

Documents Required For Business Information Update – Limited Company Incorporated Outside Hong Kong And Not Registered In Hong Kong As A Foreign Company

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	<p>Individuals</p> <ol style="list-style-type: none"> 1. Business Information Update Form (Limited Company), OR Minutes of meeting, OR Board Resolution 2. Specimen signature and copy of identity document of all newly added authorised signatory(ies) <p>Corporate Entities</p> <ol style="list-style-type: none"> 1. Business Information Update Form (Limited Company) 2. Board resolution (specifying the authorised signatory(ies) with the power to act for the corporate entity(ies)) 3. Specimen signature(s) of all authorised signatory(ies) 4. Company registration document(s) of the entity(ies) or comparable document(s) 5. Official document(s) evidencing full name, legal form and current existence such as Company Search Report / Company Particulars Search / Certificate of Incumbency (COI) issued within the last 6 months 6. Government Issued identity document of all authorised signatory(ies) of the corporate entity(ies)
Director	<ol style="list-style-type: none"> 1. Business Information Update Form (Limited Company), OR Minutes of meeting, OR Board Resolution 2. Copy of the identity document of all newly added director(s)
*Beneficial owner	<ol style="list-style-type: none"> 1. Business Information Update Form (Limited Company), OR Letter of instruction signed by director and listing the full name, identity document type and number of all beneficial owner(s) along with each beneficial owner's shareholding %, voting right %, ownership % and ultimate control over management 2. Copy of the identity document of all newly added beneficial owner(s)
Registered name	<ol style="list-style-type: none"> 1. Business Information Update Form (Limited Company), OR

	Minutes of meeting, OR Board Resolution, OR Letter of instruction (not applicable for accounts with chop) 2. Certificate of Change of Name (or equivalent)
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Important Note:

- Specimen signature is required to be authenticated by Banker / Notary public
- True copies certified by the following persons including, but not limited to:
 - 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.
- 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 8238 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.