



Documents Required For Business Information Update – Corporate Trust

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

Change	Information / Documents required
Trustee	<ol style="list-style-type: none">1. Minutes of meeting2. Deed of Variation3. Prior written approval on the change of Trustees issued by Companies Registry4. Copy of the identity document of all newly added trustee(s)
*Beneficial owner	<ol style="list-style-type: none">1. Deed of Variation, OR Letter of instruction signed by trustee or council member listing:<ul style="list-style-type: none">• The full name, identity document type, identity document number, nationality, date of birth and residential address of each settlor, founder, grantor, asset contributor, protector, enforcer and beneficiary with a vested interest of at least 10% of the trust's property• The taxpayer identity number & Jurisdiction of Tax Residence (Settlers / Founders / Donors)2. Copy of identity document of all newly added beneficial owner(s)
Registered name	<ol style="list-style-type: none">1. Minutes of meeting, OR Letter of instruction2. Certificate of Change of Name

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.

Definition:

*Beneficial Owner:

1. In relation to a corporation (if fulfils any of the following criteria) : means an individual who,
 - owns or controls directly or indirectly, including through a trust or bearer shares holding, not less than 10% of the issued share capital of the corporation; or
 - 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
 - exercises ultimate control over the management of corporation; or
 - if the corporation is acting on behalf of another person, means the other person.



2. In relation to a trust (if fulfils any of the following criteria): means an individual who,
- is entitled to a vested interest in not less than 10% share 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
 - the settler of the trust; or
 - a protector or enforcer of the trust ; or
 - an individual who has ultimate control over the trust.