

**Section 1**

Name of the Company (Account name)

Date of Incorporation

Country of Incorporation

Registration Number

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Details of Principal Business

General source of receipts/credits and destination of payments/utilisation of funds

Subsequent name change (if any) - Name of the Company (Account name)

Date of Incorporation

Country of Incorporation

Registration Number

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Details of change in activity and Principal Business

Current Correspondence Address

Registered Address (only if different to Current Correspondence Address)

	Post Code		Post Code

Telephone Number 1

Telephone Number 2

Fax Number

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E-mail Address

**Purpose of Opening the Account**

Day-to-day transactions

Receipts / Payments, Standing Orders / Direct Debits

Savings and Investments

Other (give details)

**Account to be opened**

Current

Savings

Fixed Deposit

Other (give details)





**Section 3**

Names and shareholding of all shareholders having more than 20% shareholding (In case of Private Companies)

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**Requirements**

- Currency of the Account HKD  USD
- Issue cheque book for use on the above account Yes  No.
- Access to Internet Banking Yes  No.
- Statement frequency Weekly  Fortnightly  Monthly  Quarterly  Half yearly  Yearly

**Additional information regarding Account with PNB in India (optional)**

Do you have an Account with PNB in India Yes  No.

If Yes, Type of Account  Account No.

Account in the Name of

Name of the Branch

**Additional information regarding Account with Other Banks (optional)**

Do you have an Account with another Bank Yes  No.

If Yes, please furnish the Name of the Bank

1.

2.

**The Bank to be supplied with:**

- Original Certificate of Incorporation
- Following original documents will be required for proof of IDs and Addresses of all directors and/or authorised signatories
  - Original current signed passport or HKID
  - Recent (not older than 3 months) original Bank statement or utility invoice (telephone, gas, electricity, water) with full name and address
  - Separate documents required for each director/authorised signatory
- Original Company's Memorandum & Articles of Association certified as being true, complete and up to date;
- Original Certificate to commence business (if applicable) and
- Original Certificate of Entitlement to Commence Business issued by registrar (for public limited companies only)
- Resolution of Board of Directors on company letterhead authorising opening of banking account with Punjab National Bank (Hong Kong) providing names and signatures of the persons authorised to operate account and mode of operation
- Copies of certified audited accounts for the last three years
- Full information of general/specific charge on company's assets in favour of third party. No objection certificate regarding opening account with us will be required from third party
- Copies of any resolutions concerning the foregoing, which may be passed from time to time.

# For Internal Use Only

## CHECK LIST

Validation	1st Applicant	2nd Applicant
Identity	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Address	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Credit agency check	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Telephone	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Employment details	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Signature	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Bank reference	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Mode of account operation taken	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

CUSTOMER ID																				
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ACCOUNT NO.																					
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### ACCOUNT OPENED BY

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NAME OF THE OFFICER

SIGNATURE

### ACCOUNT VERIFIED BY

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NAME OF THE OFFICER

SIGNATURE

### THE CUSTOMER HEARD ABOUT PNBHK FROM FOLLOWING SOURCE:

LEAFLET	
LETTER FROM PNBHK	
RECOMMENDATION FROM ANOTHER CUSTOMER (NAME)	
RADIO (WHICH)	
CONTACT OF STAFF	
PNB	
OTHER (SPECIFY)	

**MANDATE FOR LIMITED COMPANY ACCOUNTS**

Name of the Company: .....

Place of incorporation of the Company: .....

To : **PUNJAB NATIONAL BANK**  
**Hong Kong**

(A) On behalf of  
("Company"), we, the Chairman of the Meeting and a Director/the Secretary\* of the Company, hereby request and authorize you PUNJAB NATIONAL BANK, Hong Kong Branch to open and continue accounts in the name of the Company and provide services to the Company according to the resolutions set out in Paragraph (B) below.

(B) We certify that at a meeting of the Board of Directors of the Company duly convened and held at .....  
on the ..... day of ....., at which a quorum was present and acting throughout, the following resolutions of the Company were duly passed and are now in full force and effect:-

**1. Appointment**

That you **PUNJAB NATIONAL BANK** (referred to herein as "you" or "your", as the case may be) be appointed to act as the Company's bankers and that one or more accounts (including but not limited to savings, current, call and fixed deposit accounts) be opened and continued with you or may hereafter from time to time be opened and continued with you.

**2. Signing Arrangement**

That the relevant persons whose names are set out in the **Schedule** or in any specimen signature card issued by the Company to you (each an "**Authorized Signatory**" and if more than one the "**Authorized Signatories**") are authorized for and on behalf of the Company, if acting in accordance with the arrangement for signing set out in the Schedule or in the relevant specimen signature card (each the "**Signing Arrangement**"), to give you directions and instructions and to arrange for other account(s) of whatever nature and in whatever currency, to be opened with you from time to time in the name of the Company and for other service(s) to be provided to the Company by you.

**3. To honour order to withdraw money**

That you be hereby authorized and instructed to honour all cheques, bills of exchange, promissory notes and other orders drawn, accepted, made or given on behalf of the Company at any time and to debit such cheques, bills, notes and orders to the Company's account or accounts (whether such account or accounts be in credit or overdrawn or may become overdrawn in consequence of such debit) and to accept receipts as a valid discharge to you for any money deposited with or owing by you on any of the Company's account or accounts at any time (provided that such cheques, bills, notes, orders or receipts are signed by the Authorized Signatories acting in accordance with the Signing Arrangement) and that if such cheques, bills of exchange, promissory notes and other orders so honoured by you including any one of your branches anywhere and so debited against the Company's account or accounts that will not have sufficient funds to meet the payments, the Company will undertake to repay such overdrafts so granted temporarily and to pay the interest thereon and the relevant expenses (if any).

**4. Instructions regarding documentary credit**

That you be authorized to accept and act on any application for the issue of, or any instructions regarding, any documentary credit, letter of credit, performance or security bond or any other bond, guarantee, indemnity or counter-indemnity and to act on and accept any instructions and directions regarding any transaction or instrument or in connection with any accounts of the Company with you if signed on behalf of the Company in accordance with the Signing Arrangement.



**5. Facilities and security**

That the Authorized Signatories acting in accordance with the Signing Arrangement be authorized:-

- 5.1 to arrange with you facilities to the Company by way of loan, advances, overdraft, trade finances or other banking facilities or accommodation or otherwise whatsoever with or without security at any time and from time to time and
- 5.2 to mortgage, charge, pledge or otherwise grant security on all or any of the assets and property of the Company and to sign, execute or authorise the affixing of the common seal of the Company to, and deliver on behalf of the Company, and mortgage, charge, lien, pledge, any forms of deposit and withdrawal, memoranda of deposit, letters of trust and/or hypothecation relating to the assets and property of the Company and any securities, property or documents of title relating thereto or any documents required by you from time to time to secure such advances, overdraft, facilities and any obligations, undertakings, instructions, indemnities of the Company.

**6. Bills**

That you be authorized to treat all bills, promissory notes and acceptance as being endorsed on behalf of the Company and to discount, purchase or otherwise deal with the same provided they are signed by the Authorized Signatories acting in accordance with the Signing Arrangement.

**7. Dealing with property**

That the Authorized Signatories acting in accordance with the Signing Arrangement be authorized to transfer, sell, purchase, dispose of, withdraw and otherwise deal with any of the Company's assets, property, securities or documents of title thereto which may be deposited with you from time to time, whether by way of custody, security or otherwise.

**8. Subject to overdraft limits**

That your right to refuse to allow any overdraft or increase of overdraft beyond any specified limit from time to time approved by you shall not be affected or prejudiced by the provisions in paragraphs 3 to 7 (inclusive) herein.

**9. Terms and Conditions**

That the form of the Application for Account Opening of the Company submitted by the Company to you, the terms and conditions referred to therein or incorporated therein by reference and your Terms and Conditions for Banking Services (herein collectively called the "**Terms and Conditions**") were considered and that they be adopted and accepted by the Company and that any one Authorized Signatory be and is hereby authorized to sign for and on behalf of the Company such Terms and Conditions or any part thereof so as to be binding on the Company.

**10. Currency and interest rate transactions etc.**

You be and are hereby requested and authorized to enter into currency exchange, interest rate transactions, credit derivatives transactions and equity linked deposits including, but not limited to, dealings in foreign currency, spot and forward rate exchange contracts, futures, options, forward rate agreements, swaps and any other foreign exchange or interest rate hedging arrangements, equity swaps, equity options, credit-linked notes, equity linked deposits and such other instruments as are similar to or derived from any of the foregoing which you may offer and which the Company may request from time to time of any kind whatsoever for the purposes of the Company on such terms and conditions as are then current or as may be stipulated by you from time to time.

**11. Authority to represent Company**

That the Authorized Signatories acting in accordance with the Signing Arrangement be and is/are hereby authorized to represent the Company and that his/her/their signature(s) shall bind the Company in their instructions to you.

**12. Validity of instructions**

That until you have received written instruction from the Company and sufficient time shall have elapsed to permit you in due course and by such means as you may consider appropriate to record the same, you are entitled to honour and treat as valid the instructions given by or on behalf of the Company pursuant to this mandate and the Terms and Conditions and you shall not be liable for any loss arising out of their execution.

**13. Agreement of terms**

That the Authorized Signatories acting in accordance with the Signing Arrangement are authorized for and on behalf of the Company to agree to such terms and conditions as you may prescribe from time to time for the operation of any accounts which the Company may have or open with you and for any other banking services and facilities provided or to be provided by you to the Company.

**14. List of names and signatures**

That you be furnished with a list of the names and specimens of signatures of the directors, secretary and any other person or persons authorized to sign on behalf of the Company together with the resolution as described in paragraph 16 below, and that you be from time to time informed the resolution of the Board of directors certified by the chairman and either the secretary or one other director of Company of any change which may take place in respect of those authorized signers and their specimen signatures as submitted. By virtue of this resolution you be entitled to act upon until the receipt of a further certified resolution as aforesaid.

**15. Auditors**

That you be authorized and instructed (but not obliged) to provide the Company's auditors for the time being and from time to time with such information and documents as the Company's auditors may request from time to time concerning any account or accounts of the Company or concerning any transactions or business of the Company with you.

**16. Resolution**

That a copy of any resolution of the board of directors if purporting to be certified as correct by the chairman of the meeting at which resolution was passed and either the secretary or one other director of the Company shall as between you and the Company be conclusive evidence of the passing of the resolution so certified.

**17. Amending resolution**

That these resolutions be communicated to you and remain in force until an amending resolution shall be passed by the board of directors of the Company and a copy thereof certified by the chairman and either the secretary or one other director of the Company shall have been communicated to you.

**18. Miscellaneous**

That in this Mandate, unless the context otherwise requires, (a) words denoting the singular shall include the plural and vice versa and (b) any reference to any gender shall include reference to the other genders and each of them.

We hereby acknowledge receipt of and shall observe and be bound by your rules and regulations for the time being in force as are applicable to the above accounts respectively and any amendment thereof from time to time.

We agree that this mandate and the payment hereunder shall be governed by and subject to the law of the Hong Kong Special Administrative Region (subject to any express provision contained in any other agreement between the Company and you).

We hereby certify the foregoing to be true copies of the resolutions as entered in the minute book of the Company duly passed at a meeting of the directors of the Company with necessary quorum in accordance with the Memorandum and Articles of Association (or equivalent constitutional documents, if applicable) of the Company held at .....

Dated this ..... day of .....

Signed by: \_\_\_\_\_  
Name:  
Chairman of the Meeting

Signed by: \_\_\_\_\_  
Name:  
Director/Secretary\*



- Note:**
1. The following certified true copy documents are attached :-
    - (a) Memorandum and Articles of Association (or equivalent constitutional documents, as applicable) and amending resolutions (if any).
    - (b) Certificate of Incorporation and the Certificate(s) of Incorporation on Change of Name (if any)(or equivalent documents).
    - (c) Certificate of Registration of Overseas Company under Part XI of the Companies Ordinance (if applicable in case of an oversea company).
    - (d) Business Registration Certificate (if incorporated or registered in Hong Kong).
    - (e) Particulars of the Company's Shareholders, Directors, Secretary and Officers.
  2. Any alteration must be initialed by the Chairman of the Meeting.
  3. Each Authorized Signatory must read the bank's Notice to Customers relating to the Personal Data (Privacy) Ordinance.

\* Delete whichever is inapplicable or amend as necessary.

## SCHEDULE

**Part A:**

**Directors authorized to operate the account(s) and banking service(s)**

Names in full	Specimen signatures
*H.K. Identity Card/Passport No.: Address:	
*H.K. Identity Card/Passport No.: Address:	
*H.K. Identity Card/Passport No.: Address:	
*H.K. Identity Card/Passport No.: Address:	
*H.K. Identity Card/Passport No.: Address:	

**Part B:**

**Other persons authorized to operate the account(s) and banking service(s)**

**Names in full**

**Specimen signatures**

.....  
(Capacity)

\*H.K. Identity Card/Passport No.:

Address:

.....  
(Capacity)

\*H.K. Identity Card/Passport No.:

Address:

.....  
(Capacity)

\*H.K. Identity Card/Passport No.:

Address:

.....  
(Capacity)

\*H.K. Identity Card/Passport No.:

Address:

**Part C:**

**Specimen impression of Company's chop**

(The specimen of the Company's Chop is affixed below for reference only although it shall not form part of the specimen signature of any authorized signatory. The presence or absence of the Company's Chop shall not affect the validity of any instruction.)

.....  
**Part D:**

**Signing Arrangement**

(Please tick and specify as appropriate)

- Any one may sign
- Two signatures are required which are either
  - (i) both from Part A or
  - (ii) one from Part A and another from Part B
- Others (Please specify) .....

- The end -