

**Supporting Documents Required For Account Opening
(Corporate/Partnership/Trust/Association)**

(For reference only)

Copies of the following documents, certified to be true and complete in the last three (3) calendar months by [two (2) directors or one (1) director and the company secretary/one Partner/one Trustee/one person exercising control] [over/of] the Client or a professional body acceptable to Well Link Securities Limited ("WLSL") shall be provided. WLSL reserves the right to request additional supporting documents from the Client. Where the account opening documents are not executed in the presence of a WLSL employee, the copies of identity documents should be certified by any other licensed or registered person, an affiliate of a licensed or registered person, a Justice of the Peace, or a professional person such as a branch manager of a bank, certified public accountant, lawyer or notary public. The certifier must sign and date the copy document (printing his/her name clearly in capitals underneath) and clearly indicate his/her position or capacity on it. The certifier must state that it is a true copy of the original (or words to similar effect).

(Please tick supporting documents provided)

Identity verification in respect of relevant companies, trusts, partnerships, associations

- Certificate of Incorporation/Certificate of Registration**
- Certificate of business registration (if applicable)**
- Business Registration Certificate (if applicable)**
- Memorandum & Articles of Association (if applicable)**
- Partnership Agreement (if applicable)**
- Constitution of the association (if applicable)**
- Trust Deed (if applicable)**
- Details of ownership and structure control (e.g. ownership chart¹) (if applicable²)**
- Specimen of Company Chop (if applicable)**
- Certificate of Incumbency and Certificate of Good Standing issued within the last 6 months (if available)**
- Registered Agent's Certificate (e.g. Register of directors and Register of members)(if available)**

Identity verification in respect of relevant individuals

- Valid Identity document (e.g. (i) for Hong Kong permanent residents: Hong Kong identity card, certificate of identity or document of identity; and (ii) for non-Hong Kong residents: passport, travel document³, national identity card (including a photograph) or national driving license (including a photograph)) of⁴:**

- **Authorised Persons**
- **Directors/Partners/Individuals exercising control of the partnership/association**
- **Trustee(s), Settlor(s), Protector(s); Enforcer(s) and/or Beneficiary(ies)**
- **Beneficial Owners/Shareholders (holding of 25% or more share capital)**

- Proof of current residential address (and of permanent address, if different from residential address)⁵ for each:**

- **Authorised Persons**
- **Directors/Partners/Individuals exercising control of the partnership/association**

¹ At a minimum, the chart should include the relevant entities' name, place of incorporation and, where applicable, the rationale behind the particular structure employed.

² Identification of the beneficial owner of the Client is not required where WLSL is establishing a business relationship with a Client to whom simplified due diligence may be applied (as specified in section 15 of Schedule 2 to the Anti-Money Laundering and Counter-Terrorist Financing (Financial Institutions) Ordinance (Cap. 615)).

³ The following documents constitute travel documents for the purpose of identity verification: (a) Permanent Resident Identity Card of Macau Special Administrative Region; (b) Mainland Travel Permit for Taiwan Residents; (c) Seaman's Identity Document (issued under and in accordance with the International Labour Organisation Convention/Seafarers Identity Document Convention 1958); (d) Taiwan Travel Permit for Mainland Residents; (e) Permit for residents of Macau issued by Director of Immigration; (f) Exit-entry Permit for Travelling to and from Hong Kong and Macau for Official Purposes; and (g) Exit-entry Permit for Travelling to and from Hong Kong and Macau.

⁴ WLSL should retain a copy of the "biodata" page which contains the bearer's photograph and biographical details.

⁵ Methods for verifying residential addresses may include obtaining: (a) a utility bill issued within the last 3 months; (b) a statement issued by an authorized institution, a licensed corporation or an authorized insurer within the last 3 months,

- **Trustee(s), Settlor(s), Protector(s); Enforcer(s) and/or Beneficiary(ies)**
- **Beneficial Owners**

- Employer's consent letter**

Other verifications

- Board Resolution(s)/written authority/power of attorney conferring power and authority to Authorised Persons to give instructions to WLSL on behalf of the Client**
- Proof of Bank Account (e.g. Copy of the cover of bank statement or bankbook)**