

## 開戶文件清單 - 香港註冊公司

- ✓ 所有提交本行的文件副本必須經由本行職員或本行接受的執業會計師/律師簽署確認為“正本文件的真確副本”。
- ✓ 個人住址證明：最近三個月內發出的公用事務賬單(包括水、電、煤氣等)或銀行結單等。
- ✓ 如有需要，本行會要求客戶及/或有關人士提供其他開戶資料及文件。

### 第一部、客戶需填寫並簽署的文件

1.	公司開戶申請表	正本，並且需要公司法定人數的董事及所有授權簽字人在本行客戶經理見證下簽署
2.	海外賬戶納稅法案(FATCA)身份聲明書/IRS W-8BEN-E表格及同意書	正本
3.	FATCA - IRS W9(如適用)	正本
4.	通用報告準則(CRS)自我證明表格 - 實體	正本
5.	通用報告準則(CRS)自我證明表格 - 控權人(如適用)	正本

### 第二部、公司文件

1.	公司註冊證書 - CI	真確副本
2.	商業登記證 - BR	真確副本
3.	公司章程 - M & A	真確副本
4.	最終管理人聲明書 - Declaration of Ultimate Controller	正本
5.	開戶公司股權架構圖(如公司屬於多層架構)	正本
6.	持開戶公司25%以上股份的中層股東公司文件(如適用)	真確副本

### 第三部、個人文件

1.	開戶公司最終實益擁有人(直接或間接持有開戶公司25%以上股份)	身份證明	真確副本
		住址證明	
2.	開戶公司至少一位董事	身份證明	真確副本
3.	開戶公司所有授權簽字人	身份證明	真確副本
4.	開戶公司所有網銀系統管理員(如適用)	身份證明	真確副本

根據香港本地監管要求及招商銀行香港分行公司帳戶管理安排，客戶公司需滿足有關帳戶管理要求(包括但不限於日均存款要求、交易合規要求等)，若未能滿足有關要求，則公司帳戶運作將可能受到影響，亦有可能被結束帳戶。

## 開戶文件清單 - 海外註冊公司

- ✓ 所有提交本行的文件副本必須經由本行職員或本行接受的執業會計師/律師簽署確認為“正本文件的真確副本”。
- ✓ 個人住址證明：最近三個月內發出的公用事務賬單(包括水、電、煤氣等)或銀行結單等。
- ✓ 如有需要，本行會要求客戶及/或有關人士提供其他開戶資料及文件。

### 第一部、客戶需填寫並簽署的文件

1.	公司開戶申請表	正本，並且需要公司法定人數的董事及所有授權簽字人在本行客戶經理見證下簽署
2.	海外賬戶納稅法案(FATCA)身份聲明書/IRS W-8BEN-E表格及同意書	正本
3.	FATCA - IRS W9(如適用)	正本
4.	通用報告準則(CRS)自我證明表格 - 實體	正本
5.	通用報告準則(CRS)自我證明表格 - 控權人(如適用)	正本

### 第二部、公司文件

1.	職權證明書 - Certificate of Incumbency	真確副本，並且需要最近六個月由當地註冊代理人簽發
2.	公司註冊證書 - Certificate of Incorporation	真確副本
3.	存續證明書 - Certificate of Good Standing(如適用)	真確副本
4.	公司章程 - M & A	真確副本
5.	最終管理人聲明書 - Declaration of Ultimate Controller	正本
6.	開戶公司股權架構圖(如公司屬於多層架構)	正本
7.	持開戶公司25%以上股份的中層股東公司文件(如適用)	真確副本

### 第三部、個人文件

1.	開戶公司最終實益擁有人(直接或間接持有開戶公司25%以上股份)	身份證明	真確副本
		住址證明	
2.	開戶公司至少一位董事	身份證明	真確副本
3.	開戶公司所有授權簽字人	身份證明	真確副本
4.	開戶公司所有網銀系統管理員(如適用)	身份證明	真確副本

根據香港本地監管要求及招商銀行香港分行公司帳戶管理安排，客戶公司需滿足有關帳戶管理要求(包括但不限於日均存款要求、交易合規要求等)，若未能滿足有關要求，則公司帳戶運作將可能受到影響，亦有可能被結束帳戶。

## Account Opening Documents Checklist – Company Registered In HK

- ✓ Certified True Copy: the documents must be certified as true copies by CMB Staff or a lawyer/CPA acceptable to the bank.
- ✓ Residential address proof: a recent utility bill or bank statement issued within the last 3 months.
- ✓ The bank may request you and/or relevant person to provide further documents when necessary.

### Part A: Forms to be completed and signed

1.	Corporate Account Application Form	Original, Signing by sufficient quorum of director(s) and all authorized account signatories, shall be witnessed by CMB staff
2.	FATCA self-declaration or IRS W-8BEN-E form and Consent Confirmation	Original
3.	FATCA – IRS W9 (If Applicable)	Original
4.	CRS Self – Certification Form – Entity	Original
5.	CRS Self – Certification Form – Controlling Person (If Applicable)	Original

### Part B: Company Documents

1.	Certificate of Incorporation – CI	Certified True Copy
2.	Business Registration – BR	Certified True Copy
3.	Memorandum and Articles of Association – M&A	Certified True Copy
4.	Declaration of Ultimate Controller	Original
5.	Organization Chart (for company structure with multiple layers)	Original
6.	Company documents of each company holding 25% or above shares (If Applicable)	Certified True Copy

### Part C: Individual Documents

1.	Ultimate Beneficial Owner (holding 25% or above shares or voting rights)	ID / Passport	Certified True Copy
		Residential address proof	
2.	At least one director	ID / Passport	Certified True Copy
3.	All Authorized Signatories	ID / Passport	Certified True Copy
4.	All Corporate Internet Banking System Administrators (If Applicable)	ID / Passport	Certified True Copy

According to local regulatory requirements in Hong Kong and the corporate account management arrangement of China Merchants Bank Hong Kong Branch, the client company needs to meet the relevant account management requirements (including but not limited to average daily deposit requirements, transaction compliance requirements, etc.). If the relevant requirements are not met, the operation of the company's account may be affected and the account may be closed.

## Account Opening Documents Checklist – Company Registered Overseas

- ✓ Certified True Copy: the documents must be certified as true copies by CMB Staff or a lawyer/CPA acceptable to the bank.
- ✓ Residential address proof: a recent utility bill or bank statement issued within the last 3 months.
- ✓ The bank may request you and/or relevant person to provide further documents when necessary.

### Part A: Forms to be completed and signed

1.	Corporate Account Application Form	Original, Signing by sufficient quorum of director(s) and all authorized account signatories, shall be witnessed by CMB staff
2.	FATCA self-declaration or IRS W-8BEN-E form and Consent Confirmation	Original
3.	FATCA – IRS W9 (If Applicable)	Original
4.	CRS Self – Certification Form – Entity	Original
5.	CRS Self – Certification Form – Controlling Person (If Applicable)	Original

### Part B: Company Documents

1.	Certificate of Incumbency	Certified True Copy, Issued within 6 months by registered agency
2.	Certificate of Incorporation – CI	Certified True Copy
3.	Certificate of Good Standing (If Applicable)	Certified True Copy
4.	Memorandum and Articles of Association – M&A	Certified True Copy
5.	Organization Chart (for company structure with multiple layers)	Original
6.	Company documents of each company holding 25% or above shares (If Applicable)	Certified True Copy
7.	Organization Chart & Declaration of Ultimate Beneficial Owners (for company structure with multiple layers)	Original, Signing by director(s), shall be witnessed by CMB staff

### Part C: Individual Documents

1.	Ultimate Beneficial Owner (holding 25% or above shares or voting rights)	ID / Passport	Certified True Copy
		Residential address proof	
2.	At least one director	ID / Passport	Certified True Copy
3.	All Authorized Signatories	ID / Passport	Certified True Copy
4.	All Corporate Internet Banking System Administrators (If Applicable)	ID / Passport	Certified True Copy

According to local regulatory requirements in Hong Kong and the corporate account management arrangement of China Merchants Bank Hong Kong Branch, the client company needs to meet the relevant account management requirements (including but not limited to average daily deposit requirements, transaction compliance requirements, etc.). If the relevant requirements are not met, the operation of the company's account may be affected and the account may be closed.