

List of Required Documents

Effective on 1 March 2018

| Type A: Unlimited Companies | A1 | A2 |
|---|-----------------|-----------------|
| Required Documents | Sole Proprietor | General Partner |
| Copy of Business Registration (BR) ^{##} | ✓ | ✓ |
| Names of ALL Partners | N/A | ✓ |
| Hong Kong Permanent ID Card/Passport copy of Sole Proprietor | ✓ | N/A |
| Hong Kong Permanent ID Card/Passport copies of ALL Authorised Person(s) as listed in the Application Form 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 ^(Note 1) |
| Copy of Business Registration (BR) ^{##} | ✓ | ✓(if applicable) | N/A | N/A | N/A |
| Hong Kong Permanent ID Card/Passport copies of ALL Authorised Person(s) as listed in the Application Form to represent the company to handle all pension related matters with AIA HK | ✓ | ✓ | ✓ | ✓ | ✓ |
| Copy of Certificate of Incorporation (CI) | AIA HK* | ✓ ^(Note 2) | N/A | N/A | N/A |
| Copy of Memorandum & Articles of Association (M&A) | AIA HK* | ✓ ^(Note 2) | N/A | N/A | N/A |
| Names of ALL Directors | AIA HK* | ✓ | N/A | N/A | N/A |

| Type C: Others | C1 | C2 | C3 | C4 | C5 | C6 | C7 |
|--|------------------------------|-----------|-------------------------|-------------|--------|-----------------|---------------|
| Required Documents | Government and Public Bodies | Societies | Charitable Organisation | Trade Union | School | Religious Group | Joint Venture |
| Copy of Certificate of Incorporation (CI) | N/A | N/A | ✓ | N/A | ✓ | N/A | ✓ |
| Copy of Business Registration (BR) ^{##} /other valid registration documents | N/A | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Copy of Memorandum & Articles of Association (M&A) | N/A | N/A | ✓ | N/A | ✓ | N/A | ✓ |
| Copy of Constitution/Board Resolution/meeting minutes/relevant supporting documents showing the appointment of ALL Authorised Person(s) and Directors | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Hong Kong Permanent ID Card/Passport copies of ALL Authorised Person(s) as listed in the Application Form to represent the company to handle all pension related matter with AIA HK | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |

Notes :

¹ 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.

² 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.

^{##} All submitted documents must within one year of issue.

* AIA HK will obtain the information and/or document(s) for the customer.

"**AIA HK**" used herein refers to AIA International Limited (Incorporated in Bermuda with limited liability), AIA Company (Trustee) Limited and/or AIA Pension and Trustee Co. Ltd., as the case may be.