

Documents Required for Citibank Company Account Opening

開立花旗銀行公司戶口所需文件

Sole Proprietorship 獨資經營	Partnership 合夥經營	Private Limited Company (Operating) 私人有限公司 (經營業務)
<p>Valid Business Registration Certificate/ Business License (or comparable document)* 有效商業登記證 / 營業執照 (或相應文件)</p> <p>Business Operating Proof ⁴ (only required if Site Visit is not conducted by Citibank staff) 公司營運證明⁴ (如花旗銀行職員未作實地視察則需提供)</p> <p>Identification Proof ² for 身份證明文件²</p> <ul style="list-style-type: none"> - Sole Proprietor 獨資經營者 - All Authorized Signers 所有授權簽署人 <p>US Tax related Document: Form W-9 for US Person 美國稅務文件: 美國人士需填寫W-9 表格</p>	<p>Provide the documents that can prove your company name, legal form, current existence and powers that regulate and bind the legal person. 提供所需文件以核實法人的名稱, 法定形式, 現存的證明及規管和約束該法人的權力</p> <p>Examples of documents: 文件例子包括</p> <p>Hong Kong incorporated or registered partnership: 於香港成立或註冊之合夥經營</p> <ul style="list-style-type: none"> - Partnership Agreement / Deed (or comparable document)* 合夥協議書/ 契約 (或相應文件)* <p>Non-Hong Kong incorporated or registered partnership: 非香港成立或註冊之合夥經營</p> <ul style="list-style-type: none"> - Certificate of incumbency (within 6 months) / Certificate of good standing (within 6 months)/ current record of registration* 公司註冊證書 (發出日期為戶口申請前6個月內) / 公司連續註冊證書 (發出日期為戶口申請前6個月內) / 現有註冊記錄* <p>AND 及</p> <ul style="list-style-type: none"> - Partnership Agreement / Deed (or comparable document)* 合夥協議書/ 契約 (或相應文件)* <p>Ownership & Management Structure 合夥擁有權及管理層架構</p> <p>List of all partners (despite % ownership in the partnership) 所有合夥人的名單 (不論持股數量)</p> <p>Declaration on existence of Managing Partners* 現有執行合夥人聲明</p> <p>Power of Attorney/ Letter of Appointment supported by a Board Resolution or equivalent. 律師授權書/ 由董事會決議書認可之聘書</p> <p>Business Operating Proof ⁴ (only required if Site Visit is not conducted by Citibank staff) 公司營運證明⁴ (如花旗銀行職員未作實地視察則須提供)</p> <p>US Tax related Document⁵ (e.g.: W-8IMY/W-9) 美國稅務文件⁵ (例如: W-8IMY/W-9)</p> <p>Identification Proof ² for 身份證明文件²</p> <ul style="list-style-type: none"> - Managing Partners 執行合夥人 - Other Partners (> 25% share of capital / profit / voting right) 其他合夥人 (如持股 / 利潤分配 / 表決權多於25%) - All Authorized Signers 所有授權簽署人 <p>US Tax related Document: Form W-9 for US Person 美國稅務文件: 美國人士需填寫W-9 表格</p>	<p>Provide the documents that can prove your company name, legal form, current existence and powers that regulate and bind the legal person. 提供所需文件以核實法人的名稱, 法定形式, 現存的證明及規管和約束該法人的權力</p> <p>Examples of documents: 文件例子包括</p> <p>Hong Kong incorporated or registered companies: 於香港成立或註冊之公司</p> <ul style="list-style-type: none"> - Memorandum & Articles of Association / Articles of Association and amending resolution* 公司組織章程大綱及細則/ 組織章程細則及任何在修訂中的決議* <p>Non-Hong Kong incorporated or registered companies: 非香港成立或註冊之公司</p> <ul style="list-style-type: none"> - Certificate of incumbency (within 6 months) / Certificate of good standing (within 6 months)/ current record of registration* 公司註冊證書 (發出日期為戶口申請前6個月內) / 公司連續註冊證書 (發出日期為戶口申請前6個月內) / 現有註冊記錄* <p>AND 及</p> <ul style="list-style-type: none"> - Memorandum & Articles of Association / Articles of Association and amending resolution / Constitutional document* 公司組織章程大綱及細則/ 組織章程細則及任何在修訂中的決議/ 公司章程文件* <p>For companies with more than 1 layer: Ownership Chart ³ showing the chain of ownership to the individual ultimate beneficial owner(s) holding ≥ 10% ownership interest 多於一層之公司股東所組成的公司須提供股權結構圖³以顯示持股相等或多於10%之個別最終實益擁有人</p> <p>Declaration on existence of significant controller* 現有重要控制人聲明*</p> <p>If there is no individual beneficial owner holding > 25% ownership interest in the company and there is no significant controller, please provide the names of senior managing official. 如沒有個別實益擁有人持股多於25%及沒有重要控制人, 請提供所有高級管理人員的名稱</p> <p>Names of all directors 所有董事的名單</p> <p>Board Resolution or equivalent document. 董事會決議書/ 由董事會決議書認可之聘書</p> <p>Business Operating Proof ⁴ (only required if Site Visit is not conducted by Citibank staff) 公司營運證明⁴ (如花旗銀行職員未作實地視察則須提供)</p> <p>US Tax related Document⁵ (e.g.: Citibank FATCA Entity Self Certification, W-8BEN-E / W-9) 美國稅務文件⁵ (例如: 花旗銀行海外帳戶稅務合規法案公司自我聲明書, W-8BEN-E / W-9)</p> <p>Identification Proof ² for 身份證明文件²</p> <ul style="list-style-type: none"> - Beneficial Owners (> 25% control or ownership) 實益擁有人 (持股或控制權多於25%) - Significant Controller (if any) 重要控制人 (如有) - Senior managing official (when applicable) 高級管理人員 (如適用) - All Authorized Signers 所有授權簽署人

Remarks 備註：

*Original documents need to be verified by Citibank staff or a suitable certifier – e.g. registered lawyer, notary public, chartered secretary, certified public accountant etc..
正本文件須提供予本行職員或適合的證明人(例如註冊律師、國際公證人、特許秘書、註冊會計師等)作驗證之用。

1. A person is defined as a Significant Controller if one or more of the following 5 conditions are met:

某人如符合下述5個條件中的1個或以上條件，即對公司有重大控制權：

- (a) **The person holds, directly or indirectly, more than 25% of the issued shares in the company or, if the company does not have a share capital, the person holds, directly or indirectly, a right to share in more than 25% of the capital or profits of the company;**
該人直接或間接持有該公司25%以上的已發行股份；或如該公司沒有股本，該人直接或間接持有分攤該公司25%以上的資本或分享該公司25%以上的利潤的權利；
- (b) **The person holds, directly or indirectly, more than 25% of the voting rights of the company;**
該人直接或間接持有該公司25%以上的表決權；
- (c) **The person holds, directly or indirectly, the right to appoint or remove a majority of the board of directors of the company;**
該人直接或間接持有委任或罷免該公司董事局的過半數董事的權利；
- (d) **The person has the right to exercise, or actually exercises, significant influence or control over the company;**
該人有權利或實際上對該公司發揮或行使重大影響力或控制；
- (e) **The person has the right to exercise, or actually exercises, significant influence or control over the activities of a trust or a firm that is not a legal person, but whose trustees or members satisfy any of the first four conditions in relation to the company.**
該人有權利或實際上對某信託或商號的活動發揮或行使重大影響力或控制，而該信託或商號並不是法人，但該信託的受託人或商號的成員，就該公司而言符合首4個條件中的任何1個條件。

2. Example of Identification proof including Hong Kong or Macau Identity Card or other national identity card or Valid Travel Document (e.g. Passport) etc.

身份證明文件例子包括香港/澳門居民身份證/其他國家的身份證或有效旅遊證件(如護照)等

3. The ownership chart should include, at a minimum, each company's name and place of incorporation, and provide the rationale for applying the complex structure.

股權結構圖需最少包括各層公司的名稱及註冊地，並提供採用結構複雜架構的理由。

4. Examples of Business Operating Proof: Sales Invoice / Purchase Order / Sales Agreement / Tenancy Agreement (for retail shop) etc.

公司營運證明例子：銷售發票/採購訂單/銷售協議/租賃協議(零售商店)等。

5. Please contact our staff for details of US tax related documents required for your company.

請向本行職員查詢個別公司須提供之美國稅務文件。

6. The Bank will conduct a preliminary review of the information and document submitted and may further request you to provide more account opening details and documents when necessary. Failure to provide the requested documents or information may result in your application being rejected or delayed. Account opening is subject to the Bank's approval.

本行將對提交的資料及文件作初步審查，如有需要，本行會要求客戶提供其他開戶資料及文件。如客戶未能提供有關之資料或文件，開戶申請可能被拒絕或延誤。開戶申請需經銀行內部審批。