

## Non-Personal Customers – Form to Add/Delete/Change the Details of Relevant Persons Filling Guide



**恒生銀行**  
HANG SENG BANK

非私人客戶-新增/刪除/更改有關人士之資料表格



### Non-Personal Customers – Form to Add/Delete/Change the Details of Relevant Persons

致：恒生銀行有限公司（恒生）  
To: Hang Seng Bank Limited (the "Hang Seng")

請以正楷填寫，在適當方格內加上“√”，並在未使用之欄位劃上橫線。填妥表格後交回本行任何一間商務理財中心；或任何一間分行。  
Please complete in BLOCK LETTERS, "√" where appropriate and cross out any unused box(es). Please return the completed form to any of our Business Banking Centres or any of our branches.

如有其他疑問，請致電「商伴同恒」服務專線2198 8000。  
For further enquiries, please contact our Business Partner Direct on 2198 8000.

適用於：

Applicable to:

- 根據公司條例(第622章)成立的股份有限公司  
Company limited by shares incorporated under the Companies Ordinance (Cap. 622)
  - 上市公司  
Listed company
  - 非上市公司  
Non-listed company
- 根據公司條例(第622章)成立的擔保有限公司  
Company limited by guarantee incorporated under the Companies Ordinance (Cap. 622)

Please select the applicable item(s)

下列各種組織(各稱為「組織」)，

The following organisations (each an "Organisation"),

- a. 根據社團條例(第151章)註冊或獲豁免註冊的社團；  
A society registered or exempted from registration under the Societies Ordinance (Cap. 151);
- b. 根據教育條例(第279章)註冊的學校校董會或法團校董會；  
A management committee or an incorporated management committee of a school registered under the Education Ordinance (Cap. 279);
- c. 根據建築物管理條例(第344章)註冊的業主立案法團；  
An owners' corporation registered under the Building Management Ordinance (Cap. 344);
- d. 根據香港童軍總會條例(第1005章)成立的香港童軍總會；或  
The Scout Association of Hong Kong incorporated under the Scout Association of Hong Kong Ordinance (Cap. 1005); or
- e. 其他  
Others: \_\_\_\_\_

Account Name and Number same as bank record  
(Details refer bank statement)

日期(日/月/年)     2 January 2025  
Date(DD/MM/YY)

戶口號碼  
Account Number E.g. 788-123456-883 or 788-1-123456

註冊號碼 E.g. CI 123456 or BR 12345678 or BVI 12345678  
Registration No.

戶口名稱  
Account Name     E.g. ABC Co Ltd

Same as the number shown in  
registration document

指示 Instruction:

新增以個人身份之有關人士，請填寫甲部；刪除以個人身份之有關人士，請填寫乙部；更改以個人身份之有關人士之資料，請填寫丙部；  
For adding new relevant persons (individuals), please complete Part A; For deleting relevant persons (individuals), please complete Part B; For changing details of relevant persons (individuals), please complete Part C.

新增以法人團體之有關人士，請填寫丁部；刪除以法人團體之有關人士，請填寫戊部；更改以法人團體之有關人士，請填寫己部。  
For adding new relevant persons (corporate), please complete Part D; For deleting relevant persons (corporate), please complete Part E; For changing details of relevant persons (corporate), please complete Part F

如新增之有關人士為授權簽署人，如屬個人身份，請另填BR65；如屬法人團體，請另填CAS02及BR65。

For adding new authorized signer(s) of individual relevant person, please also complete BR65. For adding new authorized signer(s) of corporate relevant person, please also complete BR65 and CAS02.

Please select the applicable item(s)

甲部 - 新增有關人士 (個人) Part A - New Relevant Persons (Individuals)

1. 新增有關人士 New Relevant Person	<input type="checkbox"/> 東主 (N) Sole Proprietor (N)	<input type="checkbox"/> 合夥人 (N) Partner (N)	<input type="checkbox"/> 董事 (T) Director (T)	<input type="checkbox"/> 授權簽署人 (Y) Authorised Signer (Y)
	<input type="checkbox"/> 授權持卡人 Authorised Card User	<input type="checkbox"/> 指定理財渠道使用者 Authorised Channel User	<input type="checkbox"/> 董事總經理 Managing Director	<input type="checkbox"/> 財產授予人 Settlor
	<input type="checkbox"/> 保護人 Protector	<input type="checkbox"/> 受托人 Trustee	<input type="checkbox"/> 主要管理人1 Key Controller 1	<input type="checkbox"/> 受任人2 Direct Appointee 2
(組織適用 Applicable for an Organisation)				
<input type="checkbox"/> 幹事 Office Bearer (職位 Title: _____)				
<input type="checkbox"/> 其他 Others				

Please select the applicable item(s) and provide the percentage

合夥人3, 現行主要股東3及實益擁有人4 (如適用) Partner3, Current Principal Shareholder(s)3, and Beneficial Owner4 (if applicable)	<input type="checkbox"/> 合夥人 Partner _____ %	<input type="checkbox"/> 主要股東 Principal Shareholder _____ %	<input type="checkbox"/> 實益擁有人 Beneficial Owner _____ %
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<input type="checkbox"/> 先生 Mr <input type="checkbox"/> 小姐 Miss <input type="checkbox"/> 太太 Mrs <input type="checkbox"/> 女士 Ms	英文全名 Full Name in English <b>E.g. Chan Tai Man (same as identification document)</b>
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中文全名 Full Name in Chinese <b>陳大文 (same as identification document)</b>	出生日期(日/月/年) Date of Birth(DD/MM/YYYY) <b>E.g. 25/07/1977</b>	出生國家/地區 Country/Territory of Birth <b>E.g. Hong Kong</b>
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身份證明文件種類 ID Document Type	<input type="checkbox"/> 香港身份證 HKID	<input type="checkbox"/> 護照 Passport	<input type="checkbox"/> 旅遊證件 Travel Document	<input type="checkbox"/> 其他 Others
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Please select the applicable item(s)

身份證明文件號碼 ID Document No.	<b>E.g. A123453(9) (same as identification document)</b>
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多重國籍 Multiple Nationality	<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No	國籍1 <sup>5</sup> Nationality1 <sup>5</sup>	<b>E.g. HKSAR / China (same as identification document)</b>
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國籍2 <sup>5</sup> Nationality2 <sup>5</sup>	<b>E.g. UK (Please fill in if Multiple Nationality is "Yes")</b>	國籍3 <sup>5</sup> Nationality3 <sup>5</sup>	<b>E.g. USA (Please fill in if Multiple Nationality is "Yes")</b>
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職業 Occupation	<b>E.g. Manager</b>
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聯絡電話 Telephone No.	住宅 (if any) Home	手提 (Please complete this field) Mobile No.	公司 (Please complete this field) Office
	傳真號碼 (if any) Fax No.	電郵地址 (Please complete this field) E-mail Address	

現時住址 <sup>6</sup> Current Residential Address <sup>6</sup>	<b>E.g. Room 901, King's Building, Java Road</b>		
地區 Territory	國家 Country	<b>Hong Kong</b>	

入住現時住址年期(月/年) Address Effective Date (MM/YY)	<b>E.g. 11/97</b>
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前址 (如現居於現時住址少於三年, 請註明之前住址) Previous Address (Please specify if length of residence at current residential address is less than 3 years) (Please complete this field if applicable)
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Please select the applicable item(s)

地區 Territory	國家 Country
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永久住址 <sup>6</sup> Permanent Residential Address <sup>6</sup>	<input type="checkbox"/> 同上現時住址相同 Same as Current Residential Address	<input type="checkbox"/> 其他地址, 請註明 Other Address, please specify
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地區 Territory	國家 Country
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2. 新增有關人士 New Relevant Person  (Filling guide same as item 1)	<input type="checkbox"/> 東主 (N) Sole Proprietor (N)	<input type="checkbox"/> 合夥人 (N) Partner (N)	<input type="checkbox"/> 董事 (T) Director (T)	<input type="checkbox"/> 授權簽署人 (Y) Authorised Signer (Y)
	<input type="checkbox"/> 授權持卡人 Authorised Card User	<input type="checkbox"/> 指定理財渠道使用者 Authorised Channel User	<input type="checkbox"/> 董事總經理 Managing Director	<input type="checkbox"/> 財產授予人 Settlor
	<input type="checkbox"/> 保護人 Protector	<input type="checkbox"/> 受托人 Trustee	<input type="checkbox"/> 主要管理人1 Key Controller 1	<input type="checkbox"/> 受任人2 Direct Appointee 2
(組織適用 Applicable for an Organisation)				
<input type="checkbox"/> 幹事 Office Bearer (職位 Title: _____)				
<input type="checkbox"/> 其他 Others				

合夥人3, 現行主要股東3及實益擁有人4 (如適用) Partner3, Current Principal Shareholder(s)3, and Beneficial Owner4 (if applicable)	<input type="checkbox"/> 合夥人 Partner _____ %	<input type="checkbox"/> 主要股東 Principal Shareholder _____ %	<input type="checkbox"/> 實益擁有人 Beneficial Owner _____ %
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<input type="checkbox"/> 先生 Mr <input type="checkbox"/> 小姐 Miss <input type="checkbox"/> 太太 Mrs <input type="checkbox"/> 女士 Ms	英文全名 Full Name in English
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中文全名 Full Name in Chinese	出生日期(日/月/年) Date of Birth(DD/MM/YYYY)	出生國家/地區 Country/Territory of Birth
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甲部 - 新增有關人士 (個人) (續) Part A - New Relevant Persons (Individuals) (Cont)				
身份證明文件種類 ID Document Type <input type="checkbox"/> 香港身份證 HKID <input type="checkbox"/> 護照 Passport <input type="checkbox"/> 旅遊證件 Travel Document <input type="checkbox"/> 其他 Others _____				
身份證明文件號碼 ID Document No. _____				
多重國籍 Multiple Nationality <input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No			國籍1 <sup>5</sup> Nationality1 <sup>5</sup> _____	
國籍2 <sup>5</sup> Nationality2 <sup>5</sup> _____			國籍3 <sup>5</sup> Nationality3 <sup>5</sup> _____	
職業 Occupation _____				
聯絡電話 Telephone No. _____		住宅 Home _____	手提 Mobile No. _____	公司 Office _____
		傳真號碼 Fax No. _____	電郵地址 E-mail Address _____	
現時住址 <sup>6</sup> Current Residential Address <sup>6</sup> _____ 地區 Territory _____ 國家 Country _____				
入住現時住址年期(月/年) Address Effective Date (MM/YY) _____				
前址(如現居於現時住址少於三年,請註明之前住址) Previous Address (Please specify if length of residence at current residential address is less than 3 years) _____ 地區 Territory _____ 國家 Country _____				
永久住址 <sup>6</sup> Permanent Residential Address <sup>6</sup> <input type="checkbox"/> 同上現時住址相同 Same as Current Residential Address <input type="checkbox"/> 其他地址,請註明 Other Address, please specify _____ 地區 Territory _____ 國家 Country _____				
<b>3. 新增有關人士</b> <b>New Relevant Person</b>  (Filling guide same as item 1)	<input type="checkbox"/> 東主 (N) Sole Proprietor (N)		<input type="checkbox"/> 合夥人 (N) Partner (N)	
	<input type="checkbox"/> 授權持卡人 Authorised Card User		<input type="checkbox"/> 指定理財渠道使用者 Authorised Channel User	
	<input type="checkbox"/> 保護人 Protector		<input type="checkbox"/> 受託人 Trustee	
	<input type="checkbox"/> 董事 (T) Director (T)		<input type="checkbox"/> 董事總經理 Managing Director	
		<input type="checkbox"/> 主要管理人員1 Key Controller 1		<input type="checkbox"/> 授權簽署人(Y) Authorised Signer (Y)
				<input type="checkbox"/> 財產授予人 Settlor
				<input type="checkbox"/> 受任人2 Direct Appointee 2
(組織適用 Applicable for an Organisation)				
<input type="checkbox"/> 幹事 Office Bearer (職位 Title: _____)				
<input type="checkbox"/> 其他 Others _____				
合夥人3, 現行主要股東3及實益擁有人4 (如適用) Partner3, Current Principal Shareholder(s)3, and Beneficial Owner4 (if applicable) <input type="checkbox"/> 合夥人 Partner _____ % <input type="checkbox"/> 主要股東 Principal Shareholder _____ % <input type="checkbox"/> 實益擁有人 Beneficial Owner _____ %				
<input type="checkbox"/> 先生 Mr <input type="checkbox"/> 小姐 Miss <input type="checkbox"/> 太太 Mrs <input type="checkbox"/> 女士 Ms		英文全名 Full Name in English _____		
中文全名 Full Name in Chinese _____		出生日期(日/月/年) Date of Birth(DD/MM/YYYY) _____		出生國家/地區 Country/Territory of Birth _____
身份證明文件種類 ID Document Type <input type="checkbox"/> 香港身份證 HKID <input type="checkbox"/> 護照 Passport <input type="checkbox"/> 旅遊證件 Travel Document <input type="checkbox"/> 其他 Others _____				
身份證明文件號碼 ID Document No. _____				
多重國籍 Multiple Nationality <input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No			國籍1 <sup>5</sup> Nationality1 <sup>5</sup> _____	
國籍2 <sup>5</sup> Nationality2 <sup>5</sup> _____			國籍3 <sup>5</sup> Nationality3 <sup>5</sup> _____	
職業 Occupation _____				
聯絡電話 Telephone No. _____		住宅 Home _____	手提 Mobile No. _____	公司 Office _____
		傳真號碼 Fax No. _____	電郵地址 E-mail Address _____	
現時住址 <sup>6</sup> Current Residential Address <sup>6</sup> _____ 地區 Territory _____ 國家 Country _____				

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甲部 - 新增有關人士 (個人) (續) Part A - New Relevant Persons (Individuals) (Cont)			
入住現時住址年期(月/年) Address Effective Date (MM/YY)			
前址(如現居於現時住址少於三年,請註明之前住址) Previous Address (Please specify if length of residence at current residential address is less than 3 years)			
地區 Territory		國家 Country	
永久住址 <sup>6</sup> Permanent Residential Address <sup>6</sup> <input type="checkbox"/> 同上現時住址相同 Same as Current Residential Address <input type="checkbox"/> 其他地址,請註明 Other Address, please specify			
地區 Territory		國家 Country	
<b>4. 新增有關人士</b> <b>New Relevant Person</b>  (Filling guide same as item 1)	<input type="checkbox"/> 東主 (N) Sole Proprietor (N)	<input type="checkbox"/> 合夥人 (N) Partner (N)	<input type="checkbox"/> 董事 (T) Director (T)
	<input type="checkbox"/> 授權持卡人 Authorised Card User	<input type="checkbox"/> 指定理財渠道使用者 Authorised Channel User	<input type="checkbox"/> 董事總經理 Managing Director
	<input type="checkbox"/> 保護人 Protector	<input type="checkbox"/> 受托人 Trustee	<input type="checkbox"/> 主要管理人1 Key Controller 1
	<input type="checkbox"/> 授權簽署人(Y) Authorised Signer (Y)		
<input type="checkbox"/> 財產授予人 Settlor			
<input type="checkbox"/> 受任人2 Direct Appointee 2			
(組織適用 Applicable for an Organisation)			
<input type="checkbox"/> 幹事 Office Bearer (職位 Title: _____)			
<input type="checkbox"/> 其他 Others _____			
合夥人 <sup>3</sup> , 現行主要股東 <sup>3</sup> 及實益擁有人 <sup>4</sup> (如適用) Partner <sup>3</sup> , Current Principal Shareholder(s) <sup>3</sup> , and Beneficial Owner <sup>4</sup> (if applicable)			
<input type="checkbox"/> 合夥人 Partner _____ %		<input type="checkbox"/> 主要股東 Principal Shareholder _____ %	
<input type="checkbox"/> 實益擁有人 Beneficial Owner _____ %			
<input type="checkbox"/> 先生 Mr		<input type="checkbox"/> 小 Miss	
<input type="checkbox"/> 太太 Mrs		<input type="checkbox"/> 女士 Ms	
英文全名 Full Name in English			
中文全名 Full Name in Chinese		出生日期(日/月/年) Date of Birth(DD/MM/YYYY)	
出生國家/地區 Country/Territory of Birth			
身份證明文件種類 ID Document Type			
<input type="checkbox"/> 香港身份證 HKID		<input type="checkbox"/> 護照 Passport	
<input type="checkbox"/> 旅遊證件 Travel Document		<input type="checkbox"/> 其他 Others _____	
身份證明文件號碼 ID Document No. _____			
多重國籍 Multiple Nationality		<input type="checkbox"/> 是 Yes	
<input type="checkbox"/> 否 No		國籍 <sup>1 5</sup> Nationality <sup>1 5</sup>	
國籍 <sup>2 5</sup> Nationality <sup>2 5</sup>		國籍 <sup>3 5</sup> Nationality <sup>3 5</sup>	
職業 Occupation			
聯絡電話 Telephone No.		住宅 Home	
手提 Mobile No.		公司 Office	
傳真號碼 Fax No.		電郵地址 E-mail Address	
現時住址 <sup>6</sup> Current Residential Address <sup>6</sup>			
地區 Territory		國家 Country	
入住現時住址年期(月/年) Address Effective Date (MM/YY)			
前址(如現居於現時住址少於三年,請註明之前住址) Previous Address (Please specify if length of residence at current residential address is less than 3 years)			
地區 Territory		國家 Country	
永久住址 <sup>6</sup> Permanent Residential Address <sup>6</sup> <input type="checkbox"/> 同上現時住址相同 Same as Current Residential Address <input type="checkbox"/> 其他地址,請註明 Other Address, please specify			
地區 Territory		國家 Country	

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甲部 - 新增有關人士 (個人) (續) Part A - New Relevant Persons (Individuals) (Cont)				
<b>5. 新增有關人士</b> <b>New Relevant Person</b>  (Filling guide same as item 1)	<input type="checkbox"/> 東主 (N) Sole Proprietor (N)	<input type="checkbox"/> 合夥人 (N) Partner (N)	<input type="checkbox"/> 董事 (T) Director (T)	
	<input type="checkbox"/> 授權持卡人 Authorised Card User	<input type="checkbox"/> 指定理財渠道使用者 Authorised Channel User	<input type="checkbox"/> 董事總經理 Managing Director	<input type="checkbox"/> 授權簽署人 (Y) Authorised Signer (Y)
	<input type="checkbox"/> 保護人 Protector	<input type="checkbox"/> 受托人 Trustee	<input type="checkbox"/> 主要管理人1 Key Controller 1	<input type="checkbox"/> 財產授予人 Settlor
	<input type="checkbox"/> 受任人2 Direct Appointee 2			
(組織適用 Applicable for an Organisation)				
	<input type="checkbox"/> 幹事 Office Bearer (職位 Title: _____)			
	<input type="checkbox"/> 其他 Others _____			
合夥人3, 現行主要股東3及實益擁有人4 (如適用) Partner3, Current Principal Shareholder(s)3, and Beneficial Owner4 (if applicable)				
<input type="checkbox"/> 合夥人 Partner _____ %		<input type="checkbox"/> 主要股東 Principal Shareholder _____ %		
		<input type="checkbox"/> 實益擁有人 Beneficial Owner _____ %		
<input type="checkbox"/> 先生 Mr	<input type="checkbox"/> 小姐 Miss	<input type="checkbox"/> 太太 Mrs	<input type="checkbox"/> 女士 Ms	
中文全名 Full Name in Chinese		英文全名 Full Name in English		
出生日期(日/月/年) Date of Birth (DD/MM/YYYY)		出生國家/地區 Country/Territory of Birth		
身份證明文件種類 ID Document Type				
<input type="checkbox"/> 香港身份證 HKID		<input type="checkbox"/> 護照 Passport		
		<input type="checkbox"/> 旅遊證件 Travel Document		
		<input type="checkbox"/> 其他 Others _____		
身份證明文件號碼 ID Document No. _____				
多重國籍 Multiple Nationality		<input type="checkbox"/> 是 Yes		
		<input type="checkbox"/> 否 No		
國籍2 <sup>5</sup> Nationality2 <sup>5</sup>		國籍1 <sup>5</sup> Nationality1 <sup>5</sup>		
		國籍3 <sup>5</sup> Nationality3 <sup>5</sup>		
職業 Occupation				
聯絡電話 Telephone No.		住宅 Home		
		手提 Mobile No.		
		公司 Office		
傳真號碼 Fax No.		電郵地址 E-mail Address		
現時住址 <sup>6</sup> Current Residential Address <sup>6</sup>				
地區 Territory		國家 Country		
入住現時住址年期(月/年) Address Effective Date (MM/YY)				
前址(如現居於現時住址少於三年, 請註明之前住址) Previous Address (Please specify if length of residence at current residential address is less than 3 years)				
地區 Territory		國家 Country		
永久住址 <sup>6</sup> Permanent Residential Address <sup>6</sup>				
<input type="checkbox"/> 同上現時住址相同 Same as Current Residential Address		<input type="checkbox"/> 其他地址, 請註明 Other Address, please specify		
地區 Territory		國家 Country		

Please select the applicable item(s)

乙部 - 刪除有關人士 (個人) Part B - Delete Relevant Persons (Individuals)	
1. 刪除有關人士>Delete Relevant Person	<input type="checkbox"/> 合夥人 (N) Partner (N) <input type="checkbox"/> 董事 (T) Director (T) <input type="checkbox"/> 授權簽署人(Y) Authorised Signer (Y) <input type="checkbox"/> 董事總經理 Managing Director
	<input type="checkbox"/> (組織適用 Applicable for an Organisation) <input type="checkbox"/> 幹事 Office Bearer (職位 Title: _____) <input type="checkbox"/> 其他 Others _____
	中文全名 <b>陳大文 (same as identification document)</b> Full Name in English
	英文全名 <b>E.g. Chan Tai Man (same as identification document)</b> Full Name in Chinese
	身份證明文件種類 <input type="checkbox"/> 香港身份證 HKID <input type="checkbox"/> 護照 Passport <input type="checkbox"/> 旅遊證件 Travel Document <input type="checkbox"/> 其他 Others _____ ID Document Type
	身份證明文件號碼 <b>E.g. A123453(9) (same as identification document)</b> ID Document No. _____
2. 刪除有關人士>Delete Relevant Person	<input type="checkbox"/> 合夥人 (N) Partner (N) <input type="checkbox"/> 董事 (T) Director (T) <input type="checkbox"/> 授權簽署人(Y) Authorised Signer (Y) <input type="checkbox"/> 董事總經理 Managing Director
	<input type="checkbox"/> (組織適用 Applicable for an Organisation) <input type="checkbox"/> 幹事 Office Bearer (職位 Title: _____) <input type="checkbox"/> 其他 Others _____
	中文全名 Full Name in English
	英文全名 Full Name in Chinese
	身份證明文件種類 <input type="checkbox"/> 香港身份證 HKID <input type="checkbox"/> 護照 Passport <input type="checkbox"/> 旅遊證件 Travel Document <input type="checkbox"/> 其他 Others _____ ID Document Type
	身份證明文件號碼 ID Document No. _____
3. 刪除有關人士>Delete Relevant Person	<input type="checkbox"/> 合夥人 (N) Partner (N) <input type="checkbox"/> 董事 (T) Director (T) <input type="checkbox"/> 授權簽署人(Y) Authorised Signer (Y) <input type="checkbox"/> 董事總經理 Managing Director
	<input type="checkbox"/> (組織適用 Applicable for an Organisation) <input type="checkbox"/> 幹事 Office Bearer (職位 Title: _____) <input type="checkbox"/> 其他 Others _____
	中文全名 Full Name in English
	英文全名 Full Name in Chinese
	身份證明文件種類 <input type="checkbox"/> 香港身份證 HKID <input type="checkbox"/> 護照 Passport <input type="checkbox"/> 旅遊證件 Travel Document <input type="checkbox"/> 其他 Others _____ ID Document Type
	身份證明文件號碼 ID Document No. _____
4. 刪除有關人士>Delete Relevant Person	<input type="checkbox"/> 合夥人 (N) Partner (N) <input type="checkbox"/> 董事 (T) Director (T) <input type="checkbox"/> 授權簽署人(Y) Authorised Signer (Y) <input type="checkbox"/> 董事總經理 Managing Director
	<input type="checkbox"/> (組織適用 Applicable for an Organisation) <input type="checkbox"/> 幹事 Office Bearer (職位 Title: _____) <input type="checkbox"/> 其他 Others _____
	中文全名 Full Name in English
	英文全名 Full Name in Chinese
	身份證明文件種類 <input type="checkbox"/> 香港身份證 HKID <input type="checkbox"/> 護照 Passport <input type="checkbox"/> 旅遊證件 Travel Document <input type="checkbox"/> 其他 Others _____ ID Document Type
	身份證明文件號碼 ID Document No. _____
5. 刪除有關人士>Delete Relevant Person	<input type="checkbox"/> 合夥人 (N) Partner (N) <input type="checkbox"/> 董事 (T) Director (T) <input type="checkbox"/> 授權簽署人(Y) Authorised Signer (Y) <input type="checkbox"/> 董事總經理 Managing Director
	<input type="checkbox"/> (組織適用 Applicable for an Organisation) <input type="checkbox"/> 幹事 Office Bearer (職位 Title: _____) <input type="checkbox"/> 其他 Others _____
	中文全名 Full Name in English
	英文全名 Full Name in Chinese
	身份證明文件種類 <input type="checkbox"/> 香港身份證 HKID <input type="checkbox"/> 護照 Passport <input type="checkbox"/> 旅遊證件 Travel Document <input type="checkbox"/> 其他 Others _____ ID Document Type
	身份證明文件號碼 ID Document No. _____

Example: Change role from "Director" to "Director and Authorised Signer"

From existing: choose "Director"

Change to: choose "Director" and "Authorised Signer"

select the relevant role

select the appropriate option

丙部 - 更改有關人士職務 (個人) Part C - Change of capacity for Relevant Persons (Individuals)	
1. 有關人士更改有關職務 Change in capacity of company for Relevant Person	由現在 From existing <input type="checkbox"/> 合夥人 (N) Partner (N) <input type="checkbox"/> 董事 (T) Director (T) <input type="checkbox"/> 授權簽署人 (Y) Authorised Signer (Y) <input type="checkbox"/> 董事總經理 Managing Director
	更改為 Change to <input type="checkbox"/> 合夥人 (N) Partner (N) <input type="checkbox"/> 董事 (T) Director (T) <input type="checkbox"/> 授權簽署人 (Y) Authorised Signer (Y) <input type="checkbox"/> 董事總經理 Managing Director
英文全名 Full Name in Chinese	E.g. Chan Tai Man (same as identification document)
中文全名 Full Name in English	陳大文 (same as identification document)
身份證明文件種類 ID Document Type	<input type="checkbox"/> 香港身份證 HKID <input type="checkbox"/> 護照 Passport <input type="checkbox"/> 旅遊證件 Travel Document <input type="checkbox"/> 其他 Others _____
身份證明文件號碼 ID Document No.	E.g. A123453(9) (same as identification document)
2. 有關人士更改有關職務 Change in capacity of company for Relevant Person (Same as item 1)	由現在 From existing <input type="checkbox"/> 合夥人 (N) Partner (N) <input type="checkbox"/> 董事 (T) Director (T) <input type="checkbox"/> 授權簽署人 (Y) Authorised Signer (Y) <input type="checkbox"/> 董事總經理 Managing Director
	更改為 Change to <input type="checkbox"/> 合夥人 (N) Partner (N) <input type="checkbox"/> 董事 (T) Director (T) <input type="checkbox"/> 授權簽署人 (Y) Authorised Signer (Y) <input type="checkbox"/> 董事總經理 Managing Director
英文全名 Full Name in Chinese	
中文全名 Full Name in English	
身份證明文件種類 ID Document Type	<input type="checkbox"/> 香港身份證 HKID <input type="checkbox"/> 護照 Passport <input type="checkbox"/> 旅遊證件 Travel Document <input type="checkbox"/> 其他 Others _____
身份證明文件號碼 ID Document No.	

select the relevant role

丁部 - 新增有關人士 (法人團體) Part D - New Relevant Persons (Corporate)		
新增有關人士 New Relevant Person	<input type="checkbox"/> 董事 Director <input type="checkbox"/> 受托人 Trustee <input type="checkbox"/> 財產授予人 Settlor <input type="checkbox"/> 保護人 Protector <input type="checkbox"/> 公司合夥人 Corporate Partner	
	<input type="checkbox"/> 主要股東 Registered Principal Shareholder - 股權 / 投票權 Shares / Voting Rights _____ % (只需填寫公司名稱及註冊號碼) (Only need to fill in Company Name and Registered Number)	
	<input type="checkbox"/> 公司授權簽署人 Corporate Authorised Signer	
英文公司名稱 Company Name in English	E.g. ABC Ltd (same as identification document)	
中文公司名稱 Company Name in Chinese	(same as identification document) (if any)	
註冊號碼 Registered No. (same as identification document)		
<input type="checkbox"/> 公司註冊證 : C Certificate of Incorporation : C _____	<input type="checkbox"/> 商業登記證 : B Business Registration Certificate: B _____	
<input type="checkbox"/> 其他登記證明文件 : X Other Registration Certificate: X _____		
業務性質 Nature of Business (same as identification document)	公司類別 Company Type (same as identification document)	
成立日期(日/月/年) Date of Incorporation / Establishment(DD/MM/YYYY)	營商地點 Location of Business	
(same as identification document)	(same as identification document)	
註冊國家/地區 Country/Territory of Registration (same as identification document)	總部地點 Location of Headquarters (same as identification document)	聯絡電話 Telephone No (If any)
註冊地址 Registered Address (same as identification document)		
營業地址 Business Address <input type="checkbox"/> 與註冊地址相同 Same as the Registered Address <input type="checkbox"/> 其他地址 Other Address _____	(same as identification document)	

select the relevant role

戊部 - 刪除有關人士(法人團體) Part E - Delete Relevant Persons (Corporate)	
刪除有關人士 Delete Relevant Person	<input type="checkbox"/> 董事 Director <input type="checkbox"/> 受托人 Trustee <input type="checkbox"/> 財產授予人 Settlor <input type="checkbox"/> 保護人 Protector <input type="checkbox"/> 公司合夥人 Corporate Partner <input type="checkbox"/> 主要股東 Principal Shareholder - 股權/投票權 _____ % (只需填寫公司名稱及註冊號碼) <input type="checkbox"/> 公司受權簽署人 Corporate Authorised Signer
英文公司名稱 Company Name in English <span style="float: right; color: green; font-weight: bold;">E.g. ABC Ltd (same as identification document)</span>	
中文公司名稱 Company Name in Chinese <span style="float: right; color: green; font-weight: bold;">(if any)</span>	
註冊號碼 Registered No. <span style="float: right; color: green; font-weight: bold;">(same as identification document)</span>	
<input type="checkbox"/> 公司註冊證 : C Certificate of Incorporation : C _____ <input type="checkbox"/> 商業登記證 : B Business Registration Certificate: B _____ <input type="checkbox"/> 其他登記證明文件 : X Other Registration Certificate: X _____	

select the relevant role

Example: Change role from "Director" to "Director and "Principal Shareholder"

From existing: choose "Director"

Change to: choose "Director" and "Principal Shareholder"

己部 - 更改有關人士職務(法人團體) Part F - Change of capacity for Relevant Persons (Corporate)	
有關人士更改有關職務 Change in capacity of Relevant Person	由現在 From existing <input type="checkbox"/> 董事 Director <input type="checkbox"/> 受托人 Trustee <input type="checkbox"/> 財產授予人 Settlor <input type="checkbox"/> 保護人 Protector <input type="checkbox"/> 公司合夥人 Corporate Partner <input type="checkbox"/> 主要股東 Principal Shareholder - 股權/投票權 _____ % (只需填寫公司名稱及註冊號碼) <input type="checkbox"/> 公司受權簽署人 Corporate Authorised Signer
更改為 Change to	<input type="checkbox"/> 董事 Director <input type="checkbox"/> 受托人 Trustee <input type="checkbox"/> 財產授予人 Settlor <input type="checkbox"/> 保護人 Protector <input type="checkbox"/> 公司合夥人 Corporate Partner <input type="checkbox"/> 主要股東 Principal Shareholder - 股權/投票權 _____ % (只需填寫公司名稱及註冊號碼) <input type="checkbox"/> 公司受權簽署人 Corporate Authorised Signer
英文公司名稱 Company Name in English <span style="float: right; color: green; font-weight: bold;">E.g. ABC Ltd (same as identification document)</span>	
中文公司名稱 Company Name in Chinese <span style="float: right; color: green; font-weight: bold;">(if any)</span>	
註冊號碼 Registered No. <span style="float: right; color: green; font-weight: bold;">(same as identification document)</span>	
<input type="checkbox"/> 公司註冊證 : C Certificate of Incorporation : C _____ <input type="checkbox"/> 商業登記證 : B Business Registration Certificate: B _____ <input type="checkbox"/> 其他登記證明文件 : X Other Registration Certificate: X _____	



註 Notes :

1. 主要管理人:

**Key Controller:**

主要管理人是被委任參與公司的管理或高級行政架構，對業務行使直接決策權的人士。主要管理人一般會制定公司的策略方針，並與其他董事或高級行政人員共同管理及決策公司的營運。主要管理人可為一間法人團體。主要管理人包括:

Key Controller is an individual appointed to exercise direct control over the entity, by participating in the governance or senior / executive activities of the business. Key Controller typically sets the strategic direction of the entity and exercises control jointly with other directors or senior executives. It can be a corporate entity. Key Controllers include:

-行政總裁 / 總經理

Chief Executive Officer (CEO) / Managing Director

-財務總監

Chief Financial Officer (CFO) / Head of Finance

-營運總監

Chief Operating Officer (COO) / Head of Operations

-執行合夥人

Managing Partner

-董事會主席 / 副主席

Chairman / Deputy Chairman of Board

-審核 / 薪酬 / 風險委員會主席

Chairman of the Audit / Remuneration / Risk Committee

-可發出單一簽署指示的授權簽署人

Authorised Signatory with sole signing authority

-代理人

Nominee

2. -受權人

**Powers of Attorney**

受任人是據公司簽立的文書獲授權處理銀行事項的人士，並有權委任授權簽署人。受任人也可在附加限制下，授予權限予其他人。受任人一般是獲董事會或主要管理人委任。公司秘書為一例子。受任人可為一間法人團體。

Direct Appointee is an individual authorised under an executed instrument of the entity to act on its behalf with respect to the banking relationship, and to appoint authorised signatories or delegate authority to others to represent the business in limited circumstances, Direct Appointee is typically appointed by the Board of Directors or Key Controllers.

3. 合夥人/主要股東為有權行使申請機構10%或以上之投票權或控制該等投票權的行使之人士。若主要股東為法人團體，請進一步提供其實益擁有人之個人資料。上述主要股東所持的股份並非屬於不記名股票，否則，請另行填寫「不記名股票申報表格」(OSCO10)。

A partner / principal shareholder is a person who is entitled to exercise, or control the exercise, of 10% or more of the voting rights of the Customer. For principal shareholders that are corporate bodies, please also provide details of the corresponding individual beneficial owner(s). None of the shares are held in the form of bearer shares; if otherwise, please complete "Bearer Shares Declaration Form" (OSCO10).

4. 實益擁有人:

**Beneficial owner:**

(a)就法團而言指符合以下任何一項說明的個人:

In relation to a corporation (if fulfills any of the following criteria); means an individual who,

- 直接或間接地擁有或控制(包括透過信託或持票人股份持有)該法團已發行股本的不少於10%;或  
owns or controls, directly or indirectly, including through a trust or bearer share holding, not less than 10% of the issued share capital of the corporation; or

- 直接或間接地有權行使在該法團的成員大會上的投票權的不少於10%; 或支配該比重的投票權的行使;或  
is directly or indirectly, entitled to exercise or control the exercise of not less than 10% of the voting rights at general meetings of the corporation; or

- 行使對該法團的管理最終的控制權;或  
exercises ultimate control over the management of the corporation; or

- (如該法團是代表另一人行事)指該另一人。

if the corporation is acting on behalf of another person, means the other person.

(b)就合夥而言指符合以下任何一項說明的個人:

In relation to a partnership (if fulfills any of the following criteria); means an individual who,

直接或間接地有權攤分或控制該合夥的資本或利潤的不少於10%;或-

is entitled to or controls, directly or indirectly, not less than 10% share of capital or profits of the partnership; or

- 直接或間接地有權行使在該合夥的投票權的不少於10%; 或支配該比重的投票權的行使;或

is directly or indirectly, entitled to exercise or control the exercise of not less than 10% of the voting rights in the partnership; or

- 行使對該合夥的管理最終的控制權;或

exercises ultimate control over the management of corporation; or

- (如該合夥是代表另一人行事) 指該另一人。

if the partnership is acting on behalf of another person, means the other person.

(c) 就信託而言指符合以下任何一項說明的個人:

In relation to a trust (if fulfills any of the following criteria); means an individual who,

- 有權享有信託財產的資本的既得權益的不少於10%的任何人，而不論該人是享有該權益的管有權、剩餘權或復歸權，亦不論該權益是否可予廢除;

is entitled to a vested interest in not less than 10% of the capital of the trust property, whether the interest is in possession or in the remainder or reversion and whether it is defeasible or not; or

- 該信託的財產授予人;或

the settlor of the trust; or

- 該信託的保護人或執行人;或

a protector or enforcer of the trust; or

- 對該信託擁有最終的控制權的個人。

an individual who has ultimate control over the trust.

(d)就不屬(a)至(c)段所指的非法團性質之組織而言指符合以下任何一項說明的個人:

In relation to an unincorporated body other than (a) to (c) (if fulfills any of the following criteria): means an individual who,

- 最終擁有或控制該非法團性質之組織的任何人;或

ultimately owns or controls the unincorporated body; or

如申請機構為多個層次的公司所組成，請提供其擁有權架構，以反映該架構中的每個層次及相關的最終實益擁有人。

If the Customer has a number of layers of companies in its ownership structure, please provide an organisation chart showing the chain of ownership to the corresponding ultimate beneficial owner(s).

Fill in the account number same as page 1 or another account number under account name

5. 如屬非香港永久性居民身份證持有人，恒生將要求有關人士提供適當證明文件。  
For non-Hong Kong permanent identity card holder, we may request for appropriate documentary proof.
6. 如有所需，恒生將要求有關人士提供相關證明文件。  
Corresponding documentary proof may be required upon request.

請從此戶口扣除修訂公司資料費、查冊費\*及面談方式申請修訂公司資料額外費用  
Please Debit This Account for The Company Amendment Fee, Company Search Fee\*, and additional fee for using face-to-face appointment to apply company amendment application:

港元戶口號碼

HKD A/C No. :

儲蓄 Saving

往來 Current

\*查冊費只適用於：有限公司更改名稱；全東商號、合夥經營商或客戶為組織更改名稱、主要管理人或架構。

Company Search fee is applicable for: the update of company name of Limited Company; the update of company name, key controller or structure of Sole Proprietorship, Partnership or a Customer which is an Organisation.

查冊費不適用於：有限公司更改主要管理人、股東、公司架構、授權簽署人或簽署安排；全東商號、合夥經營商或客戶為組織更改授權簽署人或簽署安排。

Company Search fee is not applicable for: the update of key controller, shareholder, company structure, authorised signer or signing arrangement of Limited Company; the update of authorised signer or signing arrangement of Sole Proprietorship, Partnership or a Customer which is an Organisation.

如屬綜合戶口，請註明從儲蓄或往來戶口扣除修訂公司資料費、查冊費及面談方式申請修訂公司資料額外費用。

For integrated account, please tick the Saving or Current account type for the debit of the Company Amendment fee, Company Search fee, and additional fee for using face-to-face appointment to apply company amendment application.

## 決議及聲明 Resolutions and Declaration

Please fill the resolution date

A. 如客戶屬全東商號或合夥組織，本人(等)共同及個別承認、保證、確認、同意、接受及承諾以下各項；

In the case of a sole proprietorship or partnership, I/we jointly and severally acknowledge, warrant, confirm, agree, accept and undertake as follows;

B. 如客戶屬有限公司或組織，本人(等)證明以下決議摘錄乃真實無誤，有關決議(「是次決議」)已經客戶唯一董事或董事會或客戶管理組織(視屬何種情況而定)，於\_\_\_\_年\_\_\_\_月\_\_\_\_日依據客戶之組織大綱或公司組織文件(視屬何種情況而定)正式通過並已記載於客戶之會議紀錄內；本人(等)並代表客戶確認及承諾以下各項；

In the case of a limited company or an Organisation, I/we certify the following to be the true and correct extract of the resolutions as entered into the minute book of the Customer duly passed by the Sole Director or of the Board of Directors or the governing body (as the case may be) of the Customer in accordance with the articles of association or the constitutional documents (as the case may be) of the Customer on the day of \_\_\_\_\_ (“the said Resolutions”), and further confirm and undertake on behalf of the Customer as follows and;

1. 客戶向恒生申請新增/刪除/更改於本表格上之有關人士之資料；  
The Customer requests Hang Seng to add/delete/change details of its Relevant Persons as set out in this Form above;
2. 全部接納並通過本表格之細則及其相關條款；  
This Form is approved and accepted in all respects;
3. (只適用於客戶屬有限公司)授權唯一董事或構成通過是次決議的會議之法定出席人數之每名董事(包括是次會議之主席)代表客戶簽署及遞交本表格

(Where the Customer is a limited company) The sole director or the directors (including the Chairman of the Meeting) who constituted the quorum for the meeting passing the said Resolution are hereby authorised to sign and submit to Hang Seng this Form for and on behalf of the Customer;

4. (如客戶屬組織)以下人士授權代表客戶簽署及遞交本表格予恒生(i)如屬學校校董會或法團校董會，根據教育條例獲批准或註冊的學校校監連同學校校長或另一名校董；(ii)如屬香港童軍總會，童軍總會地域或區的地域司庫或區司庫連同另一名由該地域或區的執行委員會(或由法例或童軍總會會章及/或規條不時訂明的任何其他管理或管治組織)授權的幹事，或至少兩名由童軍總會旅的旅務委員會或旅領袖會議(或由法例或童軍總會會章及/或規條不時訂明的任何其他管理層或管治組織)授權的幹事；(iii)如屬上述(i)或(ii)以外的組織，根據客戶的章程細則或組織文件構成該等決議的法定出席人數的管治組織成員；或(iv)如以上(i)、(ii)或(iii)均不適用，至少兩名組織的幹事(包括主席及秘書，或如沒有秘書，另一名幹事)及司庫(如有)。

(視乎情況而定)而且核證須根據客戶的章程細則、組織文件及任何其他適用法定要求作出；  
(Where the Customer is an Organisation), (i) in the case of a management committee or incorporated management committee of a school, the Supervisor of the school together with either the Principal or another Manager of the school who has been approved or registered under the Education Ordinance; (ii) in the case of the Scout Association of Hong Kong, the Regional Treasurer or the District Treasurer of a region or district of the Scout Association together with another office bearer who has been authorized by the Executive Committee of the region or district (or any other management or governing body prescribed by statute or by the constitution and/or rules of the Scout Association from time to time), or at least two office bearers of a group of the Scout Association who have been authorized by the Group Council or the Group Scouter's Meeting (or any other management or governing body prescribed by statute or the constitution and/or rules of the Scout Association from time to time); (iii) in the case of an Organisation other than (i) or (ii) above, members of the Customer's governing body who constituted quorum for the said Resolutions in accordance with its articles of association or constitutional documents; or (iv) in the case that none of (i), (ii) or (iii) above is applicable, at least two office bearers of the Organisation (including the Chairman and the Secretary or, if there is no Secretary, then another office bearer) and the Treasurer (if any). (as the case may be) in accordance with the Customer's articles of association, constitutional documents and any other applicable statutory requirements are hereby authorized to sign and submit to Hang Seng this Form for and on behalf of the Customer;

5. 客戶承諾通知恒生如：

The Customer undertakes to advise Hang Seng if:

- (i) 客戶現時(或於過往12個月內)為恒生或其附屬公司(註)之董事、行政總裁或主要股東；或任何上述之董事、行政總裁或主要股東之配偶、同居者、擁有血緣關係、通過婚姻或領養的親屬，或任何在此(i)項條文所述之人士之信託的受託人；或 he Customer is currently (or was during the last twelve months) a director, chief executive or substantial shareholders of Hang Seng or its subsidiaries (Note); or he or she is a spouse, partner, relative by blood, marriage or adoption, or a trustee of a trust to the people mentioned in this sub-clause (i); OR
- (ii) (如客戶屬企業實體或其他公司)在上述(i)項條文所提及之任何人士(a)在客戶的股東大會或會員大會擁有或控制30%或以上表決權；或(b)控制客戶董事會或管治會議中的大部分組成成員。  
(if the Customer is a business entity or other company) any persons mentioned in the above sub-clause (i) either (a) has 30 percent or more voting power in the Customer's general meeting or members meeting; or (b) control the composition of the majority of the Customer's board or governance meetings

恒生需要上述資料以遵守上市規則。

(註)「附屬公司」一詞應依照經不時修訂及補充之《公司條例》(香港法律第622章)的定義。

Hang Seng requires the above information to comply with the Listing Rules.(Note): “subsidiary” has the same meaning as in the Companies Ordinance (Cap. 622 of the Laws of Hong Kong) as amended and supplemented from time to time.

6. 如客戶屬全東商號或合夥組織，本人(等)證明於本表格日期當日本人(等)或本人(等)任職之香港特別行政區政府部門與恒生並無任何公事來往，並承諾倘日後本人(等)或本人(等)任職之香港特別行政區政府部門與恒生有任何公事來往，會儘快以書面通知恒生。

Where the Customer is a sole proprietorship or partnership, as of the date of this amendment, I/we or the government department of Hong Kong Special Administrative Region in which I am/we are working have no official dealings with Hang Seng and I/we undertake to inform Hang Seng

promptly in writing if I/we or the government department of Hong Kong Special Administrative Region in which I am/we are working will later become involved in any official dealings with Hang Seng.

7. (只適用於客戶屬合夥組織) (i)各合夥人須共同及個別承擔責任;(ii)恒生有權將替任何合夥人收取或託收之款項存入戶口內;(iii) 如合夥組織成員變動(任何合夥人死亡除外)或任何合夥人破產,恒生仍應視當時之合夥人可全權運作一切合夥組織業務及處理其資產,正如並未發生上述變動或破產一樣;及(iv) 在任何合夥人死亡時,恒生須於在生戶口持有人提供予恒生信納之有關合夥人之死亡證明及證明已符合所有適用之法例、規則及規例後,按在生戶口持有人的指示處理戶口(包括其附屬戶口,如有)結存之任何及所有現金(任何貨幣)及其他資產(包括但不限於證券及黃金(如適用)),而在生戶口持有人有權以結束客戶事務為目的,處理該等現金及其他資產(包括但不限於結清及解除於該合夥人死亡當日應計且尚未完成及/或尚欠的任何交易、義務及債項)。在生戶口持有人應彌償恒生、其職員及僱員可能因他們其中任何人按照本子條款(iv)執行在生戶口持有人的指示而招致的,及由其提起的或向其提起的所有訴訟或法律程序下招致的一切責任、申索、要求、損失、損害、稅項、成本、收費及任何種類的開支(包括但不限於全額彌償法律費用及其他合理招致的費用),但由於恒生、其職員或僱員的疏忽或故意違約而引致的除外(僅限於直接並

僅由其疏忽或故意違約引致的直接且合理可預見的損失及損害(如有))。  
Where the Customer is a partnership, (i) the partners are jointly and severally responsible; (ii) Hang Seng is entitled to credit the Account with money received or collected for the credit of any partner; (iii) upon any change in the members of a partnership (other than death of any partner) or any partner becoming bankrupt, Hang Seng shall treat the partners for the time being as having full power to carry on the business of the partnership and to deal with its assets as if there had been no such change or bankruptcy; and (iv) on the death of a partner, subject to the survivor(s) producing to the satisfaction of Hang Seng evidence of death of such partner and evidence of compliance of all applicable laws, rules and regulations, Hang Seng shall hold any and all cash (in any currency) and other assets (if applicable) including without limitation securities and gold in the Account including its Sub-Accounts, if any) to the order of the survivor(s), who shall have authority to deal with such cash and other assets for the purposes of winding up the affairs of the Customer (including without limitation settling and discharging any transactions, obligations and indebtedness which have accrued and remain uncompleted and/or outstanding on the date of the death of such partner). The survivor(s) shall indemnify Hang Seng, its officers and employees against all liabilities, claims, demand, losses, damages, taxes, costs, charges and expenses of any kind (including without limitation legal fees on a full indemnity basis and other expenses reasonably incurred) which may be incurred by any of them and all actions or proceedings which may be brought by or against any of them in connection with Hang Seng acting on the instructions of the  
每名簽署及其個人資料已列明於本表格內之個別人士(「每名個別人士」), 確認及同意恒生可根據不時給予客戶及其他個別人士之結單、通知、章程及條款內所載有關使用及披露個人資料的政策, 持有、使用、處理及向指定人士披露每名個別人士應恒生之要求而提供或於每名個別人士與恒生之交易過程中所收集有關每名個別人士之個人資料及其他資料(「該等資料」)作指定用途。每名個別人士確認及同意恒生將該等資料披露予任何債務追收代理、信貸資料服務機構或類似服務之提供者, 或由彼等予以持有、使用及處理, 以便核實該等資料或將該等資料提供予其他機構, 作為(i)信貸或其他方面之查核; 及(ii)協助彼等收取債務。

**Each of the individuals who signs and/or whose personal data are set out in this Form (each "individual") acknowledges and agrees that all personal data and information with respect to each individual which are provided by each individual at the request of Hang Seng or collected in the course of dealings between each individual and Hang Seng (the "Data") may be held, used, processed and disclosed by Hang Seng for such purposes and to such persons in accordance with Hang Seng's policies on use and disclosure of personal data as set out in statements, circulars, notices or terms and conditions made available by Hang Seng to customers and other individuals from time to time. Each individual also acknowledges and agrees that the Data may be disclosed to, or held, used and processed by any debt collection agency, credit reference agency or similar service provider for the purpose of verifying such Data or enabling them to provide such Data to other institutions: (a) in order that they may carry out credit and other status checks; and (b) to assist them to collect debts.**

本人(等)進一步確認及同意恒生可將該等資料轉移至香港特別行政區以外地方, 並可將該等資料及其他關於本人(等)及/或每名個別人士之個人資料及其他資料用於進行個人資料(私隱)條例所界定的核對程序, 及提供與本人(等)及/或每名個別人士有關之銀行證明書或信貸諮詢用途。

9. **I/We further acknowledge and agree that Hang Seng may transfer the Data outside the Hong Kong Special Administrative Region, conduct matching procedures (as defined in the Personal Data (Privacy) Ordinance) using the Data and such other personal data and information relating to me/us and/or each individual, and provide bankers' or credit references in respect of me/us and/or each individual.**

10. 客戶確認本表格內所提供有關客戶現行主要股東及/或現行實益擁有人之資料(如有的話)全屬正確及完備。客戶亦確認無理由相信於本表格所列出其資料的個人(如有的話)並非為客戶之真正實益擁有人。

The Customer confirms that information given in this Form relating to the current principal shareholder(s) and/or current beneficial owner(s) of the Customer (if any) is correct and complete. I/We further confirm that I/we have no reason to believe that the individual(s) whose particulars set out in this Form as beneficial owner(s) of the Customer (if any) is/are not the true beneficial owner(s) of the Customer.

11. 客戶證實本申請表內所提供之資料屬完整、準確及最新, 並授權恒生與任何其認為適當之人士溝通及交換資料以核實該等資料之真確性。客戶亦承諾, 如任何該等資料有所更改, 客戶須即時以書面通知恒生。

12. **The Customer acknowledges and confirms that information given in this Form is complete, accurate and up-to-date and authorises Hang Seng to communicate and to exchange such information with whatever sources Hang Seng may consider appropriate for the purpose of verifying the same. The Customer further undertakes to notify Hang Seng promptly in writing whenever there are any changes to any of such information.**

此等決議須向恒生呈報, 之後應維持有效直至客戶通過修訂決議及恒生收到修訂決議之副本, 而該副本須由下列一方核證:

The resolutions above shall be communicated to Hang Seng and remain in force until amending resolutions have been passed by the Customer and a copy of the amending resolutions is provided to Hang Seng, which must be certified by:

- (a) (如客戶屬全東商號)東主;  
(where the Customer is a sole proprietorship) the sole proprietor;
- (b) (如客戶屬合夥經營)所有合夥人;  
(where the Customer is a partnership) all of the partners;
- (c) (如客戶屬僅有一名董事的有限公司)唯一董事;  
(where the Customer is a limited company with only one director) the sole director;
- (d) (如客戶屬有多過一名董事的有限公司)根據公司章程細則或公司組織文件構成該修訂決議的法定出席人數的每名董事(包括會議主席或董事會主席); 或  
(where the Customer is a limited company with more than one director) each of the directors (including the chairman of the meeting or the chairman of the board of directors) who constituted the quorum for the said amending resolution in accordance with the articles of association or constitutional documents; or
- (e) (如客戶屬組織),  
(where the Customer is an Organisation),
  - (i) 如屬學校校董會或法團校董會, 根據教育條例獲批准或註冊的學校校監連同學校校長或另一名校董;  
in the case of a management committee or incorporated management committee of a school, the Supervisor of the school together with either the Principal or another Manager of the school who has been approved or registered under the Education Ordinance;
  - (ii) 如屬香港董事總會, 董事總會地域或區的地域司庫或區司庫連同另一名由該地域或區的執行委員會(或由法例或董事總會會章及/或規條不時訂明的任何其他管理層或管治組織)授權的幹事, 或至少兩名由董事總會旅的旅務委員會或旅領袖會議(或由法例或董事總會會章及/或規條不時訂明的任何其他管理層或管治組織)授權的幹事;  
in the case of the Scout Association of Hong Kong, the Regional Treasurer or the District Treasurer of a region or district of the Scout Association together with another office bearer who has been authorised by the Executive Committee of the region or district (or any other management or governing body prescribed by statute or by the constitution and/or rules of the Scout Association from time to time), or at least two officer bearers of a group of the Scout Association who have been authorised by the Group Council or the Group Scouter's Meeting (or any other management or governing body prescribed by statute or the constitution and/or rules of the Scout Association from time to time);
  - (iii) 如屬上述(i)或(ii)以外的組織, 根據客戶的章程細則或組織文件構成該等決議的法定出席人數的管治組織成員; 或  
in the case of an Organisation other than (i) or (ii) above, members of the Customer's governing body who constituted quorum for the said Resolutions in accordance with its articles of association or constitutional documents; or  
如以上(i)、(ii)或(iii)均不適用, 至少兩名組織的幹事(包括主席及秘書, 或如沒有秘書, 另一名幹事)及司庫(如有),  
in the case that none of (i), (ii) or (iii) above is applicable, at least two office bearers of the Organisation (including the Chairman and the Secretary or, if there is no Secretary, then another office bearer) and the Treasurer (if any),

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決議及聲明 (續) Resolutions and Declaration (Cont)

(視乎情況而定)而且核證須根據客戶的章程細則、組織文件及任何其他適用法定要求作出。  
(as the case may be) in accordance with the Customer's articles of association, constitutional documents and any other applicable statutory requirements.

13. 同意從上述提供之戶口扣除修訂公司資料費、查冊費及面談方式申請修訂公司資料額外費用。  
Agree to debit the Company Amendment Fee, Company Search Fee\*, and additional fee for using face-to-face appointment to apply company amendment application.

以客戶名義  
For and on behalf of the Customer

東主/合夥人/會議主席  
Sole Proprietor / Partner / Chairman of the meeting

合夥人/董事  
Partner / Director

合夥人/董事  
Partner / Director

Input the full name of the signatory

**X**

**X**

**X**

姓名Name: \_\_\_\_\_

姓名Name: \_\_\_\_\_

姓名Name: \_\_\_\_\_

合夥人/董事  
Partner / Director

合夥人/董事  
Partner / Director

合夥人/董事  
Partner / Director

**X**

**X**

**X**

姓名Name: \_\_\_\_\_

姓名Name: \_\_\_\_\_

姓名Name: \_\_\_\_\_

合夥人/董事  
Partner / Director

合夥人/董事  
Partner / Director

**X**

**X**

姓名Name: \_\_\_\_\_

姓名Name: \_\_\_\_\_

(客戶為組織適用)  
(For Customers which are Organisations)

(客戶為組織適用)  
(For Customers which are Organisations)

**X**

**X**

職位Title: \_\_\_\_\_

職位Title: \_\_\_\_\_

姓名Name: \_\_\_\_\_

姓名Name: \_\_\_\_\_

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簽署指引 Signature Requirements	
全東商號 Sole Proprietorship	須由東主簽署 Signed by Sole Proprietor
合夥經營商 Partnership	須由所有合夥人簽署 Signed by ALL Partners
有限公司 Limited Company	須根據客戶公司組織大綱或公司其他組織文件由唯一董事或構成本決議之法定出席人數之每名董事(包括會議主席)簽署 Signed by the Sole Director or each of the Directors (including the Chairman of the meeting) who constituted the quorum for the said Resolutions in accordance with the articles of association or other constitutional documents of the customer.
如客戶為組織 For a Customer which is an Organisation	<p>決議須由下列人士簽署： The above Resolutions must be signed by:</p> <p>(a) 如屬學校校董會或法團校董會，根據教育條例獲批准或註冊的學校校監連同學校校長或另一名校董； in the case of a management committee or incorporated management committee of a school, the Supervisor of the school together with either the Principal or another Manager of the school who has been approved or registered under the Education Ordinance;</p> <p>(b) 如屬香港童軍總會，童軍總會地域或區的地域司庫或區司庫連同另一名由該地域或區的執行委員會(或由法例或童軍總會會章及/或規條不時訂明的任何其他管理或管治組織)授權的幹事，或至少兩名由童軍總會旅的旅務委員會或旅領袖會議(或由法例或童軍總會會章及/或規條不時訂明的任何其他管理層或管治組織)授權的幹事 in the case of the Scout Association of Hong Kong, the Regional Treasurer or the District Treasurer of a region or district of the Scout Association together with another office bearer who has been authorised by the Executive Committee of the region or district (or any other management or governing body prescribed by statute or by the constitution and/or rules of the Scout Association from time to time), or at least two officer bearers of a group of the Scout Association who have been authorised by the Group Council or the Group Scouter's Meeting (or any other management or governing body prescribed by statute or the constitution and/or rules of the Scout Association from time to time);</p> <p>(c) 如屬上述(一)或(二)以外的組織，根據客戶的章程細則或組織文件構成該等決議的法定出席人數的管治組織成員；或 in the case of an Organisation other than (a) or (b) above, members of the Customer's governing body who constituted quorum for the said Resolutions in accordance with its articles of association or constitutional documents; or</p> <p>(d) 如以上(a)、(b)或(c)均不適用，至少兩名組織的幹事(包括主席及秘書，或如沒有秘書，另一名幹事)及司庫(如有)。 in the case that none of (a), (b) or (c) above is applicable, at least two office bearers of the Organisation (including the Chairman and the Secretary or, if there is no Secretary, then another office bearer) and the Treasurer (if any).</p> <p>(視乎情況而定)而且簽署須根據客戶的章程細則、組織文件及任何其他適用法定要求作出。 (as the case may be) in accordance with the Customer's articles of association, constitutional documents and any other applicable statutory requirements.</p> <p>如客戶屬組織，「管治組織」(a)如客戶屬社團，指負責社團管理及運作的委員會或其他管治組織；(b)如客戶屬學校，指根據教育條例註冊的學校校董會或法團校董會(視乎情況而定)；(c)如客戶屬業主立案法團，指根據建築物管理條例委任的管理委員會；(d)如客戶屬童軍總會，指童軍總會的童軍地域、區或旅的執行委員會或委員會(視乎情況而定)；及(e)如客戶屬任何其他組織，指負責組織管理及運作的管理或其他管治組織。In respect of a Customer which is an Organisation, "governing body", in the case of (a) a society, means the committee or other governing body responsible for its management and operation; (b) a school, means the management committee or incorporated management committee of the school (as the case may be) registered pursuant to the Education Ordinance; (c) an owners' corporation, means the management committee appointed pursuant to the Building Management Ordinance; (d) the Scout Association, means the Executive Committee or Council of the region, district or group of the Scout Association (as the case may be); and (e) any other organisation, means the management or other governing body responsible for its management and operation.</p>

銀行專用 For Bank Use			
Receiving Br.	Confirm Customer belongs to : Approval required	Signature Verified by	Company Amendment Fee
CDS K072 & K073 checked by	<input type="checkbox"/> BLRO <input type="checkbox"/> CRRT (see AML001 S19)	Company Search Fee <input type="checkbox"/> Waive <input type="checkbox"/> Charge <input type="checkbox"/> Local <input type="checkbox"/> Overseas	<input type="checkbox"/> Waive <input type="checkbox"/> Charge
	<input type="checkbox"/> SCC <input type="checkbox"/> Bearer Shares		Additional Fee for using Face-To-Face Appointment <input type="checkbox"/> Waive <input type="checkbox"/> Charge
	<input type="checkbox"/> High-risk Tax		
Approved by			

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