

## ACCOUNT OPENING PROCEDURE

Forms Submission	
<b>Natural Person</b> <ul style="list-style-type: none"> <li>GRDA Form 1A – Particulars of Natural Person</li> <li>GRDA Form 2 – Business Relationship</li> <li>GRDA Form 6A – Specimen Signature Sheet</li> </ul>	<b>Corporation</b> <ul style="list-style-type: none"> <li>GRDA Form 1A – Particulars of Natural Person</li> <li>GRDA Form 1B – Particulars of Corporation</li> <li>GRDA Form 2 – Business Relationship</li> <li>GRDA Form 6A – Specimen Signature Sheet</li> </ul>
<b>Identity Verification and Documents Review</b> <p>In performing the verification and review, GRDA will rely on general guidelines issued by the regulators from time to time according to GRDA business needs.</p>	
<b>Documents for Customer</b> <p>A copy of 「Custodian Agreement – General Terms and Conditions」 is available at GRDA office and can be downloaded from GRDA website.</p>	
<b>Complete Account Opening Procedure</b> <p>If the account is opened successfully, GRDA will send a “Welcome Letter” to you to complete the account opening procedure.</p>	

Please send completed forms to  
 Email : [kyc@grda.ltd](mailto:kyc@grda.ltd) or Fax : +852 3951 7777



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FIDUCIARY ACCOUNT APPLICATION

FORM 1A - PARTICULARS OF NATURAL PERSON

This form is to be completed by all relevant individual of Customer.

- Individual customer

- Corporate customer : Beneficiary owner above 25%, director, authorized person

A. DETAILS OF NATURAL PERSON	
Surname	
Given Name(s)	
Chinese Name	
Date of Birth	
Nationality	
Identity Type	
Identity Number	
Email	
Phone number	
Address	<input type="checkbox"/> Residential <input type="checkbox"/> Mailing
Address line 1	
Address line 2	
City	
Country	Postcode
Address	<input type="checkbox"/> Residential <input type="checkbox"/> Mailing
Address line 1	
Address line 2	
City	
Country	Postcode
TIN	
Country(ies) of Residence for Tax Purpose(s) :	

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FIDUCIARY ACCOUNT APPLICATION

FORM 1A - PARTICULARS OF NATURAL PERSON

**B. CURRENT EMPLOYMENT/BUSINESS PROPRIETORSHIP PARTICULARS – Please provide a CV or describe in this section.**

Business title	
Company name and website	
Business nature/industry	
Years in employment/business proprietorship	
Years of experience in the industry	
Last employment/business history (if the current employment/business is less than 1 year)	

**C. SOURCE OF WEALTH – GRDA may require supporting documents to complete our regulatory obligations.**

<input type="checkbox"/> <b>Salary / Bonus Income</b> Please state : Name of employer, position, annual salary.	
<input type="checkbox"/> <b>Business Owner</b> Please state : Name of company, website, remuneration.	
<input type="checkbox"/> <b>Inheritance / Gift</b> Please state : Name of deceased/donor, relationship, type of business/investment, amount received.	
<input type="checkbox"/> <b>Investments</b> Please state : Name of investment manager, value of portfolio, origin of investment funds.	
<input type="checkbox"/> <b>Share of Assets / Company Shares</b> Please state : Type of asset/share, date of sale, value of sale.	
<input type="checkbox"/> <b>Others</b> Please specify.	

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FIDUCIARY ACCOUNT APPLICATION

FORM 1A - PARTICULARS OF NATURAL PERSON

**VERIFICATION DOCUMENTS REQUIRED**

- Hong Kong residents
  - Hong Kong identity card for permanent residents
  - Travel documents
- Non Hong Kong residents
  - A valid travel document
  - A relevant national identity card
  - A valid national driving license
  - Other identity evidence Issued by government bearing the person's photograph

The above verification documents may need to be certified by competent person if the original is not sighted by GRDA.

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FIDUCIARY ACCOUNT APPLICATION

FORM 1B - PARTICULARS OF CORPORATION

A. DETAILS OF CORPORATION	
Full name of the corporation	
Date and place of corporation	
Registration or incorporation number	
Business nature / industry	
Address of registered office in the place of incorporation. Also use as <input type="checkbox"/> Business <input type="checkbox"/> Mailing	
Address line 1	
Address line 2	
City	
Country	Postcode
Address	<input type="checkbox"/> Business <input type="checkbox"/> Mailing
Address line 1	
Address line 2	
City	
Country	Postcode
Address	<input type="checkbox"/> Business <input type="checkbox"/> Mailing
Address line 1	
Address line 2	
City	
Country	Postcode
Phone Number	
Fax Number	
Email / Website	

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**FIDUCIARY ACCOUNT APPLICATION**

**FORM 1B - PARTICULARS OF CORPORATION**

**B. INCUMBENCY – Please provide a list of all beneficial owners more than 25%, directors, company secretaries, and authorized person, or state below.**

<b>Name</b> <input type="checkbox"/> Contact Person	
<b>Capacity</b>	<input type="checkbox"/> Beneficial Owner more than 25% shareholding <input type="checkbox"/> Director <input type="checkbox"/> Authorized Person <input type="checkbox"/> Company Secretary
<b>Name</b> <input type="checkbox"/> Contact Person	
<b>Capacity</b>	<input type="checkbox"/> Beneficial Owner more than 25% shareholding <input type="checkbox"/> Director <input type="checkbox"/> Authorized Person <input type="checkbox"/> Company Secretary
<b>Name</b> <input type="checkbox"/> Contact Person	
<b>Capacity</b>	<input type="checkbox"/> Beneficial Owner more than 25% shareholding <input type="checkbox"/> Director <input type="checkbox"/> Authorized Person <input type="checkbox"/> Company Secretary
<b>Name</b> <input type="checkbox"/> Contact Person	
<b>Capacity</b>	<input type="checkbox"/> Beneficial Owner more than 25% shareholding <input type="checkbox"/> Director <input type="checkbox"/> Authorized Person <input type="checkbox"/> Company Secretary
<b>Name</b> <input type="checkbox"/> Contact Person	
<b>Capacity</b>	<input type="checkbox"/> Beneficial Owner more than 25% shareholding <input type="checkbox"/> Director <input type="checkbox"/> Authorized Person <input type="checkbox"/> Company Secretary
<b>Name</b> <input type="checkbox"/> Contact Person	
<b>Capacity</b>	<input type="checkbox"/> Beneficial Owner more than 25% shareholding <input type="checkbox"/> Director <input type="checkbox"/> Authorized Person <input type="checkbox"/> Company Secretary

All incumbencies except company secretary have to fill in *Form 1A - Particulars of Natural Person* separately.

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**數字資產儲備行**  
**FIDUCIARY ACCOUNT APPLICATION**  
**FORM 1B - PARTICULARS OF CORPORATION**

**VERIFICATION DOCUMENTS REQUIRED**

- **Hong Kong corporation**
  - copy of the certificate of incorporation
  - copy of the business registration certificate
  - copy of the company' s articles of association which evidence the powers that regulate and bind the company
  - details of the ownership and control structure of the company
  - filed latest NAR1
  - Any filing to Company Registry after the most recent NAR1 submission
  - An authorization letter/board resolution of the board of directors appointing the authorized person to handle account opening matter and sign the engagement agreement
  
- **Non Hong Kong corporation**
  - a copy of the certificate of incorporation
  - a copy of the business registration certificate (if applicable)
  - a copy of the company' s articles of association which evidence the powers that regulate and bind the company
  - details of the ownership and control structure of the company
  - Register of members
  - Register of directors
  - Certificate of Incumbency or equivalent issued by the Register Agent in the place of incorporation
  - an authorization letter/board resolution of the board of directors appointing the authorized person to handle account opening matter and sign the engagement agreement

The above verification documents may need to be certified by competent person if the original is not sighted by GRDA.

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**FORM 2 – BUSINESS RELATIONSHIP**

**ACCOUNT NAME**

**A. FIDUCIARY SERVICES REQUIRED – Please choose all that is relevant**

- ☐ Trust Services
- ☐ Company Services
- ☐ Custodial Services
- ☐ Depository Services
- ☐ Funds Services

Please specify if there is any other requirement ....

**B. HOW YOU PREFER TO BE SERVED - Please choose all that is relevant**

- ☐ Online
- ☐ Phone / Fax
- ☐ In person

Please specify if there is any other requirement ....

**C. WHAT IS THE INITIAL SIZE OF THE BUSINESS**

Please elaborate ....

**D. WHAT ARE THE RELEVANT ASSETS**

Please elaborate ....

**E. ANYTHING ELSE YOU WANT US TO BE AWARE OF .....**

Please elaborate ....

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### FORM 6A – SPECIMEN SIGNATURE SHEET

For the following signatory(ies), the signer is required to present valid identification documents or submit copies thereof duly authenticated by the Compliance Officer. GRDA shall not honor any transaction made or requested by any signatory whose valid identification document has not been presented to it.

Account Name			
Fiduciary Account Number			
Effective Date			
<b>SPECIMEN SIGNATURE</b> Please sign in the middle of the box by using <b>black or dark blue ball pen</b> and do not let your signature touch or overlap any lines			
Full name	Group ( <input type="checkbox"/> )	Full name	Group ( <input type="checkbox"/> )
Full name	Group ( <input type="checkbox"/> )	Full name	Group ( <input type="checkbox"/> )
<b>Signing Instruction :</b> <input type="checkbox"/> Only ALL signatures shall be valid. <input type="checkbox"/> Any ONE signature shall be valid. <input type="checkbox"/> Any TWO signatures shall be valid. <input type="checkbox"/> Any <input type="checkbox"/> of Group A plus any <input type="checkbox"/> Group B <input type="checkbox"/> Others, please specify <div></div>		Above is the specimen signature of the Fiduciary Account Representative, appointed by the Client as its own representative for legal duties of: <input type="checkbox"/> Transfer funds <input type="checkbox"/> Start relationships <input type="checkbox"/> Change relationships	

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