



偉 通 註 冊 有 限 公 司

VICTON REGISTRATIONS LIMITED

Rooms 1102-3, 11/F., Regent Centre, 88 Queen's Road Central, Hong Kong

Tel : (852) 2845 0884, Fax.: (852) 2868 5002

Email: tony@victon-reg.com

Website: www.victon-reg.com

Instruction: To be completed and signed by Director/Shareholder/Beneficial Owner of the Company.

指示：請由董事／股東／最終受益人填寫

Subject to the requirements set out in section 18 of Part 2 of Schedule 2 to the AMLO, customers need to carry out CDD measures under section 2 of Part 2 of Schedule 2 to the AMLO.

根據打擊洗錢條例附表 2 第 2 部第 18 條的規定，客戶需要根據附表 2 第 2 部第 2 條向信託及公司服務持牌者提供資料。

Customer shall immediately provide the TCSP Licensee with the data or information that customer has obtained in the course of carrying out that measure.

客戶應立即向信託及公司服務持牌者提供客戶在執行該措施過程中獲得的數據或信息。

The customer shall also on request by the TCSP Licensee within the period specified in the record-keeping requirements of the AMLO, provide a copy of any document, or a record of any data or information.

客戶還應在信託及公司服務持牌者要求規定的期限內應信託及公司服務持牌者的要求，提供任何文件或任何數據或信息的記錄副本。

Obtained by the customer in the course of carrying out the CDD measures as soon as reasonably practicable after receiving the request.

客戶在收到請求後，在合理可行的情況下盡快執行信託及公司服務持牌者的過程中提供任何文件或任何數據或信息的記錄副本。

Company's Details 欲設立之公司資料

Proposed / Existing Company Name 設立/ 現有公司之名稱	
Hong Kong Registered Office/ Principal Office address 公司註冊/主要營業地址	
Total Number of Shares Proposed to be Issued 建議發行的股份總數	
Total Amount regarded as Paid Up on the Shares Proposed to be Issued 建議發行的股份視為已繳付的總款額	
Business Nature 業務性質	
Source of Funds 資金來源	



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Individual Director(s) 個人董事

Name in English 英文姓名	
Name in Chinese 中文姓名	
Former Name (if any) 前用姓名 (如適用)	
Date of Birth (DD/MM/YYYY) 出生日期 (日/月/年)	
Place of Birth 出生地點	
Nationality 國籍	
H.K.I.D. No./ Passport No. 香港身份證/護 照號碼	
Business Occupation 職業	
Residential Address 住宅地址	

Name in English 英文姓名	
Name in Chinese 中文姓名	
Former Name (if any) 前用姓名 (如適用)	
Date of Birth (DD/MM/YYYY) 出生日期 (日/月/年)	
Place of Birth 出生地點	
Nationality 國籍	
H.K.I.D. No./ Passport No. 香港身份證/護 照號碼	
Business Occupation 職業	
Residential Address 住宅地址	

Corporate Director 法人董事

Corporate Name 法人名稱	
Date of Incorporation (DD/MM/YYYY) 註冊日期 (日/月/年)	
Corporate/ Registration Number 註冊編號	
Place of Incorporation 註冊地點	
Hong Kong Registered Office/ Principal Office address 公司註冊/主要營業地址	



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Corporate Name 法人名稱	
Date of Incorporation (DD/MM/YYYY) 註冊日期 (日/月/年)	
Corporate/ Registration Number 註冊編號	
Place of Incorporation 註冊地點	
Hong Kong Registered Office/ Principal Office address 公司註冊/主要營業地址	

Individual Shareholder 個人股東

Name in English 英文姓名	
Name in Chinese 中文姓名	
Former Name (if any) 前用姓名 (如適用)	
Date of Birth (DD/MM/YYYY) 出生日期 (日/月/年)	
Place of Birth 出生地點	
Nationality 國籍	
H.K.I.D. No./ Passport No. 香港身份證/護 照號碼	
Business Occupation 職業	
Residential Address 住宅地址	
Tax Residency 稅務地方	
Number of Share(s) to be issued 持有股數	

Name in English 英文姓名	
Name in Chinese 中文姓名	
Former Name (if any) 前用姓名 (如適用)	
Date of Birth (DD/MM/YYYY) 出生日期 (日/月/年)	
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Business Occupation 職業	
Residential Address 住宅地址	
Tax Residency 稅務地方	
Number of Share(s) to be issued 持有股數	

Corporate Shareholder 法人股東

Corporate Name 法人名稱	
Date of Incorporation (DD/MM/YYYY) 註冊日期 (日/月/年)	
Corporate/ Registration Number 註冊編號	
Place of Incorporation 註冊地點	
Hong Kong Registered Office/ Principal Office address 公司註冊/主要營業地址	
Tax Residency 稅務地方	
Number of Share(s) to be issued 持有股數	

Corporate Name 法人名稱	
Date of Incorporation (DD/MM/YYYY) 註冊日期 (日/月/年)	
Corporate/ Registration Number 註冊編號	
Place of Incorporation 註冊地點	
Hong Kong Registered Office/ Principal Office address 公司註冊/主要營業地址	
Tax Residency 稅務地方	
Number of Share(s) to be issued 持有股數	

Details for the Beneficial Owner(s) 實益擁有人資料

Name in English 英文姓名	
Name in Chinese 中文姓名	
Former Name (if any) 前用姓名 (如適用)	
Date of Birth (DD/MM/YYYY) 出生日期 (日/月/年)	
Place of Birth 出生地點	
Nationality 國籍	



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Business Occupation 職業	
Residential Address 住宅地址	
Tax Residency 稅務地方	
Shareholding Percentage 持有股份之百分比	

Name in English 英文姓名	
Name in Chinese 中文姓名	
Former Name (if any) 前用姓名 (如適用)	
Date of Birth (DD/MM/YYYY) 出生日期 (日/月/年)	
Place of Birth 出生地點	
Nationality 國籍	
H.K.I.D. No./ Passport No. 香港身份證/護照號碼	
Business Occupation 職業	
Residential Address 住宅地址	
Tax Residency 稅務地方	
Shareholding Percentage 持有股份之百分比	

Company Secretary 公司秘書

Name in English 英文姓名	
Name in Chinese 中文姓名	
Former Name (if any) 前用姓名 (如適用)	
H.K.I.D. No./ Incorporation No. 香港身份證/註冊編號	

Designated Representative 指定代表

Name (Capacity) 姓名/名稱 (職位)	Contact details 聯絡資料
	(a) Address 地址:
	(b) Telephone No 電話號碼:



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(c) Fax No 傳真號碼:

I/We, the undersigned, confirm that the information provided above is complete and correct to the best of my/our knowledge and belief and I/we undertake that, as long as I/we continue to be a client of **TCSP Licensee**, I/we will promptly notify the appropriate relationship manager at **TCSP Licensee** of any material changes affecting the completeness and accuracy of the responses to the above mentioned questions.

本人/我司（即下述簽署人）確認，上方所提供之資料，就本人/我司所知所信，皆為完整真確，而本人/我司承諾，本人/我司作為信託及公司服務持牌者客戶之期間，若有任何影響上述資料完整性及真確性之重大變動，本人/我司將即時通知信託及公司服務持牌者的客戶經理。



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Appendix A (cont'd) 附件 A (續頁)

CHECKLIST OF DUE DILIGENCE DOCUMENTS

盡職審查文件核對表

1. Director /Secretary and/or the Shareholder/Beneficial Owner of the company's interest (whether directly or indirectly) is the individual, please provide:-

每一位個人董事／秘書及／或每一位（直接或間接）持有公司股權的個人股東／最終受益人，請提供以下文件：

- Certified or notarized copy of Passport/National Identity Card showing photograph, ID number, country of issuance, issue date, expiry date and signature; and

護照／居民身份證（載有照片、證件號碼、發出國家、發出日期、到期日及簽名式樣）之核實本或公證本；以及

- Original, notarized or certified copy of proof of residential address dated within the last 3 months (e.g. utility bill, bank statement or credit card statement).

三個月內發出的居住地址證明之原件、公證本、或核實本（例如：水電費帳單、銀行或信用卡月結單等等）。

2. If the Corporate Director/Secretary and/or Shareholder is a private company, please provide:-**

若董事／秘書及／或股東為法人，且為私人公司（非上市或公眾公司），請提供以下文件**：

- Certified or notarized copy of Certificate of Incorporation; 公司註冊證書之核實本或公證本；
- Certified or notarized copy of Memorandum and Articles of Association; 公司章程之核實本或公證本；
- Certified or notarized copy of Register of Directors; 董事名冊之核實本或公證本；
- Certified or notarized copy of Register of Secretary; 秘書名冊之核實本或公證本；
- Certified or notarized copy of Register of Members; and 股東名冊之核實本或公證本；以及
- Due diligence documents are required for each Director and ultimate Beneficial Owner as stated in item 1 above. 該法人股東之每位董事及持有欲設立公司股權的最終實益擁有人之盡職審查文件（即上述第 1 點所述之文件）。

3. If the Corporate Director/Secretary and/or Shareholder is a licenced/recognized trustee, please provide:-



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若董事／秘書及／或股東為法人，且為具有執照／獲認可的受託人，請提供以下文件：

- Certified or notarized copy of Certificate of Incorporation; 公司註冊證書之核實本或公證本；
- Certified or notarized copy of Memorandum and Articles of Association; 公司章程之核實本或公證本；
- Certified or notarized copy of Register of Directors; 董事名冊之核實本或公證本；
- Certified or notarized copy of Register of Secretary; 秘書名冊之核實本或公證本；
- Certified or notarized copy of Register of Members; and 股東名冊之核實本或公證本；以及
- A certified true copy of the Trustee Licence 受託人執照之核實本。

**** Please note: ****提醒您：

(i) This process continues until the principal shareholders are all individuals.

上述程序適用於公司每一層架構，直至個人股東層面為止。

(ii) For holding companies, the information requested should be supplied on the ultimate holding company.

Please provide an organization chart to explain the corporate structure.

若公司股東皆為控股公司，則僅需提供最終控股公司的盡職審查文件；若為此情況，請提供公司架構圖說明公司股權狀況。

4. **TCSP Licensee** accepts the following persons as certifiers:

信託及公司服務持牌者接受由以下人士核實之文件：

- (a) a licensed bank; 具有牌照之銀行；
- (b) a lawyer/solicitor/barrister qualified in an acceptable jurisdiction; 在可接受的司法管轄區具有執業資格之律師或大律師；
- (c) an accountant or actuary qualified in an acceptable jurisdiction; 在可接受的司法管轄區具有執業資格之會計師或精算師；
- (d) a chartered secretary qualified in an acceptable jurisdiction; 在可接受的司法管轄區具有專業資格之特許秘書；
- (e) a director, manager or senior officer of a licensed entity; 具有執照之相關機構之董事或經理或高階管理層；
- (f) a notary public; 公證人；
- (g) a Justice of Peace or Commissioner of Oaths; 太平紳士或監誓官；



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- (h) an officer of an Embassy or Consulate; 大使館或領事館之高級職員；
- (i) a senior public officer (including a senior police officer, customs officer or immigration officer); and 高階公職人員（包括：高階警官、海關官員、或入境處/移民署官員）；以及
- (j) a government official. 政府官員；

5. Certification of documents by a proper certifier should confirm the following:

由適當核實人士所核實的文件，應確認以下事項：

Where it is a proof of identity or residential address. 若為身份證明文件

"I have seen and compared the original document verifying the identity and/or residential address of the individual, and I hereby certify that this is a complete and accurate copy of the original."

“本人已檢閱並比對該人士之身份證明及/或居住地址證明文件之原件，並證明此為該文件原件之完整真確影本。”

Date: 日期：

Signature/Seal: 簽名/印章：

Name & Position: 姓名及職位：

Contact Information: 連絡資料：

Where the document contains a photograph of the individual. 若為文件載有個人的照片

"I have seen and compared the original document verifying the identity and/or residential address of the individual, and I hereby certify that this is a complete and accurate copy of the original and that the photograph bears a true likeness to the individual to whom this certification relates."

“本人已檢閱並比對該人士之身份證明及/或居住地址證明文件之原件，並證明此為該文件原件之完整真確影本，而文件所載照片與該證明文件所涉人士樣貌相符。”

Date: 日期：

Signature/Seal: 簽名/印章：

Name & Position: 姓名及職位：

Contact Information: 連絡資料：

All other documentation. 其他文件

"I have seen and compared the original document and I hereby certify that this is a complete and accurate copy of the original."

“本人已檢閱並比對此文件之原件，並證明此為該文件原件之完整真確影本。”

Date: 日期：

Signature/Seal: 簽名/印章：

Name & Position: 姓名及職位：



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Contact Information: 連絡資料：