

## 文件核對清單

基本文件	股份有限公司	獨資商號 <sup>註1</sup>	合夥 <sup>註2</sup>	財團法人	籌備處
開戶申請書	●	●	●	●	●
負責人身份證件	●	●	●	●	●
公司變更事項登記卡	●				
公司章程	●				
委任狀/董事會授權書 (僅限外國公司在台分公司)	●				●
主管機關核准 商業登記核准函		●	●		
繳稅證明		●	●		
法人登記證書				●	
目的事業主管機關許可 法人業務運作之核准函				●	
捐助章程及董事會 組織章程				●	
統一編號編配通知書				●	
下述文件請擇一提供 1.公司名稱預查表 2.會計師或律師事務所開具 證明					●

註1 獨資商號負責人需提供雙身份證件。

註2 合夥負責人需提供雙身份證件，且需另外提供合夥契約書、合夥名冊和合夥同意書(內容需提及同意與本行開戶之決議)。

註冊在境外公司(Offshore Company) (簡稱OBU客戶) 應徵提以下公司基本證照以及本行開戶申請表，其他應徵提之公司開戶文件，依各註冊國家之規定辦理。

1) 一般註冊在境外公司 ( Offshore Banking Company – “OBU” ) 應徵提之公司開戶文件

- 公司註冊證書
- 公司章程
- 董事名冊
- 股東名冊
- 董事會議記錄，內容需提及授權與本行開戶及代表公司與銀行往來交易之被授權人
- 董事的護照影本，若董事為台灣人則需另附上身分證影本
- 提供下列任何一項繳納年費的證明文件 (公司設立未滿一年免徵提)
  1. Certificate of Good Standing
  2. 政府年費收據
  3. 註冊代理人收據或會計師事務所出俱之繳費證明

2) 上述所有文件的影本，DBU公司需蓋上公司經濟部大小章(若頁數眾多，則每一份首頁需蓋公司經濟部大小章外，另每一頁需加蓋公司經濟部大小章做為騎縫章)；OBU公司則需被授權人簽章(若頁數眾多，則每一份首頁需被授權人簽章外，另每一頁需被授權人簽章做為騎縫章。)

3) 本文件核對清單之中，英文版本如有任何不一致時，悉以中文版本為準。

## CHECKLIST OF DOCUMENTS REQUIRED

Documents Required	Limited Company	Sole proprietorship <sup>Note1</sup>	Partnership <sup>Note2</sup>	Club/Association And Society	Preparatory Office
Corporate Account Application Form	●	●	●	●	●
Dual IDs	●	●	●	●	●
Corporate Register Card	●				
Articles of Corporate	●				
Commission/Letter of Board Resolution authorisation (Foreign firm's subsidiary in Taiwan Only)	●				●
Regulatory Approval Documentation		●	●		
Proof of Tax Payment		●	●		
Certificate of Registry				●	
Certificate of Business Operation issued by Controlling unit				●	
Articles of donation & Board Resolution				●	
Registration for the Establishment and/or Alteration of the Tax Code Number				●	
Please provide any one of the following documents: 1. Corporate name Look-Up List 2. Certificate issue by legal accountant or lawyer					●

Note1: Sole proprietorship responsible person should provide dual IDs.

Note2: Partnership needs to prepare dual IDs, partnership contract, partnership name list book and partnership agreement (resolution of opening account with the bank)

Offshore Company ("OBU Client") requires below the following required licenses/certificates and DBS Corporate Account Application Form; as to other documents required, please follow regulations of its registered country.

### 1) Documents Required of Offshore Banking Company (OBU)

- Certificate of Incorporation
- Memorandum of Association and Articles of Association
- Certificate of Incumbency
- Shareholders List
- Photocopy of Director's passport (The photocopy of Director's ID card is request when the Director is Taiwanese.)
- Board Resolution
- Provide any of the following certificate (only for corporate set up over a year)
  1. Certificate of Good Standing
  2. Receipt of Government Annual Fee
  3. Receipt of register agent or payment certificate issued by accounting firm.

For those corporate registered in HK require to problem Business Registration and Company Search (through DBS (HK) Ltd.)

- 2) All the above copy of documents for OBU need to have signatures of authorized person.
- 3) DBU companies need to have registered corporate stamps on all the above copy of documents. OBU companies need have signatures of authorised person on all copy of documents.
- 4) In the event of any inconsistency or conflict between the English and Chinese versions, the Chinese language version shall prevail.