



# Customer Self-Checklist 客户自我检查清单

## Required Documents For Account Opening 开立账户所需文件

For reference purpose only

### What you need to bring 您需要携带什么:

	Company 公司	Partnership 合伙	Sole-Proprietorship 独资经营者	Society / Club / Association 社团 / 俱乐部 / 协会	Professional Practices 专业人士事务所	Limited Liability Partnership 有限责任合伙
OCBC Business Account Application Form 华侨银行商业账户申请表格	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Certified true copies of NRIC/Passport of all Authorised Signatory(ies), Authorised Person(s), OCBC Velocity Authoriser(s), Beneficial Owner(s), and Compliance Officer 所有授权签署人, 授权人, OCBC Velocity 授权人, 受益人和合规审查官员之身份证/护照的经认证副本	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Certified true copies of residential address proof e.g. NRIC, utility bill, telephone bill, bank/credit card/insurance statement or extract from company search of all Authorised Signatory(ies), Authorised Person(s), and OCBC Velocity Authoriser(s) (bill dated within last 3 months from date of application) 居住地址凭据, 例如 身份证, 水电单, 电话单, 银行/信用卡/保险结单或针对所有授权签署人, 授权人和 OCBC Velocity 授权人的公司搜索摘要的经认证副本 (账单发出日期须是申请日起的 3 个月内)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Board Resolution (bank's standard / company's) 董事会决议 (根据银行/公司的标准样本)	<input checked="" type="checkbox"/>					
Certified true copy of Memorandum & Articles of Association (M&A) / Constitution (if available) 公司章程和组织章程 (M&A) / 章程的经认证副本 (若有)	<input checked="" type="checkbox"/>					
Certified true copies Form 49 / Application for Registration of a Company ("SuperForm") and Changes of Directors, Manager and Secretary (if available) 49 号表格/公司注册申请表("SuperForm"), 以及董事, 经理和秘书变更的经认证副本(若有)	<input checked="" type="checkbox"/>					
Certified true copy of Form 24 (or latest annual return) / Application for Registration of a Company ("SuperForm") and Return of Allotment of Shares (if available) 24 号表格(或最新年度申报表)/ 公司注册申请表("SuperForm"), 以及股份分配申报表的经认证副本(若有)	<input checked="" type="checkbox"/>					
Certified true copy of Certificate of Registration with Registry of Societies 社团注册证书的经认证副本				<input checked="" type="checkbox"/>		
Certified true copy of By-Laws of Society / Club / Association 社团/俱乐部/协会细则的经认证副本				<input checked="" type="checkbox"/>		
Certified true copy of Minutes of Meeting of Management Committee 管理委员会之会议记录的经认证副本				<input checked="" type="checkbox"/>		
NRIC / Passport of Sole Proprietor / Partners – Original sighted 独资经营者/合伙人的身份证/护照 – 须亲睹正本		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Practicing Certificate – Original sighted 执业证书 – 须亲睹正本					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <sup>1</sup>
Notice of Registration or Certificate of Registration from Registrar of LLP (if available) 有限合伙注册通知书或注册证书 (若有)						<input checked="" type="checkbox"/>
Certified True Copy of LLP Agreement (if available) <sup>3</sup> 有限合伙协议的经认证副本(若有) <sup>3</sup>						<input checked="" type="checkbox"/>
Certified Extract of the Resolution for the LLP – certified by Compliance Officer & 1 partner 有限合伙决议的经认证摘要 P – 经合规审查官员和 1 位合伙人认证						<input checked="" type="checkbox"/>
Letter of Approval <sup>2</sup> from Governing Body – Original sighted 管制机构的批文 <sup>2</sup> – 须亲睹正本						<input checked="" type="checkbox"/>
Annual Declaration of LLP (if available) 有限合伙业务的年度声明 (若有)						<input checked="" type="checkbox"/>

<sup>1</sup> Applicable to LLP formed by at least one professional practice 适用于由至少一家专业人士事务所成立的有限合伙

<sup>2</sup> Applicable to professional practices, i.e. Chartered Accountants, Advocates & Solicitors, and Secretary 适用于专业人士事务所, 即特许会计师, 诉讼律师, 律师和秘书

<sup>3</sup> If not available, 2nd schedule of LLP Act shall apply 若无, 有限合伙法令的第 2 表将适用

**For Housing Development Account/Housing Development Account-i (HDA/HDA-i), please bring along the following additional documents:**  
**如需办理房屋发展账户/伊斯兰房屋发展账户 (HDA/HDA-i), 请准备以下文件:**

Company 公司	1. Conditional Approval Letter from Ministry of Housing 房屋部的有条件批文
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For assistance on your account application, please call our Business Banking Commercial Service Centre at following number: 1) OCBC Bank (Malaysia) Berhad [1300-88-7000], 2) OCBC Al-Amin Bank Berhad [1300-88-0255]. For more information on the pricing, terms and conditions of our products and services, please visit [www.ocbc.com.my](http://www.ocbc.com.my).

如需协助办理账户申请, 请联络联系商业银行客户服务中心: 华侨银行 (马来西亚) 有限公司 [1300-88-7000], OCBC Al-Amin 银行有限公司 [1300-88-0255]。如需了解更多产品与服务的价格、条款与条件, 请访问官网: [www.ocbc.com.my](http://www.ocbc.com.my)

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### Certification of true copies of documents 认证文件副本的要求:

Legal entities (Company) 法人实体 (公司)	All types of documents 所有类型的文件	<div>1. Original sighted by OCBC staff; 由华侨银行职员亲睹正本;</div> <div>2. Independent parties as follow:- 由以下独立第三方认证:-<ul style="list-style-type: none"><li>a law firm, which is on the panel of lawyers of an OCBC Entity or of the OCBC Group, or a law firm comparable to these law firms; 属于华侨银行个体或华侨银行集团律师名单中的律师事务所, 或具有相当资质的律师事务所;</li><li>a reputable firm of accountants or auditors; 声誉卓著的会计师或审计师事务所;</li><li>a notary public, an independent lawyer or independent certified public or professional accountant; 公证人, 独立律师或独立注册会计师或专业会计师;</li><li>an embassy, consulate or high commission of the country that issued the official identification document; 签发官方身份证明文件的国家的大使馆, 领事馆或高级专员公署;</li><li>a member of the judiciary, a senior civil servant or serving police in a jurisdiction that is a FATF member, or a comparable jurisdiction; 金融行动特别工作组(FATF)成员或同等司法管辖区的司法人员, 高级公务员或现职警察;</li><li>a Chartered Secretary of the Institute of Chartered Secretaries and Administrators (ICSA) 英国特许秘书及行政人员协会(ICSA)的特许秘书。</li></ul></div>
Natural person 自然人		
Alternatively, the following documents can also be certified true as below:- 另可通过以下方式认证文件副本:-		
Legal entities (Company) 法人实体 (公司)	Constitutional documents 章程文件 Customer Issued documents 客户签发的文件	<div>1 Director; or company secretary 1 名董事; 或公司秘书</div> <div>2 Directors; or company secretary + 1 director 2 名董事; 或公司秘书 + 1 名董事</div>
Societies / Clubs / Associations 社团 / 俱乐部 / 协会	All documents 所有文件	<div>2 Office Bearers 2 名管理成员</div>
Natural person 自然人 <ul style="list-style-type: none"><li>Ultimate Beneficial Owner 最终受益人</li><li>Authorised Signatory 授权签署人</li><li>Authorised Person 授权人</li><li>Velocity Authorised Velocity 授权人</li></ul>	Identification documents 身份证明文件	<div>Independent party (ie not under employment of customer) 独立第三方(即并非受雇于客户者)</div> <div>Note: in-house company secretary is not acceptable 注意: 公司内部秘书不可接受作为认证人</div>
Natural person 自然人 <ul style="list-style-type: none"><li>Director 董事</li></ul>		<div>Other director 其他董事</div> <div>Note: Director cannot CTC his own ID document 注意: 董事不得为自己的身份证明文件认证</div>

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