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 | memo-pad**M A Group** - Management and Accounting Professional |
|  | Annex A (Information and Documents required for bank account opening) |
|  | Information required for bank account opening |
|  | For proposed company or existing company |

|  |  |  |
| --- | --- | --- |
| Items | Description | Remarks |
| Company Name in English | [English company name] |  |
| Company Name in Chinese | [Chinese company name] |  |
| Jurisdiction | [Jurisdiction] |  |
| Certificate of Incorporation no. | [Certificate of Incorporation no,] | For existing company |
| Business Registration Certificate | [Business Registration Certificate] | For existing company |
| Date of Incorporation | [Date of Incorporation] | For existing company |
| Nature of Business | [Nature of Business] | Not more than 35 words |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Company Structure

|  |  |  |
| --- | --- | --- |
| 1 | Registered Capital | HK$[. ] divided by [.] no. of share **OR**US$[. ] divided by [.] no. of share  |
| 2 | Total no. of shareholder (Founder Member) | [nos. of shareholder.]Nos. |
| 3 | Total no. of director | [ nos. of director]Nos. |
| 4 | Address of Registered Office | [Address of Registered Office] |

 |

# Basic Company Information

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Business Activity[ ]  Own real estate property[ ]  Hold shares in private companies[ ]  Hold financial investment[ ]  Trading- provide details of product traded

|  |  |  |
| --- | --- | --- |
| Main Products | Location of Suppliers | Location of Buyers |
| Main products | Location of Suppliers | Location of Buyers |
| Expected Annual Turnover  | US$ Expected annual turn over |

[ ]  Consultancy Service – provide details of services provided

|  |  |
| --- | --- |
| Consultancy Service | Location of customers |
| Main consultancy service | Location of customers |
| Expected Annual Turnover  | US$ Expected annual turn over |

[ ]  OthersPlease provide details

|  |
| --- |
| Others |

 |
| Physical Office Address (other than virtual office)

|  |  |
| --- | --- |
| Office address | Office address |
| Main contact person | Main contact person |
| Local telephone no. | Local telephone no. |
| Local fax no. | Local fax no. |
| Mobile phone no. | Mobile phone no. |
| Email address | Email address |

Remarks: The physical office address may refer to the actual business address. It can be anywhere other than Hong Kong. |

Source of Company Funding

|  |  |
| --- | --- |
| [ ]  Funds from beneficial owners[ ]  Funds from shareholders[ ]  Funds from a third party (incl. borrowings and loans)[ ]  Other – please specify

|  |
| --- |
| Others |

 |

Shareholder- (Individual)

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

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 | Residential address |
| Telephone no. | Telephone no. |
| Mobile no. | Mobile no. |
| Email Address | Email address |
| No. of shares to be held | No. of shares to be held |

Source of fund and wealth of shareholder (1)

|  |  |
| --- | --- |
| [ ]  | Salary / Employment Income – please confirm occupation, industry and employer (incl. company website). |
| Please describe | Please describe |

|  |  |
| --- | --- |
| [ ]  | Investment Income – please confirm nature or type of investment and countries where investments are made. |
| Please describe | Please describe |

|  |  |
| --- | --- |
| [ ]  | Inheritance / Family Wealth – please provide details on how funds inherited were derived prior to inheritance. |
| Please describe | Please describe |

|  |  |
| --- | --- |
| [ ]  | Others – please confirm in details as to origin of wealth / company funding |
| Please describe | Please describe |

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 | Residential address |
| Telephone no. | Telephone no. |
| Mobile no. | Mobile no. |
| Email Address | Email address |
| No. of shares to be held | No. of shares to be held |

Source of fund and wealth of shareholder (2)

|  |  |
| --- | --- |
| [ ]  | Salary / Employment Income – please confirm occupation, industry and employer (incl. company website). |
| Please describe | Please describe |

|  |  |
| --- | --- |
| [ ]  | Investment Income – please confirm nature or type of investment and countries where investments are made. |
| Please describe | Please describe |

|  |  |
| --- | --- |
| [ ]  | Inheritance / Family Wealth – please provide details on how funds inherited were derived prior to inheritance. |
| Please describe | Please describe |

|  |  |
| --- | --- |
| [ ]  | Others – please confirm in details as to origin of wealth / company funding |
| Please describe | Please describe |

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 of each director of the company

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 | Residential address |
| Telephone no. | Telephone no. |
| Mobile no. | Mobile no. |
| Email Address | 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 | Residential address |
| Telephone no. | Telephone no. |
| Mobile no. | Mobile no. |
| Email Address | 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 of each beneficiary owner of the company

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 | Residential address |
| Telephone no. | Telephone no. |
| Mobile no. | Mobile no. |
| Email Address | Email address |
| No. of shares to be held | No. of shares to be held |

Source of fund and wealth of beneficiary owner (1)

|  |  |
| --- | --- |
| [ ]  | Salary / Employment Income – please confirm occupation, industry and employer (incl. company website). |
| Please describe | Please describe |

|  |  |
| --- | --- |
| [ ]  | Investment Income – please confirm nature or type of investment and countries where investments are made. |
| Please describe | Please describe |

|  |  |
| --- | --- |
| [ ]  | Inheritance / Family Wealth – please provide details on how funds inherited were derived prior to inheritance. |
| Please describe | Please describe |

|  |  |
| --- | --- |
| [ ]  | Others – please confirm in details as to origin of wealth / company funding |
| Please describe | Please describe |

Beneficiary owner (2)

If the beneficiary owner (2) is the same shareholder (2) (please insert the full name of the shareholder 2], then the particulars of beneficiary owner (2) 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 | Residential address |
| Telephone no. | Telephone no. |
| Mobile no. | Mobile no. |
| Email Address | Email address |
| No. of shares to be held | No. of shares to be held |

Source of fund and wealth of beneficiary owner (1)

|  |  |
| --- | --- |
| [ ]  | Salary / Employment Income – please confirm occupation, industry and employer (incl. company website). |
| Please describe | Please describe |

|  |  |
| --- | --- |
| [ ]  | Investment Income – please confirm nature or type of investment and countries where investments are made. |
| Please describe | Please describe |

|  |  |
| --- | --- |
| [ ]  | Inheritance / Family Wealth – please provide details on how funds inherited were derived prior to inheritance. |
| Please describe | Please describe |

|  |  |
| --- | --- |
| [ ]  | Others – please confirm in details as to origin of wealth / company funding |
| Please describe | Please describe |

Documents required for bank account opening

1. Check list for newly incorporated company :( less than 1 year)

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Description | check | Remarks |
| 1 | Certificate of Incorporation |[ ]  Provided by MA Group or by client |
| 2 | Business Registration Certificate |[ ]  Provided by MA Group or by client |
| 3 | Incorporation Form (NNC1) |[ ]  Provided by MA Group or by client |
| 4 | Memorandum & Article of Association |[ ]  Provided by MA Group or by client |
| 5 | Business Proof1. Sale Confirmation (signed)
2. Purchase Order (signed)
3. Invoice (signed)
4. Bill of Lading or AWB
5. Email
6. Others – please specify
7. Income Proof of each shareholder
 | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | Provided by clients Provided by clientsProvided by clientsProvided by clientsIf you cannot provide the above items (1) to (4) etc. then please at least to provide the emails communication with potential buyer or supplier. Drafted contract / quotation with the customers[Others – please specify]Latest 6-12 months personal account statementLatest Tax Demand Notes / employment letter |

1. Check list for incorporated company :( more than 1 year)

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Description | check | Remarks |
| 1 | Certificate of Incorporation |[ ]  Provided by MA Group or by client |
| 2 | Business Registration Certificate |[ ]  Provided by MA Group or by client |
| 3 | Incorporation Form (NNC1) |[ ]  Provided by MA Group or by client |
| 4 | Memorandum & Article of Association |[ ]  Provided by MA Group or by client |
| 5 | Business Proof1. Sale Confirmation (signed)
2. Purchase Order (signed)
3. Invoice (signed)
4. Bill of Lading or AWB
5. Bank Statements
6. Audit Report
7. Annual Return
8. Any statutory documents filed after the annual return
9. Email
10. Others – please specify
11. Income proof of each shareholder
 | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | Provided by clients Provided by clientsProvided by clientsProvided by clientsProvided by clientsProvided by clientsProvided by MA Group or by clientProvided by MA Group or by clientIf you cannot provide the above items (1) to (8) etc. then please at least to provide the emails communication with potential buyer or supplier. Drafted contract / quotation with the customers[Others – please specify]Latest 6-12 months personal account statementLatest Tax Demand Notes / employment letter |

1. Check list for related companies running by the same applicants (can be overseas or Hong Kong Companies)

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Description | check | Remarks |
| 1 | Company name of the related company which is running by the same shareholder of the Hong Kong Company |[ ]  Company name |
| 2 | Any statutory documents showing the shareholders are the same shareholders of your Hong Kong company |[ ]  Provided by clients |
| 3 | Certificate of Incorporation |[ ]  Provided by clients |
| 4 | Business Registration Certificate |[ ]  Provided by clients |
| 5 | Incorporation Form (NNC1) for Hong Kong company only |[ ]  Provided by clients |
| 6 | Memorandum & Article of Association |[ ]  Provided by clients |
| 7 | Business Proof1. Sale Confirmation (signed)
2. Purchase Order (signed)
3. Invoice (signed)
4. Bill of Lading or AWB
5. Bank Statements
6. Audit Report
7. Email
8. Others – please specify
9. Income Proof of each shareholder
 | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | Must requireMust requireMust requireMust requireMust requireIf anyYou are also required to provide the emails between you and your buyers and/or your suppliers and/or trade partners. The contents of email should include the order enquiry, price negotiation, shipment arrangement etc. Those emails would be considered as one of evidence of business proof.[Others – please specify]Latest 6-12 months personal account statementLatest Tax Demand Notes / employment letter  |

Important Notes:-

1. Most of the leading banks in Hong Kong would conduct a very tough due diligence to the applicants. The banks impose a lot of measurement to prevent from money laundering, terrorism financing and tax evasion. The banks require a lot of information and documents to identify the applicants are the real businessmen and the background of each shareholder, ultimate beneficiary owner, director is acceptable to the banks requirement.
2. We understand the applicants may not able to provide all the information and/or documents required by the banks. So we may assist our clients to provide the very basic information and/or documents to the banks for initial review.
3. The banks may request further information and/or supporting documents for the purpose of bank account opening
4. We, Metopro Associates Limited, can provide the certified true copies of company documents of Hong Kong company whereas our clients must provide all the following supporting documents including but not limited to:-
5. Business Proof (please refer to the above documents required for bank account opening).
6. Email (please refer to the above documents required for bank account opening)
7. The documents of the related companies (please refer to the above documents required for bank account opening) which are running by the overseas clients
8. The latest passport copy and the residential address proof of each shareholder, ultimate beneficiary owner, director
9. The bank statements (income proof) of each shareholder, ultimate beneficiary owners, director
10. The above said supporting documents are the general guidelines required by the main leading banks in Hong Kong. Each specific bank may require further documents and/or information, the requirement of banks are subject to change from time to time and without prior notice.
11. All the supporting documents are provided in English or Chinese version. We try to submit the documents which are briefly translated by the director first. If the banks reject the documents. Then the clients are required to translate those documents in English version by the qualified translator and may be certified by the local Notary Public or Certified Public upon request by the banks.