|  |  |  |
| --- | --- | --- |
| ab   |  | | --- | |  | | memo-pad  **M A Group** - Management and Accounting Professional |
|  | **Date:** [Date]  **Company Name:** Company Name (the “Company”)  **Clients Updated List**  **In comply with “Anti-Money Laundering and Counter-Terrorist Financing Ordinance”**  **(the AMLO) and Maintain up-to-date beneficial ownership information, by way of**  **keeping a Significant Controllers Registers (SCR), for inspection by law enforcement**  **officers upon demand, we need to conduct the due diligence to our existing clients**  **periodically.**  **Please complete the “clients updated list” by providing the latest particulars of each**  **shareholder, director, beneficiary owner, such as: change of passport, change**  **of residential address, change of telephone no., email address, change of share**  **(not managed by us), change of directorship (not managed by us).**  **For your easy reference, we enclose the last Annual Return (and/or other statutory**  **documents which were filed after the date of last Annual Return – if any) of the Company**  **that we file at Companies Registry.**  **If we do not get the updated information timely, we reserve the rights to terminate**  **all the services provided to the Company. Please note.**  **Thanks for your co-operation and attention.**  **Remarks:**   1. **Please provide the latest passport copy if the passport is changed.** 2. **Please provide the latest residential address proof if the residential address**   **is changed.**   1. **Please complete the whole clients updated list no matter the particulars are changed**   **or not.** |

Company Details

|  |  |  |
| --- | --- | --- |
| Items | Descriptions | Remarks |
| Company Name in English | [English company name] | We will complete |
| Company Name in Chinese | [Chinese company name] | We will complete |
| Jurisdiction | [Jurisdiction] | We will complete |
| Certificate of Incorporation no. | [Certificate of Incorporation no,] | We will complete |
| Date of Incorporation | [Date of Incorporation] | We will complete |
| Nature of Business | [Nature of Business] | Please advise |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  | | --- | --- | --- | | 1 | Registered Capital | Currency: [currency Dollars] [. ] divided by [.] no. of share | | 2 | Total no. of shareholder | [nos. of shareholder.]Nos. | | 3 | Total no. of director | [ nos. of director]Nos. | | 4 | Address of Registered Office | [Address of Registered Office] | |

Shareholder- (Individual)

Please provide the passport copy and residential address proof if changed

If shareholders are more than 2 nos. please use the supplement sheets of shareholder (individual)

Shareholder (1)

|  |  |
| --- | --- |
| Surname (family name) | Surname – (family name) |
| Other name (given name) | Other name |
| Chinese name (if any) | Chinese name |
| Date of Birth | Date of birth |
| Nationality | Nationality |
| Passport no. or HKID | Passport no. or HKID |
| Tax Residency (if known) | Tax Residency |
| Residential Address (latest) | Residential address |
| Telephone no. (latest) | Telephone no. |
| Mobile no. (latest) | Mobile no. |
| Email Address (latest) | Email address |
| No. of shares to be held | No. of shares to be held |

Shareholder (2)

|  |  |
| --- | --- |
| Surname (family name) | Surname – (family name) |
| Other name (given name) | Other name |
| Chinese name (if any) | Chinese name |
| Date of Birth | Date of birth |
| Nationality | Nationality |
| Passport no. or HKID | Passport no. or HKID |
| Tax Residency (if known) | Tax Residency |
| Residential Address (latest) | Residential address |
| Telephone no. (latest) | Telephone no. |
| Mobile no. (latest) | Mobile no. |
| Email Address (latest) | Email address |
| No. of shares to be held | No. of shares to be held |

Shareholder- (Corporation)

Please provide the copy of Certificate of Incorporation of the Corporation.

Please provide the passport copy and residential address proof of each shareholder and director of the Corporation.

If corporate shareholders are more than 2 nos. please use the supplement sheets of shareholder (Corporation).

Corporate Shareholder (1)

|  |  |
| --- | --- |
| Company Name | Company name |
| Company No. | Company no. |
| Place of Incorporation | Place of incorporation |
| Date of Incorporation | Date of incorporation |
| Registered office address | Registered office address |
| Contact person | Contact person |
| Telephone no. | Telephone no. |
| Email address | Email address |
| Nos. of share to be held | Nos. of share to be held |

Corporate Shareholder (2)

|  |  |
| --- | --- |
| Company Name | Company name |
| Company No. | Company no. |
| Place of Incorporation | Place of incorporation |
| Date of Incorporation | Date of incorporation |
| Registered office address | Registered office address |
| Contact person | Contact person |
| Telephone no. | Telephone no. |
| Email address | Email address |
| Nos. of share to be held | Nos. of share to be held |

Director- (Individual)

Please provide the passport copy and residential address proof if changed

If directors are more than 2 nos. please use the supplement sheets of director (individual)

Director (1)

|  |  |
| --- | --- |
| Surname (family name) | Surname – (family name) |
| Other name (given name) | Other name |
| Chinese name (if any) | Chinese name |
| Date of Birth | Date of birth |
| Nationality | Nationality |
| Passport no. or HKID | Passport no. or HKID |
| Residential Address (latest) | Residential address |
| Telephone no. (latest) | Telephone no. |
| Mobile no. (latest) | Mobile no. |
| Email Address (latest) | Email address |

Director (2)

|  |  |
| --- | --- |
| Surname (family name) | Surname – (family name) |
| Other name (given name) | Other name |
| Chinese name (if any) | Chinese name |
| Date of Birth | Date of birth |
| Nationality | Nationality |
| Passport no. or HKID | Passport no. or HKID |
| Residential Address (latest) | Residential address |
| Telephone no. (latest) | Telephone no. |
| Mobile no. (latest) | Mobile no. |
| Email Address (latest) | Email address |

Director- (Corporation)

Please provide the copy of Certificate of Incorporation of the Corporation.

Please provide the passport copy and residential address proof of each shareholder and director of the Corporation.

If corporate directors are more than 2 nos. please use the supplement sheets of director (Corporation).

Corporate Director (1)

|  |  |
| --- | --- |
| Company Name | Company name |
| Company No. | Company no. |
| Place of Incorporation | Place of incorporation |
| Date of Incorporation | Date of incorporation |
| Registered office address | Registered office address |
| Contact person | Contact person |
| Telephone no. | Telephone no. |
| Email address | Email address |

Corporate Director (2)

|  |  |
| --- | --- |
| Company Name | Company name |
| Company No. | Company no. |
| Place of Incorporation | Place of incorporation |
| Date of Incorporation | Date of incorporation |
| Registered office address | Registered office address |
| Contact person | Contact person |
| Telephone no. | Telephone no. |
| Email address | Email address |

Beneficiary owner(s)

Please provide the passport copy and residential address proof if changed

If beneficiary owners are more than 2 nos. please use the supplement sheets of beneficiary owner

Beneficiary owner (1)

If the beneficiary owner (1) is the same shareholder (1) (please insert the full name of the shareholder 1], then the particulars of beneficiary owner (1) is not required. Otherwise, please complete the followings.

|  |  |
| --- | --- |
| Surname (family name) | Surname – (family name) |
| Other name (given name) | Other name |
| Chinese name (if any) | Chinese name |
| Date of Birth | Date of birth |
| Nationality | Nationality |
| Passport no. or HKID | Passport no. or HKID |
| Tax Residency (if known) | Tax Residency |
| Residential Address (latest) | Residential address |
| Telephone no.(latest) | Telephone no. |
| Mobile no. (latest) | Mobile no. |
| Email Address (latest) | Email address |
| No. of shares to be held | No. of shares to be held |

Beneficiary owner (2)

If the beneficiary owner (2) is the same shareholder (1) (please insert the full name of the shareholder 1], then the particulars of beneficiary owner (1) is not required. Otherwise, please complete the followings.

|  |  |
| --- | --- |
| Surname (family name) | Surname – (family name) |
| Other name (given name) | Other name |
| Chinese name (if any) | Chinese name |
| Date of Birth | Date of birth |
| Nationality | Nationality |
| Passport no. or HKID | Passport no. or HKID |
| Tax Residency (if known) | Tax Residency |
| Residential Address (latest) | Residential address |
| Telephone no.(latest) | Telephone no. |
| Mobile no. (latest) | Mobile no. |
| Email Address (latest) | Email address |
| No. of shares to be held | No. of shares to be held |

Declaration

I/we declare that all the said information and documents provided by me (us) are true and correct. I/we understand Metopro Associates Limited (service provider) reserves the rights to terminate all the existing service to us if I/we do not provide the said information and documents to the service provider timely.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed by ( Full name of the signer)

Capacity: ( Director / Shareholder)

Date: ( Date)