



Signature Amendment Form - Corporate Account

簽署變更表格 - 公司戶

Date 日期: _____

Please complete the form in English 請以英文填寫表格

Account Details 帳戶資料

Client Reference Number
客戶參考編號

Company Information
公司資料

Company Name

公司名稱

Certificate of

Incorporation Number

公司註冊成立證書號碼

Details of Change 變更詳情

Instruction Details
指示詳情

☐ New List of Authorized Signatories
全新授權簽署名單

☐ Addition
新增授權簽署人

☐ Signature / Group Amendment
簽署 / 組別變更

Full Name of Authorized Signatory
授權簽署人之姓名

Passport / ID Number
護照 / 身份證號碼

Signing Group
簽署組別
(if applicable 如適用)

1.

2.

3.

4.

☐ Deletion of Authorized Signatories from Previous List
剔除已登記之授權簽署人

Full Name of Authorized Signatory to be Deleted
需要剔除之授權簽署人姓名

Signing Group
簽署組別
(if applicable 如適用)

1.

2.

3.

4.

☐ Others
其他:



Details of New Connected Parties 新增相關人士資料

Connected Individual 1

相關人士 (個人) 1

Capacity
類別☐ Director
董事☐ Sole Proprietor
獨資經營者☐ Key Controller
主要管理人Job Title:
職位:☐ Authorized Signatory
授權簽署人☐ Partner
合夥人☐ Shareholder/ Beneficial Owner
股東/實益持有人Ownership (%) :
持股量 (%) :Primary Details
基本資料Full Name in English
英文全名

Surname 姓

Given Name 名

Nationality
國籍Date of Birth
出生日期Identification
Document Details
身份證明文件資料Primary ID Type
基本證明文件種類Number
號碼Place of Issue
簽發地Issue Date
簽發日期Expiry Date
有效期至

DD/MM/YYYY

DD/MM/YYYY

Secondary ID Type
第二證明文件種類
(If Applicable 如適用)Number
號碼Place of Issue
簽發地Issue Date
簽發日期Expiry Date
有效期至

DD/MM/YYYY

DD/MM/YYYY

Residential Address
住宅地址

Residential Address in English 英文住址

Residential Address in Chinese 中文住址

Connected Individual 2

相關人士 (個人) 2

Capacity
類別☐ Director
董事☐ Sole Proprietor
獨資經營者☐ Key Controller
主要管理人Job Title:
職位:☐ Authorized Signatory
授權簽署人☐ Partner
合夥人☐ Shareholder/ Beneficial Owner
股東/實益持有人Ownership (%) :
持股量 (%) :Primary Details
基本資料Full Name in English
英文全名

Surname 姓

Given Name 名

Nationality
國籍Date of Birth
出生日期Identification
Document Details
身份證明文件資料Primary ID Type
基本證明文件種類Number
號碼Place of Issue
簽發地Issue Date
簽發日期Expiry Date
有效期至

DD/MM/YYYY

DD/MM/YYYY

Secondary ID Type
第二證明文件種類
(If Applicable 如適用)Number
號碼Place of Issue
簽發地Issue Date
簽發日期Expiry Date
有效期至

DD/MM/YYYY

DD/MM/YYYY

Residential Address
住宅地址

Residential Address in English 英文住址

Residential Address in Chinese 中文住址



Details of New Connected Parties 新增相關人士資料

Connected Individual 3 相關人士 (個人) 3

Capacity
類別

☐ Director 董事 ☐ Sole Proprietor 獨資經營者 ☐ Key Controller 主要管理人 Job Title: 職位: _____

☐ Authorized Signatory 授權簽署人 ☐ Partner 合夥人 ☐ Shareholder/ Beneficial Owner 股東/實益持有人 Ownership (%) : 持股量 (%) : _____

Primary Details
基本資料

Full Name in English 英文全名 _____

Surname 姓 _____ Given Name 名 _____

Nationality 國籍 _____ Date of Birth 出生日期 _____

Identification
Document Details
身份證明文件資料

Primary ID Type 基本證明文件種類 _____ Number 號碼 _____

Place of Issue 簽發地 _____ Issue Date 簽發日期 _____ Expiry Date 有效期至 _____

DD/MM/YYYY DD/MM/YYYY

Secondary ID Type 第二證明文件種類 _____ Number 號碼 _____

(If Applicable 如適用) _____

Place of Issue 簽發地 _____ Issue Date 簽發日期 _____ Expiry Date 有效期至 _____

DD/MM/YYYY DD/MM/YYYY

Residential Address
住宅地址

Residential Address in English 英文住址 _____

Residential Address in Chinese 中文住址 _____

Connected Individual 4 相關人士 (個人) 4

Capacity
類別

☐ Director 董事 ☐ Sole Proprietor 獨資經營者 ☐ Key Controller 主要管理人 Job Title: 職位: _____

☐ Authorized Signatory 授權簽署人 ☐ Partner 合夥人 ☐ Shareholder/ Beneficial Owner 股東/實益持有人 Ownership (%) : 持股量 (%) : _____

Primary Details
基本資料

Full Name in English 英文全名 _____

Surname 姓 _____ Given Name 名 _____

Nationality 國籍 _____ Date of Birth 出生日期 _____

Identification
Document Details
身份證明文件資料

Primary ID Type 基本證明文件種類 _____ Number 號碼 _____

Place of Issue 簽發地 _____ Issue Date 簽發日期 _____ Expiry Date 有效期至 _____

DD/MM/YYYY DD/MM/YYYY

Secondary ID Type 第二證明文件種類 _____ Number 號碼 _____

(If Applicable 如適用) _____

Place of Issue 簽發地 _____ Issue Date 簽發日期 _____ Expiry Date 有效期至 _____

DD/MM/YYYY DD/MM/YYYY

Residential Address
住宅地址

Residential Address in English 英文住址 _____

Residential Address in Chinese 中文住址 _____

**Applicant Signature 申請人簽署**

Manner of giving written instructions by our authorized signatories as below :

以下為本公司授權簽署人發出書面指示的方式：

- ☐ Any _____ authorized signatories shall be valid 任何 _____ 位授權簽署人有效
- ☐ Any _____ authorized signatories from Group A plus Any _____ authorized signatories from Group B shall be valid
任何 _____ 位 A 組授權簽署人及任何 _____ 位 B 組授權簽署人有效
- ☐ Others 其他： _____

Specimen Signature 簽名式樣

X
Name 姓名 _____ Group () 組
Passport/ID Number 護照/身份證號碼 _____

X
Name 姓名 _____ Group () 組
Passport/ID Number 護照/身份證號碼 _____

X
Name 姓名 _____ Group () 組
Passport/ID Number 護照/身份證號碼 _____

X
Name 姓名 _____ Group () 組
Passport/ID Number 護照/身份證號碼 _____

Company Specimen Chop 本公司之印章式樣

X

Legal Name of Business 公司法定名稱 _____
Certificate of Incorporation Number 公司註冊成立證書號碼 _____

Instructions shall be valid 指示在下列情況下有效：

- ☐ Only with the affixation of our chop, a specimen of which is provided herewith
必須蓋上本公司之印章，茲附上印章式樣
- ☐ With or without the affixation of our chop, a specimen of which is provided herewith
蓋上或不蓋上本公司之印章，茲附上印章式樣
- ☐ Without chop 不蓋上印章

Date 日期 (DD/MM/YYYY) _____

In the presence of 由以下人士見證

Signature of Witness 見證人簽署

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Name of Witness 見證人姓名 _____

Date 日期 (DD/MM/YYYY) _____



Required Documents 所需文件

List of documents required for signature amendment 簽署變更所需文件

1. Signed Signature Amendment Form - Corporate Account
簽妥的簽署變更表格 - 公司戶
2. Board Resolution for Signature Amendment with Full List of Authorized Signatories
公司批准簽署變更之董事決議書 (載有授權簽署人名單及簽名式樣)

For all new authorized signatories 適用於新增授權簽署人:

3. CTC of Identity Card / Passport
身份證 / 護照之核證真實副本
4. Original or CTC of Residential Address proof issued within the last 3 months (e.g. Bank Statement, Utility Bill, Government Issued Letter/Statement etc)
最近三個月發出的住址證明的正本或核證真實副本 (例如銀行信、水電煤或電話帳單、政府信等等)

Additional documents required if there have been changes to the directors, shareholders or beneficial owners of the company

若公司董事、股東或實益持有人有所變動，請提交額外所需文件。

5. Signed Self Certification Form - Entity
簽妥的自我證明表格 - 實體帳戶
6. Signed Self Certification Form - Controlling Person of 下列人士簽妥的自我證明表格 - 控權人
 - a. New Shareholders with 10% or more controlling interest 擁有不少於 10% 控制權之新任股東
 - b. New Directors 新任董事
7. Signed PEP Declaration Form of 下列人士簽妥的重要政治人物聲明書
 - a. New Shareholders with 10% or more controlling interest 擁有不少於 10% 控制權之新任股東
 - b. New Directors 新任董事
8. CTC of Register of Directors
董事名冊之核證真實副本
9. CTC of Register of Members
股東名冊之核證真實副本
10. Certificate of Incumbency issued in the last six months
過去6個月內簽發的職權證明書

Please note that the above information is for reference only. You may be requested to provide supplementary information or documents if necessary.

請注意，以上所需文件只供一般參考。如有需要，您可能被要求提供額外資料或文件。

BOARD RESOLUTION**Certified True Extract of Minutes of the Meeting of the Board of Directors of**

_____ (the "Company")

held on _____ (Date) at _____ (Time) at which a quorum was present.**IT WAS RESOLVED :**

1. THAT the full list of Authorised Signatories of the Company for giving written instructions to CCIB Product Nominees Limited be updated as follows:

- ☐ Any _____ authorized signatories shall be valid
- ☐ Any _____ authorized signatories from Group A plus Any _____ authorized signatories from Group B shall be valid
- ☐ Others : _____

	Full Name in English	Group	Job Title	Specimen Signature
1				
2				
3				
4				

Instructions shall be valid :

- ☐ Only with the affixation of our chop, a specimen of which is provided herewith
- ☐ With or without the affixation of our chop, a specimen of which is provided herewith
- ☐ Without chop

Company Specimen Chop

X

2. THAT the aforesaid changes to take effect upon the receipt of this resolution and all the required documents by CCIB Product Nominees Limited as it may prescribe for updating its record;
3. THAT the Company shall hold CCIB Product Nominees Limited harmless against any claims or liabilities that may arise by acting on such written instructions of the Authorized Signatories.

Signature
Full Name of Signatory
Date Signed