

Bank Account opening checklist

For applicants who are newly setup company in Hong Kong, they need to provide below documents to proof applicants have enough experience and ready to do business in Hong Kong in order for bank to approve the bank account opening.

Business Proof | Acceptable Business Proof includes but not limited to:

- Business model
- Confirmed order
- Sales Contract
- Invoice
- Packing List
- Documentary Credit
- Lease of Office
- Provisional Sales and Purchase Agreement (for Property Holding Company)
- Business license and registration proof

Product or Service Information in Oversea, such as:

- Applicant's Website
- Applicant's Leaflet / Brochure

Information on counterparties (Suppliers, Buyers, Customers), including related countries and their Products or Services, such as:

- Counterparties' Website
- Counterparties' Leaflet / Brochure

Latest Financial Information of the applicant in Oversea, such as:

- Latest Audited Report
- Latest Three Months Bank Statements

Documents to show relevant experiences of Directors, Authorised Signatories, Beneficial Owners and Key Controllers, such as:

- Relevant Employment Letter
- Relevant Certificate
- Relevant License

Proof of Source of Wealth / Fund (if applicable)

- Documents to show Source of Fund (the origins of the applicant's Initial Deposit)
- Documents to show Source of Wealth (the origins of the applicant's Ongoing and Accumulated Business Funding)

Proof of Personal Financial

- Latest Financial Information / Source of Wealth of the Beneficial Owners#, such as Tax Demand Note, Bank Statement of Personal Account within 3 months

Agreement or communication with potential Buyer or Supplier

- Email correspondences or agreement with potential buyer or supplier

For applicant with parent or related company

- Information on the relationship between applicant and parent or related company, such as:
- Director appointment letter from parent or related company
- Annual report of parent or related company
- Latest information of the parent or related company, such as: Latest audited report

Business Operation in Hong Kong

- Business plan and reason to set up company in Hong Kong
- Expected annual business revenue and profit in Hong Kong