

Dragon Service Company Limited

龍騰服務有限公司

Unit A, 16/F., Queen's Centre, 58-64 Queen's Road East, Wan Chai, Hong Kong.
香港灣仔皇后大道東 58-64 號帝后商業中心 16 樓 A 室
Tel 電話: (852) 93463801

Subject Company Questionnaire 從屬公司問卷

(Customer Due Diligence 客戶盡職審查)

In accordance with Anti-Money Laundering and Counter-Terrorist Financing Ordinance, Chapter 615 of the Laws of Hong Kong ("AMLO"), we are required to obtain information relating to customer due diligence.

根據香港法例第 615 章《打擊洗錢及恐怖分子資金籌集條例》(下稱「《打擊洗錢條例》」)·我們須取得有關客戶盡職審查的資料。

This questionnaire must be completed and signed by a shareholder or director of the subject company. This form should be completed in English.

此問卷必須由從屬公司的董事或股東填寫及簽署。此表格須以英文填寫。

After completion and signature, please return this questionnaire together with required documents via email and send the original via ordinary mail marked strictly private and confidential to the following address:

完成並簽署後·請透過電子郵件將此問卷連同所需文件一併寄回·並將正本透過嚴格私密和保密的普通郵件寄送至以下地址：

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william@dragonzone.co

Kindly note that all required information provided is for our attention only and will be treated with the strictest of confidence. We will only disclose personal information to the extent that we are required to do so under applicable laws and regulations.

請注意·提供的所有必要資料僅供我們關注·並將以嚴格保密處理。我們只會根據適用法例及法規要求披露個人資料。

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A) Subject Company 從屬的公司		
1. Name 名稱	English 中文	
2. Nature of Business 業務性質	<input type="checkbox"/> Property Investment 物業投資 <input type="checkbox"/> Investment Holding 投資控股 <input type="checkbox"/> Securities Investment 證券投資 <input type="checkbox"/> Commodities Exploration 商品勘探 <input type="checkbox"/> Other 其他 (please specify 請說明)	<input type="checkbox"/> Manufacturing 生產 <input type="checkbox"/> Consultancy 顧問 <input type="checkbox"/> Trading 貿易
3. Place of Incorporation 成立地點		
4. Company No. 公司編號		
5. Registered Office Address 註冊地址		Country/Region 國家 / 地區
6. Business Address 營業地址		Country/Region 國家 / 地區
7. Undertaking activity in any other countries 在任何其他國家開展業務		
8. Tax Residence 稅務居民	(Country/Region & Tax identification no.) (國家/地區及稅務編號)	
9. Have beneficial owner ¹ of the subject company taken professional tax/other advice? 公司的實益擁有人 ¹ 是否採取了專業稅/其他建議?	<input type="checkbox"/> Yes 是	<input type="checkbox"/> No 否

B) Details of Contact Person 主要聯絡人資料		
Please provide authorization (if any) 請提供授權書 (如有)	Name 名稱	
	Office Telephone 辦公電話	
	Email 電郵	

¹ As a general rule, a beneficial owner of a customer is an individual who ultimately owns or controls the customer (owning or controlling, in the case of a customer that is a corporation, partnership or trust, more than 25% of the shares, voting rights, profits or capital, as the case may be) or on whose behalf a transaction or activity is being conducted.

¹ 一般而言，客戶的實益擁有人是指最終擁有、控制客戶(如客戶是法人團體、合夥或信託，指擁有或控制超過 25% 的股份、表決權、利潤或資本，視屬何情況而定)或由客戶代其進行交易或活動的個人。

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C) Ownership Information 所有權資料		
1. If the subject company is or will be owned by a listed company, please complete the following: 如從屬公司是或即將由上市公司持有，請完成以下內容：		
	Name of listed company 上市公司名稱	
	Stock Code/Symbol 上市編號/代碼	
	Name of Stock Exchange 證券交易所名稱	
	Place of Listing 上市地點	
	Website 網站	
2. If the subject company is or will be owned by a financial institution, please complete the following: 如從屬公司是金融機構或由金融機構持有，請完成以下內容：		
	Name of financial institution 金融機構名稱	
	Licensing Code 牌照編號	
	Name of Authority 授權機構名稱	
	Place of Registration 註冊地點	
	Website 網站	
3. If the subject company is or will be owned by government and/or any public body in Hong Kong or other equivalent jurisdiction², please complete the following: 如從屬公司是否由香港或其他對等司法管轄區 2 的政府及/或任何公共機構持有，請完成以下內容：		
	Country/Region 國家/地區	
	Name of Government Department 政府部門	
	Name of Public Body 公共機構	
	Website 網站	
4. If the Subject Company owned by private group, please complete and provide the required documents as follows : 如從屬公司是否由私人集團持有，請完成以下內容及提供以下文件：		
<p><i>Each individual director, shareholder of subject company and ultimate beneficial owner is required to complete and sign the "Individual Questionnaire (Customer Due Diligence)" and return together with required documents as per supporting documents checklist.</i></p> <p>從屬公司的個人董事、股東及實益擁有人，請完成及簽署“個人問卷(客戶盡職審查)”，連同指明的證明文件，一並交回。</p>	List of directors 董事名單	
	List of shareholders 股東名單	
	List of ultimate beneficial owner 實益擁有人名單	

² "Equivalent jurisdiction" means a jurisdiction that is a member of the Financial Action Task Force, other than Hong Kong, or a jurisdiction that imposes requirements similar to those imposed under the AMLO

² 「對等司法管轄區」是指屬財務特別行動組織的成員的司法管轄區（香港除外）或施加類似《打擊洗錢條例》所施加的規定的司法管轄區

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D) Services Request for Subject Company 從屬公司的服務要求

General Services 一般服務 Please select which service(s) is/are required 請選擇所須服務	<input type="checkbox"/> Arranging Statutory Audit 安排審計服務	<input type="checkbox"/> Incorporation / Deregistration of Company 註冊/註銷公司
	<input type="checkbox"/> Accounting Service 會計服務	<input type="checkbox"/> Acquisition of Shelf Company 購買殼公司
	<input type="checkbox"/> Taxation Advisory / Compliance 報稅服務	<input type="checkbox"/> Company Secretarial / Registered Office 公司秘書 / 註冊地址
	<input type="checkbox"/> SME Financing Advisory Service 中小企業融資諮詢	<input type="checkbox"/> Business Bank Account Opening Advisory 銀行開戶諮詢
	<input type="checkbox"/> Human Resources / Payroll Service 人力資源/薪酬計算和管理服務	<input type="checkbox"/> Trademark Registration 商標註冊
	<input type="checkbox"/> Visa application Service 簽證服務	

E) Beneficial Owner 實益擁有人

1. Source of Funds 資金來源		
The beneficial owner has funded to the subject company 實益擁有人已向從屬公司提供資金	<input type="checkbox"/> Salary 薪酬	<input type="checkbox"/> Business Income 業務收入
	<input type="checkbox"/> Personal Asset 個人資產	<input type="checkbox"/> Family Business 家族業務
	<input type="checkbox"/> Inheritance 承受遺產	<input type="checkbox"/> Sale of Investment 投資出售
	<input type="checkbox"/> Other Individual 其他人士	<input type="checkbox"/> Borrowings/Loans 借/貸
	Other 其他 (please specify 請說明)	
2. Source of Wealth 財富來源		
Activities of the beneficial owner which over time has results in present financial standing 實益擁有人的活動隨著時間導致現時的財務狀況	<input type="checkbox"/> Salary 薪酬	<input type="checkbox"/> Business Income 業務收入
	<input type="checkbox"/> Personal Asset 個人資產	<input type="checkbox"/> Family Business 家族業務
	<input type="checkbox"/> Inheritance 承受遺產	<input type="checkbox"/> Sale of Investment 投資出售
	<input type="checkbox"/> Other Individual 其他人士	
	Other 其他 (please specify 請說明)	
Reference to the above selected Source of Funds and Source of Wealth (please provide a brief description) 參考上述選定的資金來源和財富來源 (請提供簡要說明)		

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Statement on Collection of Personal Data 收集個人資料聲明

- (i) The information provided above will be used in relation to services provided or to be provided by us for due diligence purposes pursuant to AMLO and/or other relevant laws and regulations.
以上資料將在我們提供或將提供的服務時根據《打擊洗錢條例》和/或其他相關法律及法規為進行盡職審查目的之用。
- (ii) The information provided by you herein may be made available to our related companies or associates, group sister companies, or service providers or other professional bodies or government bodies or regulators, as may be necessary for any of the said purposes.
閣下在此提供的資料可能會（於任何該等目的可能是必須時）提供給我們的有關聯的公司或聯營公司·集團姊妹公司·或服務提供者或其他專業機構或政府機構或監管機構。
- (iii) Apart from the purposes stated above, personal information will not be transferred to any other parties, unless such parties are authorized by law and request the information.
除上述註明目的外·個人資料將不會轉移給任何其他人士·除非該等人士經法律授權並要求提供該等資料。
- (iv) You have the right to request access to and correction of your personal data. Such requests may be made in writing to us, Dragon Service Company Limited at Unit A, 16/F., Queen's Centre, 58-64 Queen's Road East, Wan Chai, Hong Kong. or by email us at william@dragonzone.co.
閣下有權要求查閱及更改個人資料。此類要求可以書面形式發送至我們龍騰服務有限公司·地址為香港灣仔皇后大道東 58-64 號帝后商業中心 16 樓 A 室·或以電郵發送給我們·電郵地址為 william@dragonzone.co。

Declaration and Confirmation 聲明及確認

I declare and confirm that the details provided are accurate, true and correct to the best of my knowledge and agree to notify Dragon Service Company Limited in the event of any changes. I also confirm that I have read and understand the above statement on collection of personal data and agree to be bound by it.

本人·盡本人所知·在此聲明並確認所提供的詳細資料均是準確·真實及正確·並且同意在發生任何變更時通知龍騰服務有限公司·本人亦確認本人已閱讀並理解上述有關收集個人資料聲明·並同意受其約束。

Name 姓名

Date 日期

Signature 簽署

Director 董事 / Shareholder 股東 *

**delete as inappropriate 刪除不合適者*

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SUPPORTING DOCUMENTS CHECKLIST 證明文件清單

Please ensure the below documents should be submitted together with the Subject Company Questionnaire (Customer Due Diligence). Please check the below boxes by a tick "✓" before submission.

請確保以下文件須與從屬公司問卷 (客戶盡職審查) 一起提交。在提交問卷前，請以“✓”檢查以下文件已一併提交。

- For each Individual 個人單位

- Individual Questionnaire (Customer Due Diligence) 個人問卷(客戶盡職審查)
- Copy of current valid passport 現時有效護照副本
- Copy of valid government issued photo identity card 有效政府頒發附有照片的身份證副本
- Original/copy of residential address proof (e.g. utility bill, bank statement, etc.) within three months from the date of submission of questionnaire 提交問卷之日起計三個月內的常用住址證明正本/副本 (如水電費賬單、銀行賬單等)

- For each Corporation incorporated with limited liability in any jurisdiction 任何法區的有限公司單位

- Corporation Questionnaire (Customer Due Diligence) 公司問卷(客戶盡職審查)
- Copy of Certificate of Incorporation or equivalent documents 公司成立證書或同等文書副本
- Copy of current Business Registration Certificate 營業證書副本
- Copy of Memorandum and Articles of Association or equivalent documents 組織章程大綱及細則或同等文書副本
- Copy of Register of Members or equivalent documents (inclusive of the voting and non-voting shares) and copy of
- Register of Directors 股東名冊或同等文書(包括有及無投票權的股份)及董事名冊副本
- Signed organization chart to show percentage of shareholdings and place of incorporation 已簽署的組織架構圖，須顯示持股比例及註冊地
- For oversea company, certificate of incumbency or equivalent issued by the registered agent in the place of incorporation within three months from the date of submission of questionnaire 對於海外公司，自提交問卷之日起計三個月內由註冊代理人在註冊當地發出的在職證明書或同等證明書
- For oversea company, certificate of good standing or equivalent document issued by the authority of the place of incorporation within three months from the date of submission of questionnaire 對於海外公司，自提交問卷之日起計三個月內由地當公司註冊機構簽發的良好信譽證書或同等文件

- A Listed Company/Financial Institution/Government/Public Body 上市公司/金融機構/政府/公眾團體

- Corporation Questionnaire (Customer Due Diligence) 公司問卷(客戶盡職審查)
- List of directors/Governor or similar authority 董事/管治人員或類似機構名單
- Signed organization chart to show percentage of shareholdings and place of incorporation 已簽署的組織架構圖，須顯示持股比例及註冊地

- all copy of documents should be certified by lawyer, qualified accountant, TCSP licensee, estate agent, a member of the judiciary, an officer of an embassy, consulate or high commission, a justice of the Peace

- 全部文件副本須由律師、合資格會計師、TCSP 持牌人、地產代理、司法人員、大使館的人員、領事館的人員或高級專員公署的人員、及太平紳士認證