

IDENTITY VERIFICATION FORM

(for use where the customer is a corporation)

IMPORTANT NOTES

1. This form should be completed by the licensee serving the customer.
2. The information to be provided in this form is requested pursuant to Section 2 of Schedule 2 to the Anti-Money Laundering and Counter-Terrorist Financing Ordinance (Cap. 615) (“AMLO”).
3. A beneficial owner in relation to a corporation is an individual who owns or controls, directly or indirectly, more than 25% of the issued share capital or voting rights, or who exercises ultimate control over the management of the corporation, or if the corporation is acting on behalf of another person, means the other person.
4. If the beneficial owner of the customer is one in relation to a partnership or trust, the licensee is required to refer to section 1(1) of Schedule 2 to the AMLO and make necessary changes to this form as appropriate.
5. The obligation to verify the identity of a beneficial owner is for the licensee to take **reasonable measures**, based on his assessment of the ML/TF risk, so that he/she is satisfied that he/she knows who the beneficial owner is, including measures to enable him/her to understand the ownership and control structure of the customer.
6. For companies with multiple layers in their ownership structures, whether incorporated in or outside Hong Kong, the intermediate layers of the companies should all be identified. The manner in which this information is collected should be determined by the licensee by, for example, obtaining a director’s declaration annexing an ownership chart describing the intermediate layers (the information to

be included should be determined on a risk sensitive basis but should at least include the company name and place of incorporation). The objective should always be to follow the chain of ownership to the individuals who are the beneficial owners of the customer and verify the identity of those individuals. Apart from verifying the identity of the beneficial owners of the customers, licensees should also verify the information of each intermediate layer of the companies.

7. If the customer or the beneficial owner of the customer involves companies with multiple layers in their ownership structures, the licensee is required to refer to para. 8 of Appendix D to Circular No. 23-01(CR) and make necessary changes to this form as appropriate.
8. Where the risk assessment has identified transactions that require enhanced customer due diligence, unless otherwise specified in Circular No. 23-01(CR), the licensee is required to take additional measures to establish the customer's and its beneficial owner's identity.
9. If the licensee finds that the customer's identity is suspicious, or suspects that a transaction is related to money laundering and/or terrorist financing or that the documents supplied are forgeries, he/she should make a suspicious transaction report to the Joint Financial Intelligence Unit (<https://www.jfiu.gov.hk/en/index.html>).
10. The words and expressions used in this form shall have, unless the context otherwise requires, the same meaning as those words and expressions have in Circular No. 23-01(CR).
11. A licensee should seek independent legal advice as he/she sees fit.

Section 1: Identification and Verification of Customer's¹ Identity

Identification of customer	Verification of customer's identity <i>Please tick "✓" the relevant boxes to signify that the corresponding information has been verified against the named document.</i>
Full name of corporation: _____	<input type="checkbox"/> Certificate of Incorporation <input type="checkbox"/> Latest company search report* <input type="checkbox"/> Others [#]
Date of incorporation: _____	<input type="checkbox"/> Certificate of Incorporation <input type="checkbox"/> Latest company search report* <input type="checkbox"/> Others [#]
Place of incorporation: _____	<input type="checkbox"/> Certificate of Incorporation <input type="checkbox"/> Latest company search report* <input type="checkbox"/> Others [#]
Company Registration no.: _____	<input type="checkbox"/> Certificate of Incorporation <input type="checkbox"/> Latest company search report* <input type="checkbox"/> Others [#]
Address of Registered Office: _____ _____	<input type="checkbox"/> Latest company search report* <input type="checkbox"/> Others [#]
[#] If "Others" is ticked, please specify the details here:	

* e.g. an Annual Return

¹ "Customer" refers to a seller (who is often the owner(s) of the property concerned) or a buyer of the property.

Name(s) of director(s): _____ _____ _____	<input type="checkbox"/> Latest company search report* <input type="checkbox"/> Others#
If none of the director(s) is an individual, obtain the name of the individual who has given the licensee instructions for the movement of funds in the transaction: _____	
Name(s) of shareholder(s): _____ _____ _____	<input type="checkbox"/> Latest company search report* <input type="checkbox"/> Others#
Name(s) of the beneficial owner(s) (if different from shareholder(s)) _____ _____ _____	<input type="checkbox"/> Latest company search report* <input type="checkbox"/> Others#
# If “Others” is ticked, please specify the details here: 	

* e.g. an Annual Return

Section 2: Identification and Verification of Customer's Representative²

Identification of representative	Verification of representative's identity <i>Please tick "✓" the relevant boxes to signify that the corresponding information has been verified against the named document.</i>
Full name in English: _____	<input type="checkbox"/> HKID <input type="checkbox"/> Travel <input type="checkbox"/> Others Document
Full name in Chinese: _____	<input type="checkbox"/> HKID <input type="checkbox"/> Travel <input type="checkbox"/> Others Document
Date of Birth: _____	<input type="checkbox"/> HKID <input type="checkbox"/> Travel <input type="checkbox"/> Others Document
Identity document type and No.: _____	<input type="checkbox"/> HKID <input type="checkbox"/> Travel <input type="checkbox"/> Others Document
<i>N.B. If "Travel Document" or "Others" is ticked, please specify the details here:</i>	
Address (<i>post office box address is not acceptable</i>): _____ _____ _____ _____	

² "Representative" refers to a person who acts for and on behalf of the customer e.g. a director or authorised signatory of the customer.

Section 3: Ascertaining the Beneficial Owner³

Please tick “✓” the relevant box

- If any of the shareholders named in Section 1 is an individual, please complete Section 4.
- If any of the shareholder(s) named in Section 1 is a corporation, please obtain a declaration from a director who is an individual or, if none, from a person who has given instructions to the licensee for the movement of funds in the transaction (see proforma at **Annex**) confirming the name(s) of the corporation’s beneficial owner(s) who must be individuals, and then complete Section 4.
- For companies with multiple layers in their ownership structure, please complete Section 7 Part A and/or Part B for each layer of the companies to ensure that the information obtained in relation to the ownership structure of each layer is accurate.

³ Please refer to paragraph 3 in the Important Notes of this form. Where SCDD applies, the licensee is not required to identify the beneficial owner or to verify his identity. For details, please refer to paragraphs 4.20-4.24 of Circular No. 23-01(CR).

Section 4: Identification and Verification of Customer's Beneficial Owner

(If there is more than one beneficial owner, please make additional copies for this section for completion and annex them to this form.)

Identification of beneficial owner	Verification of beneficial owner's identity <i>Please tick "✓" the relevant boxes to signify that the corresponding information has been verified against the named document.</i>
Full name in English: _____	<input type="checkbox"/> HKID <input type="checkbox"/> Travel <input type="checkbox"/> Others Document
Full name in Chinese: _____	<input type="checkbox"/> HKID <input type="checkbox"/> Travel <input type="checkbox"/> Others Document
Date of Birth: _____	<input type="checkbox"/> HKID <input type="checkbox"/> Travel <input type="checkbox"/> Others Document
Identity document type and No.: _____	<input type="checkbox"/> HKID <input type="checkbox"/> Travel <input type="checkbox"/> Others Document
<i>N.B. If "Travel Document" or "Others" is ticked, please specify the details here:</i>	
Address (<i>post office box address is not acceptable</i>): _____ _____ _____ _____	

Section 5: Brief Details of Transaction

Address of property sold/purchased: _____

Purchase price: _____

Amount of initial deposit: _____

Method of payment of initial deposit: *(please tick “✓” the relevant boxes)*

- Cash *(please specify the amount here: _____)*
- Cheque
- Others *(please specify the method here: _____)*

Section 6: General Risk Assessment

For assessing the ML/TF risk rating of the customer, the following are some of the specific factors for consideration: *(please tick “✓” the relevant boxes)*

	Yes	No
A. In relation to the customer, its representative and beneficial owner(s)		
1. Does the customer have a complex ownership structure? For example:		
• using multiple companies or trusts which adds layers of complexity to ownership;	<input type="checkbox"/>	<input type="checkbox"/>
• using multiple intermediaries or professionals to hide ownership or to arrange unusually complicated transactions.	<input type="checkbox"/>	<input type="checkbox"/>
2. Is the customer’s representative or beneficial owner from a high risk jurisdiction identified by the FATF ⁴ ?	<input type="checkbox"/>	<input type="checkbox"/>
3. Is there any unusual involvement of apparently unconnected third parties?	<input type="checkbox"/>	<input type="checkbox"/>

⁴ Please refer to www.fatf-gafi.org/countries/#high-risk

<p>4. Is the <input type="checkbox"/> customer's representative or <input type="checkbox"/> beneficial owner a PEP? <input type="checkbox"/> <input type="checkbox"/></p> <p style="margin-left: 20px;">If yes, please fill in the following:</p> <p style="margin-left: 40px;">a. Describe the nature of the prominent public function the person is or has been entrusted with as a PEP:</p> <p style="margin-left: 80px;">_____</p> <p style="margin-left: 40px;">b. State the name of the Government / political party / corporation / others: _____</p> <p style="margin-left: 40px;">c. If the PEP is a Former PEP, does the Former PEP present a high risk of ML/TF based on appropriate risk assessment?</p> <p style="margin-left: 80px;">Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>	
<p>5. Is the customer, its representative or beneficial owner a designated entity or individual subject to financial sanctions?⁵ <input type="checkbox"/> <input type="checkbox"/></p> <p>6. Is the customer's representative or beneficial owner a terrorist suspect?⁶ <input type="checkbox"/> <input type="checkbox"/></p>	
<p>B. In relation to the transaction</p> <p>1. Are any payment(s) of the initial deposit(s) in cash? <input type="checkbox"/> <input type="checkbox"/></p> <p>2. Are the payment(s) of the initial deposit(s) made to third parties other than a firm of solicitors? <input type="checkbox"/> <input type="checkbox"/></p> <p>3. Are the payment(s) of the initial deposit(s) received from third parties other than the purchaser? <input type="checkbox"/> <input type="checkbox"/></p> <p>4. Does the customer request payment to a third party who has no apparent connection with the customer? <input type="checkbox"/> <input type="checkbox"/></p> <p>5. Is/Are the initial deposit(s) sent to a high risk jurisdiction?⁷ <input type="checkbox"/> <input type="checkbox"/></p> <p>6. Is/Are the payments of the initial deposit(s) in multiple payments possibly through different accounts and to avoid thresholds put in place by overseas authorities? <input type="checkbox"/> <input type="checkbox"/></p>	<p>Yes No</p>

⁵ Please refer to the sanctions lists at <https://www.un.org/securitycouncil/content/un-sc-consolidated-list>

⁶ Please refer to the Terrorists List in the Gazette at http://www.jfiu.gov.hk/en/news_terrorist_list.html

⁷ Please see Footnote 4

7. Is there unusual speed or request to expedite the transaction?	<input type="checkbox"/>	<input type="checkbox"/>
8. Is the purchase price significantly above or below the market price?	<input type="checkbox"/>	<input type="checkbox"/>
9. Is the sale an immediate resale (flipping) of property at a higher value?	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No
C. Others		
1. Was the customer's representative absent throughout?	<input type="checkbox"/>	<input type="checkbox"/>
2. Are multiple properties purchased, resold or exchanged?	<input type="checkbox"/>	<input type="checkbox"/>
3. Are you aware of any sudden or unexplained change in the ownership of the property within a short period of time?	<input type="checkbox"/>	<input type="checkbox"/>
4. Have you been asked to hold a big sum in the client account and refund it to the same or a different account?	<input type="checkbox"/>	<input type="checkbox"/>
5. Are there successive transactions of the same property with unexplained changes in value?	<input type="checkbox"/>	<input type="checkbox"/>
<i>(N.B.: The more 'Yes' there are in the answers, the higher the risk.)</i>		
Level of risk assessed: <i>(please tick "✓" the relevant box)</i>		
<input type="checkbox"/> Low	<input type="checkbox"/> High	
Please provide reason(s) for the level of risk assessed here:		

If there is any "yes" in Part A/B/C of this Section, please provide details here.		

If the risk is high, outline the action taken to mitigate the ML/TF risk. Examples may include the following: *(please tick “✓” the relevant boxes)*

- further verify the customer’s identity by using additional documents, data or information not previously used
- take supplementary measures to verify information relating to the customer that has been obtained
- ensure payments made are carried out through accounts opened in the client’s name with an authorised institution or an institution that is incorporated or established in an equivalent jurisdiction; carries on a business similar to that carried on by an authorised institution; has measures in place to ensure compliance with the requirements similar to those imposed under Schedule 2 to the AMLO; and is supervised for compliance with those requirements by authorities in that jurisdiction that perform functions similar to those of the Monetary Authority
- obtain approval from the senior management
- take reasonable measures to establish the customer’s or the beneficial owner’s source of wealth and the source of the funds that will be/are involved in the business relationship
- apply enhanced monitoring to the business relationship
- where there is any suspicion, file a STR with the JFIU
- not to establish a business relationship with the customer
- terminate the business relationship as soon as reasonably practicable if a business relationship has been established
- others (please specify here):

Section 7: Certification

Please complete the following and tick “✓” the relevant boxes.

If the customer is incorporated in Hong Kong, please complete Parts A, C, D and E.

If the customer is incorporated outside Hong Kong, please complete Parts B, C, D and E.

Part A : Certification for Customer incorporated in Hong Kong

<input type="checkbox"/> I certify that I have verified the identity of the customer. <ul style="list-style-type: none"> <input type="checkbox"/> I have seen: <ul style="list-style-type: none"> <input type="checkbox"/> the certificate of incorporation; <input type="checkbox"/> the latest company search report; and <input type="checkbox"/> other document(s) certified by a professional third party, namely: _____ <input type="checkbox"/> I have checked that all certified copies (where supplied) verifying the information on the certificate of incorporation, the names of the current directors, shareholders and beneficial owners and the corporation’s registered office address are signed; and <input type="checkbox"/> I have made and attached copies of the relevant documents to this form.	Initial below
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Part B : Certification for Customer incorporated outside Hong Kong

<input type="checkbox"/> I certify that I have verified the identity of the customer. <ul style="list-style-type: none"> <input type="checkbox"/> I have seen the following document verifying the information of the corporation including the names of the current directors, shareholders and beneficial owners and the corporation’s registered office address: <ul style="list-style-type: none"> <input type="checkbox"/> (i) the certificate of incumbency or equivalent issued by the registered agent 	Initial below
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<p>in the place of incorporation; or</p> <p><input type="checkbox"/> (ii) a copy of the certificate of incumbency or equivalent mentioned in (i) above certified by a professional third party in the relevant jurisdiction; or</p> <p><input type="checkbox"/> (iii) the company search report issued by the company registry in the place of incorporation or a similar or comparable document to a company search report; or</p> <p><input type="checkbox"/> (iv) any other written evidence issued by the government or an official authority in the place of incorporation; or</p> <p><input type="checkbox"/> (v) other document(s) certified by a professional third party, namely:</p> <p>_____</p> <p><input type="checkbox"/> I have checked that all certified copies (where supplied) are signed; and</p> <p><input type="checkbox"/> I have made and attached copies of the relevant documents to this form.</p>	
Part C : Certification for Representative	
<p><input type="checkbox"/> I certify that I have taken reasonable measures to verify the identity of the customer's representative and have verified his/her authority to act on behalf of the customer.</p> <p><input type="checkbox"/> I have seen the original documents;</p> <p><input type="checkbox"/> I have checked that all certified copies (where supplied) are signed;</p> <p><input type="checkbox"/> I confirm that the photographs on the identity documents bore a good likeness to the representative; and</p> <p><input type="checkbox"/> I have seen the original / certified copies of * a board resolution or written authorisation.</p> <p><input type="checkbox"/> I have made and attached copies of the relevant documents to this form.</p> <p><i>* delete if inappropriate</i></p>	<p>Initial below</p>

<p><i>(N.B.: If no original identity documents for the representative were seen, please explain the reasons here:</i></p> <p>_____</p> <p>_____)</p>	
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Part D : Certification for Beneficial Owner

<p><input type="checkbox"/> I certify that I have taken reasonable measures to verify the identity of the customer’s beneficial owner.</p> <p style="padding-left: 20px;"><input type="checkbox"/> I have seen the original / certified copies / copies of the documents*;</p> <p style="padding-left: 20px;"><input type="checkbox"/> I have checked that all certified copies (where supplied) are signed; and</p> <p><input type="checkbox"/> I have made and attached copies of the relevant documents to this form.</p> <p><i>* delete if inappropriate</i></p> <p><i>(N.B.: If only copies but not the original or certified copies of the documents were seen, please explain the reasons here: _____</i></p> <p><i>_____)</i></p>	<p>Initial below</p>
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Part E : Signature

This form should be completed and signed by the licensee who has seen the original/certified copy of the documentary evidence. Attach copies of the supporting documents to the form accordingly.

Full name of licensee			
Licence number			
Position			
Company			
Phone number			
Signature of licensee		Date	

Declaration by a director* on the beneficial ownership of the customer
which is a corporation

I, _____, director* of _____
("the company") hereby declare that to the best of my knowledge and belief,
the beneficial owner(s) of the company is/are _____.

I annex herewith an ownership chart ("Enclosure") describing the structure
and intermediate layers of the company.

Dated: _____

(Signature)

Name:

* If there is no director being an individual, please amend the words "a director" to "a person who has given instructions to the licensee for the movement of funds in the transaction".

Example of an ownership chart of a customer which is a corporation

