

DOCUMENT CHECKLIST – CORPORATE ACCOUNT (LIMITED COMPANY)
文件核對清單 - 公司帳戶 (有限公司)

Please complete and sign the following documents 請填寫及簽署以下文件	
A	Account Opening Form (Corporate Account) 開戶表格(公司帳戶)
B	Entity Self-Certification Form (FATCA and CRS), Self-Certification (Controlling Person) 實體自我證明表格 (海外帳戶稅收合規法案及共同匯報標準) , 自我證明表格 (控權人)
C	Form W-8-BEN-E W-8-BEN-E 表格
D	Client Risk Profile Questionnaire (For Corporate Account) 客戶風險取向問卷(只供公司帳戶)
E	Letter of Personal Guarantee 個人擔保書

Please provide the following supporting documents that have been certified as true copies of the originals by a certified public accountant or lawyer* 請提供以下經執業會計師或律師核證為真確副本的證明文件*			
	Required supporting documents 所須證明文件	Company incorporated in Hong Kong 香港成立公司	Company incorporated in overseas 海外成立公司
1	Board Resolution that approved of opening a trading account with Suntek Financial Investment Company Limited with a list of Authorized Traders and Signatories). 董事會決議案批准於三泰富金融投資有限公司開立交易帳戶，並附上獲授權交易和簽署人士的名單	✓	✓
2	Director's Certification and Declaration on Ownership Chart that shown information such as Intermediate and Ultimate Beneficial Owners, % of Shareholding and Country of Incorporation 董事認證及確認的架構圖以顯示所有中介控股公司及最終實益擁有人的名稱、股權份數及註冊國家	✓	✓
3	Certificate of Incorporation or equivalent document 公司註冊證明書或等同文件	✓	✓
4	Memorandum & Articles of Association or equivalent document 組織章程大綱及細則或等同文件	✓	✓
5	Valid Business Registration Certificate 有效商業登記證	✓	✓
6	Address Proof of Business Address (issued within the last 3 months) 業務地址的地址證明 (最近 3 個月內發出)	✓	✓
7	Latest Annual Return 最近期之週年申報表	✓	
8	Latest Notification of Change and Secretary and Director (Appointment/Cessation) 最近期之更改公司秘書及董事通知書(委任/停任)	✓	
9	Register of Members and Register of Directors 董事委任名冊及股東名冊		✓
10	Certificate of Incumbency (issued within the last 6 months) 職權證明書 (最近 6 個月內發出)		✓
11	The most recently audited financial statements 最近期經審核年度財務報表	✓	✓
12	Proof of Bank Account as indicated in Section F of the Account Opening Form 於開戶表格 F 部分中所顯示的銀行帳戶證明	✓	✓
13	Identity Card or Passport of (a) ALL Authorized Persons, (b) ALL Directors, (c) Shareholders with no less than 25% of shareholdings, (d) ALL Ultimate Beneficial Owner(s), (e) ALL person(s) who ultimately benefiting from the transactions and bearing risks of the account and (f) ALL Person(s) ultimately responsible for originating instructions of the account (a) 所有獲授權人仕、(b) 所有董事、(c) 擁有不少於 25% 的股本的股東、(d) 所有帳戶的最終實益擁有人、(e) 所有帳戶的最終受益於交易及承擔風險人仕及(f) 所有帳戶的最終負責發出指示的人仕	✓	✓
14	Residential Address Proof of ALL Directors (issued within the last 3 months) 所有董事之住宅地址證明 (最近 3 個月內發出)	✓	✓

*** Please note 請注意**

- (i) The certified public accountant or the lawyer must sign and date the copy of supporting documents (Please print his full name clearly in block letter underneath, Membership No. and clearly indicate his/her position or capacity on it) and must state that it is a true copy of the original (or words to similar effect).
執業會計師或律師必須在證明文件複本上簽署並寫上日期 (請以大楷清楚列示其姓名、會員號碼並清楚註明其職位或身分)，以及必須註明該文件複本為正本文件的真確複本 (或具類似效力的字詞)。
- (ii) Suntek Financial Investment Company Limited reserves the right to request additional supporting documents at any time.
三泰富金融投資有限公司保留權利在其認為適當的情況下，要求客戶提供額外證明文件以作開戶之用。
- (iii) Should you have any enquiries on the account opening procedures, please do not hesitate to contact us at (852) 2322 6699.
如對開戶程序有任何疑問，敬請致電 (852) 2322 6699 與本公司聯絡。