

In compliance 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 following form and provide the latest passport copy/HKID, residential address proof accordingly.

Company Status as at

Company Name	
Date of Incorporation	
Business Registration Certificate no.	
Certificate of Incorporation no.	
Registered Capital	
No. of ordinary share	Nos.

Particulars of Shareholder (1)

Surname (family name)	
Other name	
Name in Chinese	
HKID/Passport no. (please provide the copy)	
Date of Birth	
Nationality	
Tax Residency (if known)	
Residential address (please provide the copy)	
Telephone no.	
Email address	
No. of shares to be held	Nos.

Particulars of Shareholder (2)

Surname (family name)	
Other name	
Name in Chinese	
HKID/Passport no. (please provide the copy)	
Date of Birth	
Nationality	
Tax Residency (if known)	
Residential address (please provide the copy)	
Telephone no.	
Email address	
No. of shares to be held	Nos.

Particulars of Shareholder (3)

Surname (family name)	
Other name	
Name in Chinese	
HKID/Passport no. (please provide the copy)	
Date of Birth	
Nationality	
Tax Residency (if known)	
Residential address (please provide the copy)	
Telephone no.	
Email address	
No. of shares to be held	Nos.

Particulars of Director (1)

Surname (family name)	
Other name	
Name in Chinese	
HKID/Passport no. (please provide the copy)	
Date of Birth	
Nationality	
Tax Residency (if known)	
Residential address (please provide the copy)	
Telephone no.	
Email address	

Particulars of Director (2)

Surname (family name)	
Other name	
Name in Chinese	
HKID/Passport no. (please provide the copy)	
Date of Birth	
Nationality	
Tax Residency (if known)	
Residential address (please provide the copy)	
Telephone no.	
Email address	

Particulars of Director (3)

Surname (family name)	
Other name	
Name in Chinese	
HKID/Passport no. (please provide the copy)	
Date of Birth	
Nationality	
Tax Residency (if known)	
Residential address (please provide the copy)	
Telephone no.	
Email address	

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 services to us if I/we do not provide the said information and documents to the service provider timely.

Signed by

Title:

Date:

Remarks:

Please still complete the latest passport number even though you cannot provide the passport copy at this moment.

Please still complete the latest residential address even though you cannot provide the copy of residential address proof at this moment.

Without the above information / documents (to be provided in a later stage - if any), we are not able to update the Significant Controllers Registers (SCR) and/or filing the upcoming Annual Return.

It is a statutory requirement for providing SCR and filing the Annual Return with the latest status of the Company.

Our clients are required to inform Metopro Associates Limited (service provider) immediately if the particulars of each director, shareholder are changed. The particulars are including but not limited to change of passport, residential address etc.