input type="radio"/> HK Identity Card (Permanent <input type="radio"/> Yes <input type="radio"/> No) <input type="radio"/> Passport <input type="radio"/> Others:	Number	X
Complete the information and tick for the PROOFS enclosed (For individuals only) <input type="radio"/> Former Name/Alias _____ <input type="radio"/> Nationality _____ <input type="radio"/> Residential Address _____ <input type="radio"/> Permanent Address (If different from residential address) _____		

Full Name (Including Surname, Given Name and Other Name)	Date of Birth (Day/Month/Year)	Specimen Signature
Identification Document Type <input type="radio"/> HK Identity Card (Permanent <input type="radio"/> Yes <input type="radio"/> No) <input type="radio"/> Passport <input type="radio"/> Others:	Number	X
Complete the information and tick for the PROOFS enclosed (For individuals only) <input type="radio"/> Former Name/Alias _____ <input type="radio"/> Nationality _____ <input type="radio"/> Residential Address _____ <input type="radio"/> Permanent Address (If different from residential address) _____		




**The Bank may require other Director(s) who is/are not authorised to operate the account(s) to sign below as the Bank thinks fit:**

Full Name (Including Surname, Given Name and Other Name)	Date of Birth (Day/Month/Year)	Specimen Signature
Identification Document Type <input type="radio"/> HK Identity Card (Permanent <input type="radio"/> Yes <input type="radio"/> No) <input type="radio"/> Passport <input type="radio"/> Others:	Number	X
Complete the information and tick for the PROOFS enclosed (For individuals only) <input type="radio"/> Former Name/Alias _____ <input type="radio"/> Nationality _____ <input type="radio"/> Residential Address _____ <input type="radio"/> Permanent Address (If different from residential address) _____		

Full Name (Including Surname, Given Name and Other Name)	Date of Birth (Day/Month/Year)	Specimen Signature
Identification Document Type <input type="radio"/> HK Identity Card (Permanent <input type="radio"/> Yes <input type="radio"/> No) <input type="radio"/> Passport <input type="radio"/> Others:	Number	X
Complete the information and tick for the PROOFS enclosed (For individuals only) <input type="radio"/> Former Name/Alias _____ <input type="radio"/> Nationality _____ <input type="radio"/> Residential Address _____ <input type="radio"/> Permanent Address (If different from residential address) _____		

## MANDATE AND SIGNATURE CARD (SAMPLE)

### Front Side

<b>The Hongkong and Shanghai Banking Corporation Limited</b> 香港上海滙豐銀行有限公司		<b>For Bank Use Only</b> 銀行專用	Customer/ Account No.: Effective Date: (On Page Level):
<b>BUSINESS ACCOUNT SIGNATURE CARD</b> 商業戶口印鑑卡 <small>Please complete in Black Letters and sign in black ball pen. 請用正楷填寫，並用黑色原子筆簽名。</small>			
Account Name 戶口名稱		Account Type 戶口類別	
Name in Chinese 中文名稱 <b>ABC Company Ltd</b>		Currency 貨幣	
Authorised Signature(s) 授權簽名			
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">                   (1)             </div> <div style="text-align: center;">                   (2)             </div> <div style="text-align: center;">                   (3)             </div> </div>			
Name as (2)			
(1) _____ (2) <b>Mr XYZ CHAN</b> (3) <b>Ms LIWV WONG</b>			
Signing Instrument 簽署印證			
_____ Any one of three			
<small>Member HSBC Group 滙豐集團成員</small>			

### Back Side

<b>For Bank Use Only</b> 銀行專用	
Constitution <input type="radio"/> Limited Company <input type="radio"/> Partnership <input type="radio"/> Sole Proprietorship <input type="radio"/> Others:	CI/BRC/Others (For Passbook Savings Only) Number:
Signature Card Amendment <input type="radio"/> Additional Signature Card <input type="radio"/> Replacement Signature Card (Supersede All Existing Cards)	
<input type="radio"/> Others (please specify):	Add Delete Change
with effect from _____ per <input type="radio"/> Mandate <input type="radio"/> Minutes <input type="radio"/> Letter                    dated _____	
Remarks	Date Account Opened Date Card Updated Branch Chop and Authorised Initial

**INCORPORATION FORM (SAMPLE)**



公司註冊處  
Companies Registry

法團成立表格  
(股份有限公司)  
**Incorporation Form**  
**(Company Limited by Shares)**

(《公司條例》第 14A 條)  
(Companies Ordinance s. 14A)

表格  
Form **NC1**

填表前請參閱《填表須知》。  
Please read the Notes for Completion before completing this form.

Note: Please refer to the  
Companies Registry  
website for the full version  
of the document sample  
注意：請於公司註冊處網站  
查閱完整樣本

(註 Note 8) **1 擬採用的公司名稱 Intended Company Name**

擬採用的公司英文名稱 Intended English Company Name

擬採用的公司中文名稱 Intended Chinese Company Name

(註 Note 9) **2 公司類別 Type of Company**

請在適用的空格內加上 ✓ 號 Please tick the relevant box

私人 Private

非私人 Non-private

(註 Note 10) **3 公司在香港的註冊辦事處擬採用的地址**

**The Intended Address of the Company's Registered Office in Hong Kong**

(「轉交」地址及郵政信箱號碼恕不接受 'Care of' addresses and post office box numbers are not acceptable)

(註 Note 11) **4 電郵地址 E-mail Address**

(註 Note 4) **提交人的資料 Presentor's Reference**

姓名 Name :

地址 Address :

電話 Tel :

傳真 Fax :

電郵地址 E-mail Address :

檔號 Reference :

指明編號 1/2011 (修訂) (2011 年 2 月)  
Specification No. 1/2011 (Revision) (Feb. 2011)

請勿填寫本欄 For Official Use

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# INCORPORATION FORM (SAMPLE)



公司註冊處  
Companies Registry

法團成立表格  
(股份有限公司以外的公司)  
**Incorporation Form**  
**(Company Not Limited by Shares)**  
(《公司條例》第 14A 條)  
(Companies Ordinance s. 14A)

表格  
Form **NC1G**

填表前請參閱《填表須知》。  
Please read the Notes for Completion before completing this form.

Note: Please refer to the  
Companies Registry  
website for the full version  
of the document sample  
注意：請於公司註冊處網站  
查閱完整樣本

(註 Note 8) **1 擬採用的公司名稱 Intended Company Name**

擬採用的公司英文名稱 Intended English Company Name

--

擬採用的公司中文名稱 Intended Chinese Company Name

--

(註 Note 9) **2 公司類別 Type of Company**

請在適用的空格內加上 ✓ 號。 Please tick the relevant box

- A.  非私人擔保有限公司  
a non-private company limited by guarantee
- B.  私人擔保有限公司  
a private company limited by guarantee
- C.  非私人無限公司  
a non-private unlimited company
- D.  私人無限公司  
a private unlimited company

(註 Note 4) **提交人的資料 Presentor's Reference**

姓名 Name :

地址 Address :

電話 Tel :

傳真 Fax :

電郵地址 E-mail Address :

檔號 Reference :

指明編號 1/2011 (修訂) (2011 年 2 月)  
Specification No. 1/2011 (Revision) (Feb. 2011)

**請勿填寫本欄 For Official Use**

# ANNUAL RETURN (SAMPLE)



公司註冊處  
Companies Registry

周年申報表  
Annual Return  
(《公司條例》第107(1)條)  
(Companies Ordinance s. 107(1))

表格  
Form **AR1**

## 重要事項 Important Notes

- 填表前請參閱《填表須知》。  
請用黑色墨水列印。
- Please read the accompanying notes before completing this form.  
Please print in black ink.

Note: Please refer to the  
Companies Registry  
website for the full version  
of the document sample  
注意：請於公司註冊處網站  
查閱完整樣本

### 1 公司名稱 Company Name

### (註 Note 8) 2 商業名稱 Business Name

### 3 公司類別 Type of Company

請在適用的空格內加上 ✓ 號 Please tick the relevant box

- 有股本的私人公司  
Private company having a share capital
- 其他  
Others

### 4 本申報表日期 Date of this Return

本申報表列載公司截至右列日期為止的資料  
The information in this return is made up to

日 DD	月 MM	年 YYYY
------	------	--------

(如屬有股本的私人公司，本申報表應列載截至公司成立為法團的周年日期的資料。如屬其他公司，所列載的資料則應截至公司周年大會日期或以代替周年大會的書面決議的日期為止。

For a private company having a share capital, the information in this return should be made up to the anniversary of the date of incorporation. For other companies, the information should be made up to the date of the annual general meeting (AGM) or the date of written resolution passed in lieu of AGM.)

### (註 Note 9) 5 註冊辦事處地址 Address of Registered Office

### (註 Note 10) 6 電郵地址 E-mail Address

### (註 Note 3) 提交人的資料 Presentor's Reference

姓名 Name:

地址 Address:

電話 Tel:

傳真 Fax:

電郵地址 E-mail Address:

檔號 Reference:

指明編號 2/2008 (修訂) (2008年7月)  
Specification No. 2/2008 (Revision) (July 2008)

### 請勿填寫本欄 For Official Use

# NOTIFICATION OF CHANGE OF SECRETARY AND DIRECTOR (SAMPLE)



公司註冊處  
Companies Registry

## 秘書及董事更改通知書(委任/離任) Notification of Change of Secretary and Director (Appointment/Cessation)

(《公司條例》第158(4)、(4AA)及(9A)條)  
(Companies Ordinance s. 158(4), (4AA) & (9A))

表格  
Form **D2A**

### 重要事項 Important Notes

- 填表前請參閱《填表須知》。  
請用黑色墨水列印。
- Please read the accompanying notes before completing this form.  
Please print in black ink.

### 1 公司名稱 Company Name

--

Note: Please refer to the  
Companies Registry  
website for the full version  
of the document sample  
注意：請於公司註冊處網站  
查閱完整樣本

### 2 更改詳情 Details of Change

#### A. 秘書/董事的離任 Cessation to Act as Secretary/Director

(如有超過一名秘書/董事離任，請用續頁A填報 Use Continuation Sheet A if more than 1 secretary/director ceased to act)

請在適用的空格內加上✓號 Please tick the relevant box(es)

(註 Note 6)	身份 Capacity	<input type="checkbox"/> 秘書 Secretary	<input type="checkbox"/> 董事 Director	<input type="checkbox"/> 候補董事 Alternate Director	代替 Alternate to	
------------	----------------	--	---	---	-----------------	--

#### 個人秘書/董事的姓名 Name of Individual Secretary/Director

中文姓名 Name in Chinese	英文姓氏 Surname in English	英文名字 Other Names in English

(註 Note 7)	身份證明 Identification		
	香港身份證號碼 HK Identity Card Number	護照號碼 Passport Number	

或 OR

(註 Note 8)	法人團體秘書/董事的中文及英文名稱 Chinese and English Names of Corporate Secretary/Director	

離任原因 Reason for Cessation	<input type="checkbox"/> 辭職/其他 Resignation/Others	<input type="checkbox"/> 去世 Deceased
------------------------------	--	---

(註 Note 9)	離任日期 Date of Cessation			
	日 DD	月 MM	年 YYYY	

(註 Note 10)	請述明上述離任董事/候補董事在離任日期後，是否繼續擔任公司的候補董事/董事職位 Please indicate whether the director/alternate director who is ceasing to act will continue to hold office as alternate director/director in the company after the date of cessation	<input type="checkbox"/> 是 Yes	<input type="checkbox"/> 否 No
-------------	---	--------------------------------	-------------------------------

(註 Note 4)	提交人的資料 Presenter's Reference	請勿填寫本欄 For Official Use
	姓名 Name:	
	地址 Address:	
	電話 Tel:	傳真 Fax:
	電郵地址 E-mail Address:	
	檔號 Reference:	
	指明編號 2/2008 (修訂) (2008年7月) Specification No. 2/2008 (Revision) (July 2008)	

FORM 1(a) (SAMPLE)



商業登記署  
香港灣仔告士打道5號  
稅務大樓4樓

BUSINESS REGISTRATION OFFICE  
4/F, REVENUE TOWER  
5 GLOUCESTER ROAD, WAN CHAI  
HONG KONG



商業登記號碼：  
B.R. NO.:

表格 1(a)  
FORM 1(a)

商業登記規例  
REGISTRATION REGULATIONS

個人在香港經營業務的商業登記申請  
Application by an individual for registration of business  
carried on by him in Hong Kong

Note: Please refer to  
Inland Revenue  
Department for the full  
version of the  
document sample  
注意：請於香港稅務局  
查閱完整樣本

見附註 1  
See Note 1

A 段  
SECTION A.

1. 申請人全名：  
Full name of applicant:

- (a) 英文全名：  
In English:
- (b) 中文全名 (如適用的話)：  
In Chinese (if applicable):
- (c) 別名 (如有的話)：  
Aliases (if any):

見附註 2  
See Note 2

- 2. (a) 身分證號碼：  
Identity card number:
- (b) 護照號碼 (如無身分證號碼)：  
Passport number  
(if no identity card number):

3. 住址：  
Residential address:

4. 所經營業務的資料：  
Business carried on:

見附註 3  
See Note 3

- (a) 所用名稱：  
Name under which carried on:
  - (i) 英文名稱：  
In English:
  - (ii) 中文名稱：  
In Chinese:
- (b) 營業地點的地址：  
Address of place of business:

(c) 業務描述及業務性質：  
Description and nature of business:

見附註 4  
See Note 4

(d) 開業日期：  
Date commenced:

(轉後頁)  
(Continued overleaf)

I.R.R. 表格第 55 號 (1/2005)  
I.R.R. 55 (1/2005)

商業登記冊內的資料摘錄的核證本  
CERTIFIED EXTRACTS OF INFORMATION ON THE BUSINESS REGISTER  
商業登記號碼 BR NO. 35227988 日期 DATE: 19/01/2005



FORM 1(c) (SAMPLE)

商業登記署  
香港灣仔告士打道 5 號  
稅務大樓 4 樓

BUSINESS REGISTRATION OFFICE  
4/F, REVENUE TOWER  
5 GLOUCESTER ROAD, WAN CHAI  
HONG KONG

商業登記號碼  
B.R. NO. ....



表格 1(c)  
FORM 1(c)

商業登記規例  
BUSINESS REGISTRATION REGULATIONS

百利保其他非屬法國的團體在香港經營業務的商業  
Application by partnership or by other body unincorporate for registration carried on by such body in Hong Kong

Note: Please refer to  
Inland Revenue  
Department for the full  
version of the  
document sample  
注意：請於香港稅務局  
查閱完整樣本

見附註 1  
See Note 1

A 段  
SECTION A

1. 所經營業務的資料：  
Business carried on:

(a) 所用名稱：

Name under which carried on:

(i) 英文名稱：

In English:

GLOBAL TRADING

(ii) 中文名稱：

In Chinese:

(b) 營業地點的地址：

Address of place of business:

(c) 業務描述及業務性質：

Description and nature of business:

(d) 開始日期：

Date commenced:

見附註 3  
See Note 3

見附註 4  
See Note 4

2. 合夥人：  
Partners:

(1) (a) 姓名或名稱：

Name:

(b) 別名 (如有的話)：

Aliases (if any):

(c) \*身分證號碼/護照號碼/商業登記號碼：

\*Identity card number/Passport number/Business registration number:

(d) \*住址/註冊辦事處地址：

\*Residential address/Registered office address:

(2) (a) 姓名或名稱：

Name:

(b) 別名 (如有的話)：

Aliases (if any):

(c) \*身分證號碼/護照號碼/商業登記號碼：

\*Identity card number/Passport number/Business registration number:

(d) \*住址/註冊辦事處地址：

\*Residential address/Registered office address:

(3) (a) 姓名或名稱：

Name:

(b) 別名 (如有的話)：

Aliases (if any):

(c) \*身分證號碼/護照號碼/商業登記號碼：

\*Identity card number/Passport number/Business registration number:

(d) \*住址/註冊辦事處地址：

\*Residential address/Registered office address:

I.R.B.R. 表格第 57 號 (2/2001)  
I.R.B.R. 57 (2/2001)

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(Continued overleaf)

商業登記冊內的資料摘錄的核證本  
CERTIFIED EXTRACTS OF INFORMATION ON THE BUSINESS REGISTER  
商業登記號碼 BR NO. 35195197 日期 DATE: 24/12/2004



署 BUSINESS REGISTRATION OFFICE

