CLIENT DUE DILIGENCE DOCUMENT CHECKLIST

客戶盡職審查文件清單

CLIENT / ENTITY NAME
客戶 / 實體名稱

請為每位董事、股東、最終實益擁有人及主要控制人提供下列文件及資料。

Please provide the following documents and information for each director, shareholder, ultimate beneficial owner, and key controller.

SELECT ALL DOCUMENTS THAT APPLY

01 INDIVIDUAL
如屬個人

- ☐ 身份證明文件及國籍證明（如適用）
  Identification Document and Proof of Nationality (where applicable)
- ☐ 最近三個月內發出的住址證明
  Proof of Residential Address (issued within the last 3 months)

02 LEGAL ENTITY
如屬法團 / 法律實體

- ☐ 公司註冊證書或同等成立 / 登記文件
  Certificate of Incorporation or comparable company registration documents
- ☐ 最近六個月內發出的法定文件，列明現任董事及股東
  Official document(s) listing current directors and shareholders (issued within the last 6 months)
- ☐ 所有董事及股東的身份證明文件及國籍證明
  Identification Documents and Proofs of Nationality for all directors and shareholders

03 TRUST OR LEGAL ARRANGEMENT
如最終實益擁有人為信託或其他法律安排

- ☐ 信託契約，或由專業受託人或已審閱信託契約的律師簽署的書面確認
  Trust Instrument, or Written Confirmation signed by a professional trustee or a lawyer who has reviewed the Trust Deed

CERTIFICATION OF DOCUMENT COPIES 文件副本核證

上述文件副本必須由本公司接受的適當證明人核證為與正本相符的真確副本。
適當證明人可包括律師、執業會計師、公證人，或在本公司接受的司法管轄區內受監管金融機構的董事 / 高級管理人員。

Copies must be certified as true copies of the originals by a suitable certifier acceptable to Wellpros Business Services Limited.
Examples include a solicitor, CPA, notary public, or director / senior manager of a regulated financial institution in a jurisdiction acceptable to the Firm.

REMARKS / OUTSTANDING INFORMATION 備註 / 待補資料

FOR INTERNAL USE ONLY 僅供內部使用

REVIEWED BY
覆核人

REVIEW DATE
覆核日期

FOLLOW-UP / O/S DOCUMENTS
跟進 / 待補文件