



Documents Required For Business Information Update – Unincorporated Joint Venture

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

Change	Information / Documents required
Authorised signatory / Signing instruction	<ol style="list-style-type: none">1. Letter of instruction signed by all joint venture partners, OR Minutes of meeting2. Specimen signature and copy of identity document of all newly added authorised signatory(ies)
*Beneficial owner	<ol style="list-style-type: none">1. Letter of instruction signed by all joint venture partners listing the full name, identity document type, identity document number, date of birth, residential address and nationality of all beneficial owners along with each beneficial owner's voting right %, ownership % and ultimate control over management2. Copy of identity document of all newly added beneficial owner(s)

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 effect) 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 partnership (if fulfils any of the following criteria): means an individual who,
 - is entitled to or controls, directly or indirectly, not less than 10% share of the capital or profits of the partnership; or
 - is directly or indirectly, entitled to exercise or control the exercise of not less than 10% of the voting rights in the partnership; or
 - exercises ultimate control over the management of corporation; or
 - if the partnership is acting on behalf of another person, means the other person.
3. In relation to a person other than corporation or partnership (if fulfils any of the following criteria): means an individual who,
 - ultimately owns or controls the persons; or
 - if the person is acting on behalf of another person, mean the other person.