



## Documents Required For Business Information Update – Society / Club / Association

Please submit the latest certified true copies of the required documents as listed in the table:

Change	Information / Documents required
Authorised signatory / Signing instruction / Business chop	<ol style="list-style-type: none"><li>1. Minutes of meeting, <b>OR</b> Letter of instruction</li><li>2. Specimen signature and copy of identity document of all newly added authorised signatory(ies)</li></ol>
Chairman /Committee member	<ol style="list-style-type: none"><li>1. Minutes of meeting, <b>OR</b> Letter of instruction</li><li>2. Letter of acknowledgement from the relevant government department (if applicable), OR The entity is a body corporate formed under one of the miscellaneous ordinances administered by the Registrar of Companies evidence that the form of the relevant change (e.g. Notification of particulars of members/officers) has been filed with the HK Company Registry</li><li>3. Specimen signature and copy of identity document for newly all added Chairman / Committee member</li></ol>
Registered name	<ol style="list-style-type: none"><li>1. Minutes of meeting, <b>OR</b> Letter of instruction</li><li>2. Certificate of Registration of a Society / Club / Association</li></ol>

### **Important Note:**

- Specimen signature and True copies are required to be authenticated / certified by the following persons including, but not limited to:
  - A banker
  - A notary public
  - A legal professional such as lawyer, notary public regulated by and subject to the supervision of the Law Society Hong Kong, or equivalent;



- An accounting professional such as auditor, CPA, regulated by and subject to the supervision of Hong Kong Institute of Certified Public Accountants, or equivalent;
  - A trust company licensed under Hong Kong AML regulations e.g. AMLAO, or equivalent;
  - A chartered secretary who is current member Hong Kong Institute of Chartered Secretaries (HKICS), or equivalent;
  - A member of the judiciary in an equivalent jurisdiction;
  - A justice of the Peace.
- Recommended format: The certifier must sign and date the copy document (printing his/her name clearly in capitals underneath) and clearly indicate his/her position on it. The certifier must state that it is a true copy of the original (or words to similar effect) and the number of pages to be recorded. For signature witness, the certifier must state that the signature has been “witnessed/ verified/ authenticated by” (or words to similar effort) him/her.
  - If original or certified documents are not in English or Chinese, an English translation of the same should be provided. Please note that we are not able to return any submitted documents.
  - We may request you to provide further details and documents when necessary
  - For sample of the required documents, please refer to [Sample of Documents Required \(PDF, 1.17MB\)](#)
  - If you have any questions, please contact us at (852) 2748 8288 (select: Update Business Information) from 9am to 6pm, Monday to Friday, excluding public holidays.