

境内公司开立账户

#	材料	备注
客户提供:		
1	Business License 营业执照正副本复印件	
2	Local and State Tax Registration Album 国地税登记证正本复印件	适用于暂未三证合一的公司
3	Enterprise IC Certificate 组织机构代码证正本复印件	适用于暂未三证合一的公司
4	Establishment Approval issued by local government 外商投资企业批准证书复印件或 《外商投资企业设立备案回执》/《外商投资企业变更备案回执》	适用于三资企业
5	State owned certification 国有资产管理部门的国有资产证明书等国有独资公司证明资料复印件 (如有)	适用于国有企业
6	Financial License 金融机构许可证	适用于金融机构
7	Approval issued by SAFE for free trade area or capital related foreign currency account 若为保税区等特殊经济区域的企业, 需提供外管局批文复印件	适用于特殊经济区域或资本项目 外汇账户
8	Board Resolution 董事会决议 (如无董事会, 则提供开户授权书)	
9	The list of Board Directors/C-Level Executives/Supervisory Board Members with country of Domicile(mandatory), Place of birth, Citizenship, and date of birth* 附有居住国别 (必填)、出生国、国籍信息、出生日期等信息的董事会成员、高管及监事名单 (日期需在12个月以内)	
10	Proof of residential/professional address for TWO individual Board of Directors/C-level Executives/Supervisory Board Members and all key controller 董事会成员、C级高管及监事中任意二人及所有授权签字人的居住地址或工作地址证明文件*	
11	English Name Certificate 英文名证明	
12	Memorandum and Articles of Association (including share holders information and/or organization chart) with ride chop 公司章程含股东名单/或股权结构图复印件 (请加盖骑缝章, 且日期在12个月内)	
13	The identity of Beneficiary Owners: In-house lawyer or external counsel acting for the client; Company secretary; Compliance department; or Other staff that are registered as an approved person with a recognized regulator (and this can be proven) 受益人信息 (例如股权结构图等) 需要经下列途径确认: 客户的内部律师或代理客户的外部法律顾问; 客户的公司秘书; 客户的合规管理部门; 或登记为经监管机构认可的员工	
14	Passport or Identification Cards 提供以下人员的有效身份证件 A 法人代表 (legal representative) B 任意2名董事会成员 (any two of Board of Directors) C 董事会决议被授权人 (the Board of Directors authorized person) D 印鉴签字人 (Authorized signatory)	
15	All participate shareholders: include those entitled to exercise, or control the exercise of 10% or more of the voting rights of the company, ultimate beneficial owner (UBO) 若股东名单中有公司股东占股比例在10%以上, 直至知悉最后股东的个人身份*	
16	Information required for individual beneficial owners with 10% or more interest 占股比例在10%以上的个人股东需要提供的信息如下: 1. Certified copy of Clear and Valid photo ID 有效身份证件 2. Proof of residential address 有效居住地址证明 3. Description and supporting of Source of Wealth 资金来源 4. Email confirmation on below: a) Place of birth (if not included in photo ID) 出生地 b) Citizenship (if the individual has multiple citizenships, all of them have to be disclosed) 国籍 c) Date of Birth (if not included in photo ID) 出生日期	
17	Email confirmation that neither CLIENT, nor any entity in the ownership structure with 10% or more interest in the client has issued bearer shares or has the ability to issue bearer shares 占股比例在10%以上的机构股东确认未发行或无能力发行不记名股票的声明	
18	Latest Financial Statements evidencing the source of wealth 最近一期的财务报表	
19	Financial Institution Questionnaire 金融机构反洗钱调查问卷	适用于金融机构
20	Basic Account Certification 基本存款账户开户许可证复印件 (如已开立人民币基本存款账户)	适用于开立人民币一般帐户
21	RMB general A/C usage explanation 开立人民币一般账户用途说明 (如已开立人民币基本存款账户)	适用于开立人民币一般帐户
22	Basic Account Certification 若因“转户”原因在我行重新开立基本存款账户, 须提供原基本存款账户开户许可证复印件, 若开立异地基本存款账户, 需出具注册地人民银行分支机构的未开立基本存款账户证明正本	适用于开立人民币基本存款户
银行表格需客户填写:		
1	T&C 一般章程条款 (加盖公章)	
2	Signature Card 有效印鉴卡 (一式两份)	
3	Covenant and Authorization for Use of A Chop 印章式样使用承诺及授权书 (如上述印鉴卡预留私人印章者请填写)	
4	Customer Information Form 商业客户资料表	
5	Company Information Form issued by SAFE 单位基本情况表	适用于需要跨境收支的帐户

6	Bank Account Declaration Form 开立单位银行结算账户申请书(一式三份)	适用于开立人民币帐户
7	Company Related Party Registration Form 关联企业登记表(一式三份)	适用于开立人民币基本存款户
8	Authorization Form for Large Amount Transaction Call Back 大额交易回电确认授权书	
9	Letter of Authorization 账户开立授权书	
10	US Tax pack (Provided by IRS) 美国税收资料表 (由美国国家税务局提供)	
11	Client Information Form for EAST EAST客户信息采集表格	
12	CRS related forms 非居民金融账户涉税信息相关表格	

备注:

- *所有提交银行的开户资料请加盖公章
- *所有复印件必须交验原件, 验完退回
- *被授权开户人持本人有效身份证件原件至我行装有监控录像的会议室进行开户申请。
- *个人的有效身份证件指护照 (非中国居民) 或港澳台同胞通行证 (港澳台居民) 或者身份证复印件 (大陆居民) 或外国人永久居留身份证 (非中国居民)
- *所有相关文件签署须与董事会决议一致
- *如异地客户需提供上门核实相关证明文件材料
- *请根据公司实际情况提供以上资料, 如不适用则无需提供, 我行会对此进行审核确认。
- *根据美国国家税务局 (IRS) 发布的美国《海外账户税收合规法案》(简称FATCA法案) 填写 美国税收资料表。
- *居住地址证明文件可为有效身份证件上注明的地址, 或6个月内的公共事业费用单据、或3个月内的银行账单; 工作地址证明文件需要公司出具证明
- *根据国办发[2015]50号《关于加快推进“三证合一”登记制度改革的意见》, 实施“三证合一”登记制度改革后, 企业的组织机构代码证和税务登记证不再发放。企业原需要使用组织机构代码证、税务登记证办理相关事务的, 一律改为使用“三证合一”后的营业执照办理

境外公司开立账户

#	材料	备注
客户提供:		
1	Certificate of Registration and Certificate for commercial registration 公司注册证书和商业登记证	适用于香港注册的公司/Applicable for companies registered in HongKong
2	D form(including all shareholders and directors' name) and the latest declaration for one calendar year) D表格和最近一期的周年申报表	适用于香港注册的公司/Applicable for companies registered in HongKong
3	Certificate for commercial registration 商业与汽车登记局颁发的工商登记证 和澳门财政局的税务豁免单(M7/M8), 如果在 M1 和 M7 表后有“免收利润税”, 则可免除	适用于澳门注册的公司/Applicable for companies registered in Macau
4	Certificate of Registration or Certificate for commercial registration 登记证、注册证或工商登记证 (need further check with compliance case by case)	适用于其他国际或地区注册的公司/Applicable for offshore companies registered in other countries
5	Memorandum and Articles of Association (including share holders information and/or organization chart) with ride chop 公司章程含股东名单/或股权结构图复印件 (请加盖骑缝章, 且日期在12个月内)	
6	The identity of Beneficiary Owners: In-house lawyer or external counsel acting for the client; Company secretary; Compliance department; or Other staff that are registered as an approved person with a recognized regulator (and this can be proven) 受益人信息 (例如股权结构图等) 需要经下列途径确认: 客户的内部律师或代理客户的外部法律顾问; 客户的公司秘书; 客户的合规管理部门; 或登记为经监管机构认可的员工	
7	Board Resolution 董事会决议 (如无董事会, 则提供开户授权书)	
8	The list of Board Directors/C-Level Executives/Supervisory Board Members with country of Domicile(mandatory), Place of birth, Citizenship, and date of birth* 附有居住国别 (必填)、出生国、国籍信息、出生日期等信息的董事会成员、高管及监事名单 (日期需在12个月以内)	
9	Proof of residential/professional address for TWO individual Board of Directors/C-level Executives/Supervisory Board Members and all key controller 董事会成员、C级高管及监事中任意二人及所有授权签字人的居住地址或工作地址证明文件*	
10	Passport or Identification Cards 提供以下人员的有效身份证件 A 法人代表 (legal representative) B 任意2名董事会成员 (any two of Board of Directors) C 董事会决议被授权人 (the Board of Directors authorized person) D 印鉴签字人 (Authorized signatory)	
11	All participate shareholders: include those entitled to exercise ,or control the exercise of 10% or more of the voting rights of the company, ultimate beneficial owner (UBO) 若股东名单中有公司股东占股比例在10%以上, 直至知悉最后股东的个人身份*	
12	Information required for individual beneficial owners with 10% or more interest 占股比例在10%以上的个人股东需要提供的信息如下: 1. Certified copy of Clear and Valid photo ID 有效身份证件 2. Proof of residential address 有效居住地址证明 3. Description and supporting of Source of Wealth 资金来源 4. Email confirmation on below:a) Place of birth (if not included in photo ID) 出生地 b) Citizenship (if the individual has multiple citizenships, all of them have to be disclosed) 国籍 c) Date of Birth (if not included in photo ID) 出生日期	
13	Email confirmation that neither CLIENT, nor any entity in the ownership structure with 10% or more interest in the client has issued bearer shares or has the ability to issue bearer shares 占股比例在10%以上的机构股东确认未发行或xx发行不记名股票	
14	Latest Financial Statements evidencing the source of wealth 最近一期的财务报表	
15	Financial Institution Questionnaire 金融机构反洗钱调查问卷	适用于金融机构/Applicable for Financial Institutions
16	Code Notification for special entity issued by SAFE 外汇管理局规定颁发的特殊机构代码赋码通知	
17	Certificate of Approval issued by Authority or relevant law/regulation to prove the legality of engagement in business in PRC 在境内开展相关活动所依据的法规制度或政府主管部门的批准文件 如开立账户的背景为受让境内不良资产, “有关主管部门批准境内机构对外转让不良资产的核准或备案文件”	
18	Basic Account Certification 基本存款账户开户许可证复印件 (适用于有人民币基本户的境外机构)	适用于开立人民币一般帐户/Applicable for RMB general account opening
19	Certification for special entity issued by PBOC 人民银行国库科为该机构颁发的特殊机构代码证(适用于有人民币基本户的境外机构)	适用于开立人民币一般帐户/Applicable for RMB general account opening
银行表格需客户填写:		
1	T&C 一般章程条款 (加盖公章)	
2	Signature Card 有效印鉴卡 (一式两份)	
3	Covenant and Authorization for Use of A Chop 印章式样使用承诺及授权书 (如上述印鉴卡预留私人印章者请填写)	
4	Customer Information Form 商业客户资料表	
5	Company Information Form issued by SAFE 单位基本情况表	
6	Bank Account Declaration Form 开立单位银行结算账户申请书(一式三份)	适用于开立人民币帐户/Applicable for RMB account opening
7	Authorization Form for Large Amount Transaction Call Back 大额交易回电确认授权书	
8	Letter of Authorization 账户开立授权书	

9	US Tax pack (Provided by IRS) 美国税收资料表 (由美国国家税务局提供)	
10	Application Form for special entity code 特殊机构代码申领协办单 (若无特殊机构代码)	
11	Client Information Form for EAST EAST客户信息采集表格	
12	CRS related forms 非居民金融账户涉税信息相关表格	

备注:

- *境外机构开立账户时出具的其在境外合法注册成立的证明文件、法定代表人或者单位负责人或者账户有权签字人 (统称负责人) 的有效身份证件等开户证明文件应当为原件。 /Offshore company needs to provide supporting documents for its overseas legal registration, and valid identity card is required for its legal representative/Chairman/President/Authorized Signatory.
- * 被授权开户人持本人有效身份证件原件至我行装有监控录像的会议室进行开户申请。 /Account opening authorized person is required to visit our branch and provide account opening application forms under the CCTV.
- *如开户证明文件为非中文的, 应当翻译为对应的中文, 并在翻译件上加盖单位公章或者财务专用章或者账户有权签字人的签章。 /For Foreign supporting documents is required to translate into Chinese and affix with Company Chop/Authorized signatures.
- *所有提交银行的开户银行表格请加盖公章, 若无公章, 可加盖财务专用章或账户有权签字人的签章 /All bank forms are required to affix with Company Chop/Authorized signatures.
- *个人的有效身份证件指护照 (非中国居民) 或港澳台同胞通行证 (港澳台居民) 或者身份证复印件 (大陆居民) 或外国人永久居留身份证 (非中国居民) /Valid identity card includes Passport (non resident) or Hong Kong, Macao and Taiwan Pass (Hong Kong, Macao and Taiwan residents) or China Identity card (resident) or Foreigners permanent Identity card (non resident)
- *居住地址证明文件可为有效身份证件上注明的地址, 或6个月内的公共事业费用单据、或3个月内的银行账单; 工作地址证明文件需要公司出具证明/ The proof of residence address may be the address indicated on the valid identity card, or utilities bill within 6 months, or bank statement within 3 months; The proof of work address may issue by the current employer.
- * 所有相关文件签署须与董事会决议一致 /Board resolution and to sign relevant documents needs to keep consistent.
- * 请根据公司实际情况提供以上资料, 如不适用则无需提供, 我行会对此进行审核确认 /Please provide the above supporting documents according to the actual situation of the company, our bank will further verify and review.
- *根据美国国家税务局 (IRS) 发布的美国《海外账户税收合规法案》 (简称FATCA法案) 填写 美国税收资料表。 /Please fill in the tax form according to FATCA issued by IRS.