

## Individual Account Opening List 個人開戶列表

### **For Hong Kong Resident (permanent/non-permanent)**

#### **香港公民（永久/非永久）**

1. Hong Kong Identity card 香港身份證
2. Valid travel document 有效旅行證件
3. Proof of address within the last 3 months indicating own name 附有姓名的住址證明（過去三個月內）

### **For Non-Hong Kong Resident**

#### **非香港公民**

1. Valid travel document and relevant national identity card with photograph (or any government or state-issued documents which certifies nationality) 有效旅行證件及附有照片的相關身份證件（或者由任何國家及政府簽發的國籍證件）
2. Proof of address within the last 3 months indicating customer's name (refer to Appendix A for a full list of documents accepted) 過去三個月內附有客戶姓名的住址證明（可參閱附錄 A – 為所需文件的完整列表）

## APPENDIX A

Residential address may be verified by obtaining one or more of the following documents:

- Recent utility bill issued within the last 3 months;
- Recent correspondence from a Government department/agency (issued within the last 3 months);
- Statement, issued by an authorized institution, a licensed corporation or an authorized insurer within the last 3 months;
- Record of visit to resident address by ONEPIP RM;
- Acknowledgement of receipt duly signed by the customer in response to a letter send by ONEPIP to the address provided by the customer (not valid for clients who had signed up directly on ONEPIP<sup>net</sup> as ops is not able to verify client signature);
- Letter from an immediate family member at which the individual resides confirming that the applicant lives at that address, setting out the relationship between the applicant and the family member, together with evidence that the immediate family member resides at the same address;
- Mobile phone or pay TV statement (sent to the address provided by the client) issued within the last 3 months;
- Letter from a Hong Kong nursing or residential home for the elderly or disabled, which operations is satisfied that it can place reliance on, confirming the residence of the applicant;
- Letter from a Hong Kong university/college, which operations is satisfied that it can place reliance on, that confirms residence at a stated address;
- Hong Kong tenancy agreement which has been duly stamped by the Inland Revenue Department;
- A current Hong Kong domestic helper contract stamped by an appropriate Consulate (the name of the employer should correspond with the applicant's visa endorsement in their passport);
- Letter from a Hong Kong employer together with proof of employment, which operations is satisfied that it can place reliance on and that confirms residence at a stated address in Hong Kong;
- Lawyer's confirmation of property purchase, or legal document recognizing title to property;
- For non-Hong Kong residents, a government-issued photographic driving license or national identity card contained the current residential address or bank statements issued by a bank in an equivalent jurisdiction where operations are satisfied that the address has been verified.
- Under special circumstances, exceptional that copy of contract of employment, bank's or employer's written confirmation may be acceptable for cases if customers are homeless or expatriate on short-term contract.
- Post office box address is NOT sufficient proof for persons residing in Hong Kong.

## 附錄 A

住址可以通過以下一個或多個文件進行證明：

- 近三個月內的水電費賬單。
- 近三個月內由政府部門/機構頒發的信件或函件。
- 近三個月內由授權機構，持牌公司或授權保險人頒發的聲明書。
- 由 ONEPIP 代理經理提供的常住地址記錄。
- 接收客戶直接發送至 ONEPIP 的正式地址確認信件（由於無法確認客戶簽名，此項不適用於直接於 ONEPIPnet 網上開戶的客戶）
- 由直系親屬簽寫的共同居住信件，此信件需提及申請人與簽寫人的家庭成員關係，以及需提供申請人與直系親屬共同居住證明。
- 近三個月內寄送到顧客居所地址的手機或付費電視賬單。
- 由香港護理中心或居住家庭成員為樂齡人士或殘疾人提供的申請人居所可信賴及居所確認證明。
- 由香港大學或學院為申請人提供的居所可信賴及固定居所證明。
- 由經稅務局正式蓋章生效的香港租約合同。
- 由領事館蓋章證明的香港家庭傭工合同（申請人姓名需與其護照姓名一致）。
- 由香港僱主提供的僱傭證明以及申請人居所可信賴及固定居所證明。
- 由律師為申請人提供的物業購置及合法財產所有權的確認信件。
- 對於非香港公民，需提供政府頒發的帶有家庭住址及照片的駕駛證件或國民身份證件，或者由銀行提供的帶有當前居所證明的對賬單。
- 在特殊情況下，對於員工為短期合同無家可歸或外籍人士，如可提供特殊僱傭合同複印件，銀行或僱主書面確認文件仍是可接受的。
- 郵政信箱地址不足以證明申請人在香港的居所地址。