



ACCOUNT OPENING REQUIRED DOCUMENTS CHECKLIST

开户所需文件明细表

Please select the appropriate account application form for download (Website: <http://www.alpenbaruch.com/download>). For further information, you may send your enquiry to the following email address: cs@alpenbaruch.com.

请在网站下载相应的申请表 (网址: <http://www.alpenbaruch.com/download>)。欲获取更多信息, 可以发送您的须求至以下邮箱地址: cs@alpenbaruch.com

Personal or Joint Account 个人及联名帐户所需文件

- (1) Duly Completed Account Opening Form
已填好的开户表格
- (2) A copy of valid passport (Page containing photo, name, personal details)
有效的护照 (内页包含照片、姓名、个人详细资料)
- (3) A copy of recent Tax Return or Salary Proof or Business Card
最近报税表、薪金证明副本或公司名片
- (4) Recent Address Proof (original or copy of utility bill, bank statement or credit card statement acceptable. P.O. Box is not accepted)
住址证明 (正本或副本的可接受之水电费账单、银行月结单或信用卡账单, 但不接受邮政信箱)

Corporate Account 公司帐户所需文件

- (1) Duly Completed Account Opening Form
已填好的开户表格
- (2) Copy of Certificate of Incorporation
公司注册证副本
- (3) Copy of Business Registration
商业登记证副本
- (4) Copy of the Memorandum of Articles & Association
组织章程大纲及章程细则副本
- (5) Resolution of Board of Director for opening bank account with Alpen Baruch
董事或管理层之银行开户决议
- (6) List of Directors/Shareholders & their passport copies (For significant shareholders more than 10% shareholding, address proof should be provided).
董事/股东名单及其护照副本 (如持有超过 10% 或以上的主要股东, 亦须提供其住址证明)
- (7) Company Recent Address Proof (original or copy of utility bill, bank statement or credit card statement acceptable but no P.O. Box)
公司地址证明 (正本或副本的可接受之水电费账单、银行月结单或信用卡账单, 但不接受邮政信箱)
- (8) Power of Attorney granted to Managers and Officers (if any)
予管理层级别的授权委托书 (如有)
- (9) Invoices or transaction records related the nature of business
过往的有业务性质的发票或交易纪录证明
- (10) Documents, contracts or agreements evidencing bulk transactions in the future with major business partners
有关未来与生意伙伴大额及频繁的交易买卖合同或合约文件



In some case, we would request additional documents, including 如有必要时，银行有机会要求阁下提供更多其他文件，包括如下：

- A copy of recent Audited Financial Statements
最近经审计的财务报表副本
- A copy of recent Tax Returns
最近报税表副本
- Partnership Deed or documents of similar effect
合伙契约或有关合约文件
- Investment authorised License
授权投资准许牌照

Important Notes 注意事项：

- If certified documents are not in English or Chinese, an English or Chinese translation of the same should be provided.
如所须文件不是英文或中文，须提供相同的英文或中文翻译本。
- Beneficial Owners in relation to a partnership (if fulfills any of the following criteria): means an individual who, 实益拥有人与合伙人关系（如果满足以下任何条件），该人是指：
 - is entitled to or controls, directly or indirectly, any share of the capital or profits of the partnership; or
有权直接或间接控制任何公司股份资本的合伙人，或
 - is directly or indirectly, entitled to exercise or control
直接或间接地，有权行使或控制行使合伙人的投票权，或
- The exercise of the voting rights in the partnership; or
行使公司最终管理权，或
 - If the partnership is acting on behalf of another person, means the other person.
如该合伙人代表另一人行事，该另外一人指。
- The bank may request you to provide further account opening details and documents when necessary.
银行必要时可能会要求您提供进一步开户的资料及文件。

The Bank reserves the right to decline any account opening request without providing any reason and application fee is non-refundable.

本行保留权利拒绝任何开户要求，亦无须提供任何理由和不退还有关申请费用

Should you have any inquiries, please don't hesitate to contact our Branch Manager at (678) 26105.

如果您有任何疑问，请致电本分行经理 (678) 26105