

Instructions 指示

Please read the following instructions before completing this form 請在填寫本表格前細閱以下指示：

Why is the Company asking the Account Holder to complete this form?

為何本公司要求帳戶持有人填寫本表格？

To help protect the integrity of tax systems, governments around the world are introducing a new information-gathering and reporting requirement for financial institutions. This is known as the Common Reporting Standard (the "CRS").

Under the CRS, the Company is required to determine where the Account Holder is a "tax resident" (this will usually be where the Account Holder is liable to pay income taxes). If Account Holder is a tax resident outside the jurisdiction where the Account Holder account is held, the Company may need to give the national tax authority this information, along with information relating to the Account Holder accounts. That may then be shared between different jurisdictions' tax authorities. Completing this form will ensure that the Company hold accurate and up to date information about the Account Holder tax residency.

If the Account Holder circumstances change and any of the information provided in this form becomes incorrect, please let the Company know immediately and provide an updated self-certification.

為維護稅制完整，全球各地政府現正推出適用於金融／財務機構的資料收集及匯報新規例，名為共同匯報標準（簡稱「CRS」）。

根據 CRS 規定，本公司必須確定帳戶持有人的「稅務居住地」（這通常是帳戶持有人有義務繳納新稅的國家／地區）。若帳戶持有人的稅務居住地有別於所持帳戶的司法管轄區，本公司可能需要將此情況及帳戶持有人的有關賬戶資料告知國家稅務機關，該等機關隨後或會將相關資料傳送給不同國家／地區的稅務機關。

填妥本表格可確保本公司持有閣下正確及最新的稅務居住地資料。

如閣下的情況有變，導致本表格內的任何資料不再正確，請立即告知本公司，並提交一份已更新的自我證明表格。

Who should complete the Self-Certification Form - Individual?

誰需填寫自我證明表格 - 個人？

Individual customers should complete this form. Sole trader customers should also complete this form with the owner's information.

If the Account Holder need to self-certify on behalf of an entity (which includes businesses, trusts and partnerships), complete a "Self-Certification Form - Entity" (CRS-E). Similarly, if the Account Holder are a controlling person of an entity, complete a "Self-Certification Form - Controlling Person" (CRS-CP).

For joint account holders, each individual will need to complete a separate form.

Even if the Account Holder have already provided information in relation to the United States Government's Foreign Account Tax Compliance Act (FATCA), the Account Holder may still need to provide additional information for the CRS as this is a separate regulation.

個人帳戶持有人須填寫本表格。獨資業務帳戶持有人亦須以擁有人的資料填寫本表格。

如帳戶持有人需代表實體（包括企業、信託和合夥）作自我證明，請填寫「自我證明表格 - 實體」（CRS-E）。同樣地，如帳戶持有人是實體的控權人，請填寫「自我證明表格

- 控權人」（CRS-CP）。每名聯名賬戶持有人須分別填寫一份表格。即使帳戶持有人已就美國政府《外國賬戶稅務合規法案》（簡稱「FATCA」）提供所需的資料，帳戶持有人仍可能需就 CRS 提供額外資料，因為兩者為獨立的規例。

Where to go for further information?

如何獲取更多資訊？

The Organisation for Economic Co-operation and Development ("OECD") has developed the rules to be used by all governments participating in the CRS and these can be found on the OECD's Automatic Exchange of Information ("AEOI") website, [www.oecd.org/tax/automatic-exchange/](http://www.oecd.org/tax/automatic-exchange/).

Please also visit the website of the Inland Revenue Department of the Government of the Hong Kong Special Administrative Region that sets out information relating to the implementation of AEOI in Hong Kong: [http://www.ird.gov.hk/eng/tax/dta\\_aeoi.htm](http://www.ird.gov.hk/eng/tax/dta_aeoi.htm). Meaning of terms and expressions used in this form (e.g. "account holder" and "reportable account") may be found under section 50A of the Inland Revenue Ordinance (Cap. 112).

If the Account Holder have any questions on how to define the Account Holder tax residency status, please visit the OECD website, <http://www.oecd.org/tax/automatic-exchange/> or speak to the Account Holder tax advisor as the Company is not allowed to give tax advice.

經濟合作與發展組織（簡稱「經合組織」）已制訂規則，供參與 CRS 的所有政府使用，並載於經合組織的自動交換資料（簡稱「AEOI」）網站 <http://www.oecd.org/tax/automatic-exchange/>。

另請參閱香港特別行政區政府稅務局的網站了解香港實施 AEOI 的詳情：[http://www.ird.gov.hk/chi/tax/dta\\_aeoi.htm](http://www.ird.gov.hk/chi/tax/dta_aeoi.htm)。有關本表格內所用詞彙的涵義（例如：「賬戶持有人」和「須申報賬戶」），請參閱《稅務條例》（第 112 章）第 50A 條。如帳戶持有人對判定帳戶持有人的稅務居民身分有任何疑問，請瀏覽經合組織網站 <http://www.oecd.org/tax/automatic-exchange/> 或諮詢帳戶持有人的稅務顧問。請恕本公司不能提供稅務意見。

Important Notes 重要提示

- This is a self-certification form provided by an account holder to the Company for the purpose of automatic exchange of financial account information. The data collected may be transmitted by the Company to the Inland Revenue Department for transfer to the tax authority of another jurisdiction. 這是由帳戶持有人向本公司提供的自我證明表格，以作自動交換財務賬戶資料用途。本公司可把收集所得的資料交給稅務局，稅務局會將資料轉交到另一稅務管轄區的稅務當局。
- An account holder should report all changes in his/her tax residency status to the Company. 如帳戶持有人的稅務居民身分有所改變，應盡快將所有變更通知本公司。
- All parts of the form must be completed (unless not applicable or otherwise specified). If space provided is insufficient, continue on additional sheet(s). Information in fields/parts marked with an asterisk (\*) are required to be reported by the Company to the Inland Revenue Department. 除不適用或特別註明外，必須填寫這份表格所有部分。如這份表格上的空位不夠應用，可另紙填寫。在欄／部標有星號 (\*) 的項目為本公司須向稅務局申報的資料。

**Part 1: Identification of Individual Account Holder****第 1 部：個人賬戶持有人的身分識別資料**

(For joint or multiple account holders, complete a separate form for each individual account holder.

對於聯名賬戶或多人聯名賬戶，每名個人賬戶持有人須分別填寫一份表格。)

Note 注意： Please tick where applicable. 請在適當的地方加上別號。

Name of Account Holder 賬戶持有人的姓名	Title 稱謂： <input type="checkbox"/> Mr 先生 <input type="checkbox"/> Mrs 太太 <input type="checkbox"/> Miss 小姐 <input type="checkbox"/> Ms 女士 <input type="checkbox"/> Other 其他		
	*Last Name or Surname 姓氏	*First or Given Name 名字	*Middle Name(s) 中間名
	Business Name (Sole Traders Only) 公司名稱 (只適用於獨資業務)		
Hong Kong Identity Card or Passport Number 香港身分證或護照號碼			
Current Residence Address 現時住址	(e.g. Suite, Floor, Building, Street, District 例如：室、樓層、大廈、街道、地區)		
	*City 城市		
	(e.g. Province, State 例如：省、州)		
	*Country 國家		
	Post Code/ZIP Code 郵政編碼/郵遞區號碼		
Mailing Address 通訊地址  (Complete if different to the above current residence address 如通訊地址與上述現時住址不同，填寫此欄)	(e.g. Suite, Floor, Building, Street, District 例如：室、樓層、大廈、街道、地區)		
	City 城市		
	(e.g. Province, State 例如：省、州)		
	Country 國家		
	Post Code/ZIP Code 郵政編碼/郵遞區號碼		
*Date of Birth 出生日期	(dd/mm/yyyy 日/月/年)		

**Part 2: Jurisdiction of Residence and Taxpayer Identification Number or its Functional Equivalent ("TIN") \***

第 2 部: 居留司法管轄區及稅務編號或具等同功能的識別編號(以下簡稱「稅務編號」)\*

Complete the following table indicating 提供以下資料, 列明:

- (a) each jurisdiction where the account holder is a resident for tax purposes; and  
賬戶持有人的居留司法管轄區, 亦即賬戶持有人的稅務管轄區; 及
- (b) the account holder's TIN for each jurisdiction indicated.  
該居留司法管轄區發給賬戶持有人的稅務編號。

If the account holder is a tax resident of Hong Kong, the TIN is the Hong Kong Identity Card Number (HKID).

如賬戶持有人是香港稅務居民, 稅務編號是賬戶持有人的香港身份證號碼。

If a TIN is unavailable, provide the appropriate reason A, B or C

如沒有提供稅務編號, 必須填寫合適的理由:

# Reason A - The jurisdiction where the account holder is a resident for tax purposes does not issue TINs to its residents.

理由 A - 賬戶持有人的居留司法管轄區並沒有向其居民發出稅務編號。

Reason B - The account holder is unable to obtain a TIN. Explain why the account holder is unable to obtain a TIN if you have selected this reason.

理由 B - 賬戶持有人不能取得稅務編號。如選取這一理由, 解釋賬戶持有人不能取得稅務編號的原因。

Reason C - TIN is not required. Select this reason only if the authorities of the jurisdiction of residence do not require the TIN to be disclosed.

理由 C - 賬戶持有人毋須提供稅務編號。居留司法管轄區的主管機關不需要賬戶持有人披露稅務編號。

Jurisdiction of Residence 居留司法管轄區	TIN 稅務編號	#Enter Reason A, B or C if no TIN is available 如沒有提供稅務編號, 填寫理 由 A, B 或 C	Explain why the account holder is unable to obtain a TIN if you have selected Reason B 如選取理由 B, 解釋賬戶持有人不能取得稅務編號的原因
(1)			
(2)			
(3)			
(4)			
(5)			

**Part 3: Declarations and Signature 第 3 部: 聲明及簽署**

I acknowledge and agree that (a) the information contained in this form is collected and may be kept by the financial institution for the purpose of automatic exchange of financial account information, and (b) such information and information regarding the account holder and any reportable account(s) may be reported by the financial institution to the Inland Revenue Department of the Government of the Hong Kong Special Administrative Region and exchanged with the tax authorities of another jurisdiction or jurisdictions in which the account holder may be resident for tax purposes, pursuant to the legal provisions for exchange of financial account information provided under the Inland Revenue Ordinance (Cap.112).

本人知悉及同意, 財務機構可根據《稅務條例》(第 112 章) 有關交換財務帳戶資料的法律條文, (a) 收集本表格所載資料並可備存作自動交換財務帳戶資料用途及 (b) 把該等資料和關於帳戶持有人及任何須申報帳戶的資料向香港特別行政區政府稅務局申報, 從而把資料轉交到帳戶持有人的居留司法管轄區的稅務當局。

I certify that I am the account holder to sign for the account holder of all the account(s) to which this form relates.

本人證明, 就與本表格所有相關的帳戶, 本人是帳戶持有人簽署本表格。

I undertake to advise the financial institution of any change in circumstances which affects the tax residency status of the individual identified in Part 1 of this form or causes the information contained herein to become incorrect, and to provide the financial institution with a suitably updated self-certification form within 30 days of such change in circumstances.

本人承諾, 如情況有所改變, 以致影響本表格第 1 部所述的個人的稅務居民身分, 或引致本表格所載的資料不正確, 本人會通知財務機構, 並會在情況發生改變後 30 日內, 向財務機構提交一份已適當更新的自我證明表格。

I declare that the information given and statements made in this form are, to the best of my knowledge and belief, true, correct and complete. 本人聲明就本人所知所信, 本表格內所填報的所有資料和聲明均屬真實、正確和完備。

Signature 簽署

X

Name 姓名

Date (dd/mm/yyyy) 日期(日/月/年):

WARNING: It is an offence under section 80(2E) of the Inland Revenue Ordinance if any person, in making a self-certification, makes a statement that is misleading, false or incorrect in a material particular AND knows, or is reckless as to whether, the statement is misleading, false or incorrect in a material particular. A person who commits the offence is liable on conviction to a fine at level 3 (i.e. \$10,000).

警告: 根據《稅務條例》第 80(2E) 條, 如任何人在作出自我證明時, 在明知一項陳述在要項上屬具誤導性、虛假或不正確, 或罔顧一項陳述是否在要項上屬具誤導性、虛假或不正確下, 作出該項陳述, 即屬犯罪。一經定罪, 可處第 3 級(即 \$10,000) 罰款。