

Appendix I - A Quick Guide To Open Account

Account Location / 開戶地	Singapore (All documents submitted must be in English or translated in English by a competent party acceptable to the Bank)				
	Individuals#	Singapore Registered Entities#	Taiwan Registered Entities#	B.V.I.(or Similar Countries) Registered Entities#	Indonesia Registered Entities*/**/#
Supporting Doc Required	Copy of Photo Identification Document - NRIC or Passport with at least 6 months' of validity.	Certified copy of Certificate of Incorporation / ACRA printout (within 30 days from date of account application) OR Certified copy of Certificate of Registration (Branch of a Foreign Company)	公司設立/變更事項登記表 Certified copy of certificate of registration / Incorporation issued by government authorities	Certified Copy of Certificate Of Incorporation	Certified Copy of Certificate Of Incorporation (Evidence of Registration from Governmental Authority (e.g. Ministry of Industry and Trade)
		公司組織大綱及章程及任何修正的決議之認證影本 Certified copy of Memorandum and Articles of Association (MAA) or LLC Agreement and any amendment resolution	公司章程 Certified copy of Memorandum & Articles of Association (Company Constitutions), and any amendment resolution	Certified copy of Memorandum and Articles of Association (MAA) and any amendment resolution	Certified copy of Memorandum and Articles of Association (MAA) and any amendment resolution
		Certified copies of Photo Identification Document of all directors & all authorized signatories - NRIC (for Singaporeans); Passports with at least 6 months' of validity.	董事長及所有董事以及所有有權簽字人的身份證及護照影本(6個月以上有效期), 該影本需被認證與正本相符 Certified copies of Photo Identification Document (e.g. passport) of the chairman and all directors & all authorized signatories. Passports must be with at least 6 months' of validity	Certified copies of Photo Identification Document (e.g. passport) of all Directors, & all authorized signatories. Passports must be with at least 6 months' of validity	Certified copies of Photo Identification Document (e.g. passport) of all Directors, Board of Commissioners, authorized signatories. Passports must be with at least 6 months' of validity
			主要股東/身份證及護照影本(包括有權行使或控制如何行使公司 10%或以上的投票權人士) ID /Passport Copies of major shareholder (over 10% of voting rights) with address proof.#	ID Copies of major shareholders (over 10% of voting rights) / Ultimate Beneficial Owner(s) with address proof.#	ID Copies of major shareholders (over 10% of voting rights) / Ultimate Beneficial Owner(s) with address proof.#
				Certificate of Incumbency issued by Registration Agents (CTCB approved list) dated not more than 3 months from date of account application.	Letter of Approval from Government Ministry (e.g. Ministry of Justice and Human Rights)
n k F	Account Opening Form	Account Opening Form	Account Opening Form	Account Opening Form	Account Opening Form

	Specimen Signature card	Specimen Signature card	Specimen Signature card	Specimen Signature card	Specimen Signature card
	PIPA agreement (applicable to Taiwanese individual account holder only)	Board Resolution or Certified Extract of Board Resolution (signed by two directors or one director & Company secretary or in accordance with MAA)	Board Resolution or Certified Extract of Board Resolution (signed by two directors or one director & Company secretary or in accordance with MAA)	Board Resolution or Certified Extract of Board Resolution (signed by two directors or one director & Company secretary or in accordance with MAA)	Board Resolution or Certified Extract of Board Resolution (signed by two directors or one director & Company secretary or in accordance with MAA)
		Withholding Tax Form (for Foreign company registered as a branch in Singapore)	Withholding Tax Form	董事名冊 / 股東名冊 Register of Directors and Secretary, Register Members /Shareholders	Register of Directors and Secretary, Register Members /Shareholders
				Withholding Tax Form	Withholding Tax Form
Optional	• 信譽良好的金融機構或中信照會信 Letter of reference from a reputable financial institution or any CTCB group office	• 信譽良好的金融機構或中信照會信 Letter of reference from a reputable financial institution or any CTCB group office	• 信譽良好的金融機構或中信照會信 Letter of reference from a reputable financial institution or any CTCB group office	• 信譽良好的金融機構或中信照會信 Letter of reference from a reputable financial institution or any CTCB group office	• 信譽良好的金融機構或中信照會信 Letter of reference from a reputable financial institution or any CTCB group office
	Fax Indemnity and Resolution for Fax Indemnity, if required	Fax Indemnity and Resolution for Fax Indemnity, if required	Fax Indemnity and Resolution for Fax Indemnity, if required	Fax Indemnity and Resolution for Fax Indemnity, if required	Fax Indemnity and Resolution for Fax Indemnity, if required
			出進口廠商管理系統 Bureau of Foreign Trade (https://fbfh.trade.gov.tw/rich/text/indexfbOL.asp)	Certificate of good standing	Certificate of good standing
			全國商工行政服務入口網查詢公司登記資料 / 經濟部商業司(Commerce Industrial Service Portal)—公司及分公司基本資料查詢 http://gcis.nat.gov.tw/pub/cmpy/cmpylnfoListAction.do		
新加坡分行內部認識客戶的程序將在開戶前執行 Internal Know-Your-Customer checks will be made by Singapore Branch before Account Opening.					
新加坡分行在必要時可能會要求額外的文件 Singapore Branch may request for additional documentation, where necessary.					
*The Bermuda Islands, Gulf States, Belize, Samoa, Cayman Islands, Mauritius (百慕達群島, 開曼群島, 海灣國家, 貝里斯, 薩摩亞, 毛里求斯)					
# Address proof is required for account holder, and bearer share owners. (Utility / phone bill or governmental correspondence or other documents acceptable to the Bank).					