

CORPORATE ENTITY KYC/AML Check List Requirements

Under local regulation, HKOTC.co trading name under Super Chain Capital Limited, is required to conduct risk analysis on each potential client before accepting any such business. This process involves satisfying themselves as to the bona fides of the client, officers of the Company and the funds/assets introduced to the company. The information will be used by Dena Group Limited (a Hong Kong Registered Trust or Company Service Provider, complying to AML and CTF ordinance)

Further to the above, we are obliged to obtain the following minimum information and documentation relating to all proposed new business.

CORPORATES

Corp Name:		Email:	
Contact Name:		Phone	

In the case of clients that **are or have corporate entities** within the structure, we will require the following on the Corporate and any other companies within the structure up to the Ultimate Beneficial Owner:

Incorporation Documents

CORPORATE INFORMATION		Remark
1	Group Structure Chart	Attach 1
2	Up to date Registry Extract or equivalent document from the relevant registry confirming ALL officers and shareholders of the Company;	
3	A copy of the Company's latest Bank Statement within 3 months.	
4	Details of the company's business activities	
5	website url	

ULTIMATE BENEFICIAL OWNER(S) OR AUTHORIZED SIGNER(S) OR AUTHORIZED TRADER(S) INFORMATION

6	Proof of Identity current valid National Photo ID card(s), photographic driving licence or passport (s) of all account holder(s) (UBO with more than 10% ownership).	See Individual information
7	Proof of Residential Address A Bank Statement or Utility Bill (e.g. telephone bill, electricity bill, gas bill etc) within three-months' time	
8	Selfie Holding Proof of Identity and date noted on piece of paper	
9	Personal History Curriculum Vitae or LinkedIn Profile	

The above are the minimum requirements for Corporates and therefore further information and documentation as detailed below would be requested

ADDITIONAL BUSINESS DOCUMENTS / INFORMATION

11	Certificate of Incorporation	
12	Business Registration Certificate or other evidence of due incorporation,	
13	Memorandum/Articles of Association (or other constitutional documents) of the Client;	
14	Share Holder Registry	
15	Appointment of Director(s)	
16	A copy of the Board Resolution authorising the client company officer/individual to establish a relationship with HKOTC and showing who is authorised to issue instructions;	
17	Copy of Business license if regulated business type	
18	A copy of the latest company Financial Statements	
19	If shares are held in nominee then we will require a copy of the relevant Declaration of Trust/Trust Documents confirming that the said shares are being held in trust for the Ultimate Beneficial Owner.	
20	All relevant bank account details (Account Holder, Account#, IBAN, SWIFT, Routing #),	
21	Supplier Agreements	
22	Corp Partner	

*** IMPORTANT NOTE***

ALL documents must be in the English language, if not these will be required to be translated by a certified translator
Documents must NOT be older than 3 Months