

Guideline for Business Information Declaration Form

商業資料證明書表格指引

1. Company Details 公司資料	
Section / Items 部分/項目	Reference 參考
Registered Name in English 英文註冊名稱	Registered Name must be in full, and same as that stated in company's Certificate of Incorporation / Business Registration Certificate / Certificate of Incumbency / Certificate of Incorporation on Change of Name, whichever applicable. 註冊名稱必需完整並與公司註冊證書/有效的商業登記證/董事在職證明書/公司更改名稱註冊證書上的資料相符, 如適用。
Registered Name in Chinese 中文註冊名稱	Registered Name in Chinese (if any) is in any document same as that stated in company's Certificate of Incorporation / Business Registration Certificate / Certificate of Incumbency / Certificate of Incorporation on Change of Name, whichever applicable. 任何文件上的中文註冊名稱(如有)必需與公司註冊證書/有效的商業登記證/董事在職證明書/公司更改名稱註冊證書上的資料相符, 如適用。
"Trading As" Name 營業名稱	"Trading As" Name is a pseudonym used by companies to perform their business under a name that differs from the Registered Name of the business. It may refer to a simple company name, a brand name or a trademark name, according to different operation purpose. 營業名稱是企業基於商業目的所使用的不同於註冊名稱的貿易名稱。可指依營業用途而定之企業名、商品名或商標名等。
Registration/Incorporation Document 登記/註冊文件	Document No. is the Company No. / Certificate No. stated on the relevant documents (Certificate of Incorporation, Business Registration Certificate). 文件號碼可參考上述(公司註冊證書; 商業登記證)文件中的公司號碼。
Country/Territory of Registration 註冊所在國家/地區	Country/Territory of Registration is stated in Certificate of Incorporation or Certificate of Incumbency. 註冊所在國家/地區可參考公司註冊證書/董事在職證明書。
Has your company issued Bearer Shares? 貴公司是否已發行不記名股票?	Applicable for Limited Company and all intermediate layers of the company Bearer Shares are shares whereby ownership is assigned to whoever has physical possession of the share certificates, which the issuing firm neither registers the owner of the stock nor tracks transfers of ownership. 適用於有限公司及所有公司的中介層。 不記名股票的擁有權賦予實物股份證明書的任何持有人。此類股票的發行公司無需註冊, 亦無需追蹤其擁有權之轉讓。
What is the name of your business' audit or accounting firm? (if applicable) 貴公司的核數師/會計師事務所?(如適用)	Input the name of audit firm or accounting firm, if any. 請填寫核數師或會計師事務所名稱, 如有。

<p>What is your company's ownership position? 貴公司的架構位置？</p>	<p>Only for Limited Company and Partnership</p> <ul style="list-style-type: none"> • Ultimate Parent – a company that owns enough voting stock in another company to control management and operations by influencing or electing its board of directors. • Stand Alone - an independent operating firm with no branches or subsidiaries. • Subsidiary - a subsidiary is an entity that is controlled by a separate higher entity. The controlling entity is called its Parent. • Branch - a location, other than the main office, where business is conducted but which is not a separate legal entity. The location may be "in country" (referred to as an "in country branch") or in a different geographical location. Most branch offices are comprised of smaller divisions of different aspects of the business such as human resources, marketing, accounting, etc. A branch office will typically have a branch manager who will report directly to, and take instructions from, a management member of the main office. • Joint Venture - A joint venture is a contractual business undertaking between two or more parties. It is similar to a business partnership, with one key difference: a partnership generally involves an ongoing, long-term business relationship, whereas a joint venture is based on a single business transaction. Individuals or companies choose to enter joint ventures in order to share strengths, minimise risks, and increase competitive advantages in the marketplace. Joint ventures can be distinct business units (a new business entity may be created for the joint venture) or collaborations between businesses. <p>僅適用於有限公司及合夥經營。</p> <ul style="list-style-type: none"> • 最終母公司- 為一公司於另一間公司擁有足夠的投票權投票，通過影響或推選董事會成員來控制其管理及營運。 • 獨立公司 - 為沒有分公司或子公司之獨立營運公司。 • 子公司 - 為被另一更高實體控制之實體。擁有控制權之實體稱為被控制實體之母公司。 • 分公司- 為開展業務，但並非獨立法人之地點（除總公司外）。此地點可位於國內（稱其為“國內分公司”），或於不同的地點。大部分分公司辦事處由不同業務分支部門，如人力資源，營銷，會計等組成。一個分公司通常由分公司經理直接向總公司一成員彙報、或從其接受指令。 • 合資公司 - 為兩方或多方建立在協議上成立之公司。合資公司與合夥人類似，主要不同點在於：合夥人關係通常包括持續、長期的業務關係；而合資公司建立在一個專案/計劃上。個人或公司成立合資公司以共享優勢，減少風險，並在市場中提高競爭優勢。合資公司可為不同的業務單元（為合資公司專門創建之新公司實體）或公司業務間的協作。
<p>Purpose and Reason(s) of Maintaining Accounts in Hong Kong 在香港持有戶口的用途及原因</p>	<p>Tick the appropriate box(es) if applicable and specify the purpose if "Others" is selected. 請於適當空格內加√號，可填選多於一格。若選取「其他」選項，請闡述戶口用途。</p>

2. Commercial Details 商業資料

A. Business Information 業務資料

Section / Items 部分/項目	Reference 參考
<p>Is your company a Holding Company? 貴公司是否為控股公司？</p>	<p>Not applicable to Sole Proprietor 不適用於獨資經營者。</p>
<p>What is the purpose of structuring your company as a Holding Company? 貴公司使用控股公司架構的原因</p>	<p>Only for Holding Company For example, the Holding Company is established to ensure the unity and control of subsidiaries established in different countries. The holding structure allows group consolidation and management of turnover in order to balance the performance among subsidiaries. 僅適用於控股公司。 例如，控股公司確保對不同國家分公司的聯合及控制。控股結構使集團得以綜合及管理營業收入，以平衡各分公司之商業表現。</p>
<p>Nature of Products/Services Offered 所提供的商品或服務</p>	<p>Please specify the type of products/services provided by your company. E.g. A manufacturer of LCD TVs with one factory in Shenzhen and component suppliers in South Korea and Japan, for export to US and Canadian markets through a sister distribution company XYZ based in HK. 請註明貴公司提供的產品/服務種類。 例如：公司是在深圳設有一間工廠的液晶電視製造商，零件供應商主要來自韓國及日本；公司透過香港的分銷公司將產品出口到美國和加拿大市場。</p>
<p>Relevant Financial Performance Indicator 相關財務表現數據</p>	<p>Please select the most relevant (most descriptive) key financial data for the business (multiple selections if possible). Please provide a description of the key financial data and its approximate total size. (If 'Other' is selected). 請選擇最相關（最仔細描述）之財務數據（如適用，可選多於一項）。 如選擇“其他”，請提供關鍵財務數據及其總數。</p>

B. Source of Wealth 財富來源

Section / Items 部分/項目	Reference 參考
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Initial Source of Wealth 初始財富來源	Only for Limited Company and Partnership Initial Source of Wealth describes the capital injected to generate the business accumulated capital. Tick the appropriate box(es) if applicable. Please specify the details if "Others" is chosen. 僅適用於有限公司和合夥經營。 初始財富來源描述建立公司或公司資產所注入的資金。 請於適當空格內加√號，可填選多於一格。若選取“其他”選項，請闡述有關詳情。
Ongoing Source of Wealth 持續的財富及收入來源	Only for Limited Company and Partnership Ongoing Source of Wealth describes the on-going activities or future events. Tick the appropriate box(es) if applicable. Please specify the details if "Others" is chosen. 僅適用於有限公司和合夥經營。 持續的財富及收入來源描述現有持續的或未來的商業活動。 請於適當空格內加√號，可填選多於一格。若選取“其他”選項，請闡述有關詳情。
Initial Source of Wealth of Sole Proprietor 獨資經營者初始財富來源	Only for Sole Proprietor Initial Source of Wealth describes the capital injected to generate the business accumulated capital. Tick the appropriate box(es) if applicable. Please specify the details if "Others" is chosen. 僅適用於獨資經營者。 初始財富來源描述建立公司或公司資產所注入的資金。 請於適當空格內加√號，可填選多於一格。若選取“其他”選項，請闡述有關詳情。
Ongoing Source of Wealth of Sole Proprietor 獨資經營者持續的財富及收入來源	Only for Sole Proprietor Ongoing Source of Wealth describes the on-going activities or future events. Tick the appropriate box(es) if applicable. Please specify the details if "Others" is chosen. 僅適用於獨資經營者。 持續的財富及收入來源描述現有持續的或未來的商業活動。 請於適當空格內加√號，可填選多於一格。若選取“其他”選項，請闡述有關詳情。
C. Anticipated Purpose of Usage – Payment and Cash Management 預期使用目的 - 資金管理	
Section / Items 部分/項目	Reference 參考
Intended Purpose of Product/Account 產品/戶口的預期用途	Tick the appropriate box (es) if applicable and specify the details if "Others" is selected. 請於適當空格內加√號，可填選多於一格。若選取「其他」選項，請註明產品/戶口的預期用途。
Domestic/International Transaction 本地/國際交易	Tick the appropriate box. 請於適當空格內加√號。
Does your company expect to make significant payments 貴公司是否預期將支付大額款項	Significant payment refers to single payment \geq HKD1,000,000 and applicable for both inward and outward payments. 大額款項是指單筆超過或等於 100 萬港元之款項（或等值外幣），同時適用於出賬及入賬之款項。
Does your company intend to make cross-border transactions 貴公司是否預期進行跨境交易	Applicable for both inward and outward payments 此項適用於出賬及入賬之款項。
Please provide explanation for cross-border transactions 請提供跨境交易資料	Free text for 200 characters maximum 此項最多可填寫 200 個字符。
Does your company intend to make regular cash transactions 貴公司是否預期進行定期現金交易	Applicable for both deposits and withdrawals 此項適用於存款及提款。
Please provide explanation for cash transactions 請提供現金交易資料	Free text for 500 characters maximum 此項最多可填寫 500 個字符。
Does your company intend to hold large balances in the account with infrequent activity 貴公司是否預期持有大額結餘，而不進行交易	Large balance is defined as \geq HKD 4,000,000 or equivalent and infrequent activity refers to less than 3 transactions per year. Free text for 100 characters maximum for the rationale if selected “yes”. 大額結餘指超過或等於 400 萬港元（或等值外幣）；非頻繁交易指戶口每年少於三項交易。 若選擇“是”，闡述理由限制 100 字符。
5. Details of Connected Parties 有關人士資料	

A. Individuals 個人	
Section / Items 部分/項目	Reference 參考
Full Name 全名	Name must be the same as that stated in HKID / Passport. 姓名必需與香港身分證/護照上的資料相符。
Capacity of Connected Party 有關人士身分	Tick the appropriate box(es) if applicable. Please specify the details if "Other" is chosen. 請於適當空格內加√號，可填選多於一格。若選取「其他」選項，請闡述有關詳情。
Identification Document Type and Number 身分證明文件種類及號碼	Hong Kong Identity Card (HKID): Please tick "Yes" if "Permanent" is shown on HKID (i.e. Permanent ID holder); Otherwise, please tick "No". Please tick "Other" and specify the type and number of Identification Document, if not using HKID or Passport. 香港身分證： 若於身分證上顯示「永久」，請於「是」的空格內填上√號。否則請於「否」的空格內填上√號。 如不使用香港身分證或護照作證明文件，請於「其他」的空格內填上√號，並註明文件種類及號碼。
Ultimate Beneficial Owner Source of Wealth 最終實益擁有人的財富來源	For Sole Proprietor as Ultimate Beneficial Owner, the answer should be the same as 'Initial Source of Wealth of Sole Proprietor' 如獨資經營者本身為最終實益擁有人，此問題答案與「獨資經營者初始財富來源」應相同。
Country(ies)/Territory(ies) in which this Ultimate Beneficial Owner attained their Initial Source of Wealth 此最終實益擁有人獲得初始財富來源國家/地區	For Sole Proprietor as Ultimate Beneficial Owner, the answer should be the same as 'Country(ies) /Territory(ies) in which Sole Proprietor attained their Initial Source of Wealth' 獨資經營者本身做為最終實益擁有人，此答案與「獨資經營者獲得其持續的財富及收入來源的國家/地區」應相同。
Is this Key Controller a Sole Authorised Signatory of the company? 此主要管理人是否公司唯一授權簽署人?	Please provide the rationale of selecting the Key Controller as Sole Authorised Signatory and explain the control of this individual in the company structure. 請提供選取此主要管理人為唯一授權簽署人之原因，並請解釋此人在公司架構中之控制權。
B. Corporate Entities 法人團體	
Section / Items 部分/項目	Reference 參考
Nature of the Related Party's business, including their Sources of revenues, expected income and key products/services 其他相關方的業務性質，包括其收入/預期收入來源以及主要產品/服務	Other Related Parties are those parties who may support or provide advice to the Company, but who sit outside of the management or ownership structure. Only required if connected parties role is "other related parties". 其他相關方指向公司提供支持或建議的團體，但該團體並不在公司的管理或股權架構中。 僅適用於有關人士為「其他相關團體」之情況。
C. Trust/Foundation as Beneficial Owner – Trust/Foundation Information 作為實益擁有人之信託/基金會 – 信託/基金會資料	
Section / Items 部分/項目	Reference 參考
Class Type for Beneficiaries 受益人類別	For the majority of Trusts, there will be clearly identified Beneficiaries or a class of Beneficiaries (e.g. unborn grandchildren). Usually, Beneficiaries or the Class of Beneficiaries are documented in the Trust's Deed or equivalent. 大部份信託有明確的受益人（如未出世的孫兒）。通常受益人於信託契約（或同等文件）中指明。