

# List of Required Documents

Effective on 1 July 2020

Type A: Unlimited Companies	A1	A2
Required Documents	Sole Proprietor	General Partner
Authorised Signatory List	✓	✓
Copy of Business Registration (BR) <sup>##</sup>	✓	✓
Names of <b>ALL</b> Partners	N/A	✓
Copy of Hong Kong Permanent ID Card/ Passport copy of Sole Proprietor	✓	N/A
Copy of Hong Kong Permanent ID Card/ Passport copies of <b>ALL</b> Authorised Person(s) as listed in the Authorised Signatory List to represent the company to handle all pension related matters with AIA HK	✓	✓

Type B: Limited Companies	B1	B2	B3	B4	B5
Required Documents	HK Registered Company (Non-listed)	Overseas Registered Company (Non-listed)	HK Company (Listed)	Overseas Company (Listed)	Financial Institution <sup>(Note 1)</sup>
Authorised Signatory List	✓	✓	✓	✓	✓
Copy of Business Registration (BR) <sup>##</sup>	✓	✓(if applicable)	N/A	N/A	N/A
Copy of Certificate of Incorporation (CI)	✓	✓ <sup>(Note 2)</sup>	N/A	N/A	N/A
Copy of Hong Kong Permanent ID Card/ Passport copies of <b>ALL</b> Authorised Person(s) as listed in the Authorised Signatory List to represent the company to handle all pension related matters with AIA HK	✓	✓	✓	✓	✓
Copy of Annual Return/Certificate of Incumbency for Overseas Companies <sup>##</sup>	✓	✓	✓	✓	✓
Copy of Memorandum & Articles of Association (M&A)	✓	✓ <sup>(Note 2)</sup>	N/A	N/A	N/A
Names of <b>ALL</b> Directors	✓	✓	N/A	N/A	N/A

Type C: Others <sup>(Note 3)</sup>	C1	C2	C3	C4	C5	C6	C7
Required Documents	Government and Public Bodies	Societies	Charitable Organisation	Trade Union	School	Religious Group	Joint Venture
Authorised Signatory List	✓	✓	✓	✓	✓	✓	✓
Copy of Certificate of Incorporation (CI) / Certificate of Registration	N/A	N/A	✓	N/A	✓	N/A	✓
Copy of Business Registration (BR) <sup>##</sup> /other valid registration documents	N/A	✓	✓	✓	✓	✓	✓
Copy of Memorandum & Articles of Association (M&A) /Constitution	N/A	✓	✓	✓	✓	✓	✓
Copy of Hong Kong Permanent ID Card/ Passport copies of <b>ALL</b> Authorised Person(s) as listed in the Authorised Signatory List to represent the company to handle all pension related matter with AIA HK	✓	✓	✓	✓	✓	✓	✓

## Notes :

<sup>1</sup> Financial institution means authorised institutions regulated under Hong Kong Monetary Authority, licensed corporation regulated under Securities and Futures Commission, authorised insurer regulated under Insurance Authority, appointed insurance agent, authorised insurance broker, licensed money service operator or Postmaster General.

<sup>2</sup> The document should be certified by a professional third party including a financial institution, a lawyer, a notary public, an auditor, a professional accountant, a tax advisor, a trust or company service provider.

<sup>3</sup> If you are one of the categories in Type C and you are a limited company, please refer to Type B table for the required documents.

<sup>##</sup> All submitted documents must within one year of issue.

This List of Required Documents only summaries the standard requirements for customer due diligence and is by no means exhaustive. AIA HK may request additional information and/or documents under different situations to comply with the Anti-Money Laundering and Counter-Terrorist Financing Ordinance.

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