

**DIRECTOR / PRINCIPAL SHAREHOLDER / BENEFICIAL OWNER DECLARATION (SAMPLE)**

I, (name \_\_\_\_\_ ) of (address \_\_\_\_\_ ) being a \*director / principal shareholder / beneficial owner of (company name \_\_\_\_\_ ) (the "Company") hereby confirm and declare that:

1. the place of incorporation of the Company is at \_\_\_\_\_
2. the business address of the Company is at \_\_\_\_\_
3.  the authorised capital of the Company is (total amount of authorised capital \_\_\_\_\_ ) divided into (total number of shares \_\_\_\_\_ ) shares of (amount of authorised capital for each share \_\_\_\_\_ ) each.

**OR**

- the Company is authorised to issue no more than \_\_\_\_\_ shares issued \*with a par value \_\_\_\_\_ / without a par value.

4. the current director(s) of the Company are:

| Name | Date of Appointment |
|------|---------------------|
|      |                     |
|      |                     |
|      |                     |

5. the current secretary of the Company is:

| Name | Date of Appointment |
|------|---------------------|
|      |                     |

6. the current principal shareholder(s) (i.e. companies/individuals with 10% or more of the shares/voting rights of the Company, of which none are held in the form of bearer shares) are:

| Name | % of Shares / Voting Rights |
|------|-----------------------------|
|      |                             |
|      |                             |
|      |                             |

7. the current ultimate beneficial owner(s) (i.e. individuals with 10% or more of the shares/voting rights of the Company) are:

| Name | % of Shares / Voting Rights |
|------|-----------------------------|
|      |                             |
|      |                             |
|      |                             |

\_\_\_\_\_  
Signature of \* Director / Principal Shareholder / Beneficial Owner

Name:

Date:

*Note: \*Please delete whichever is not appropriate.*

**Certification Letter from Notary Public/Lawyer/CPA/Registered Agent/Actuary/Corporate  
Secretarial Service Providers/Member of HKICS**  
(SAMPLE)

To: The Hongkong and Shanghai Banking Corporation Limited

Date: \_\_\_\_\_

Dear Sirs

I/We \_\_\_\_\_  
(name of the Notary Public or Lawyer or CPA or Registered Agent or Actuary or Corporate Secretarial Service Provider or HKICS member) of \_\_\_\_\_

\_\_\_\_\_ (address), being a \*Notary Public / Lawyer /  
Certified Public Accountant / Registered Agent / Actuary / Corporate Secretarial Service Provider / Member  
of the HK Institute of Chartered Secretaries of \_\_\_\_\_ (country), certify  
that the information contained in the following attached document(s) is correct and accurate as at the date  
hereof.

- Certificate of Incumbency
- Director / Principal Shareholder / Beneficial Owner Declaration
- Organisation Chart certified by director

Yours faithfully

\_\_\_\_\_  
Signature

Name:

Country of registration:

(Country of registration of the Notary Public or Lawyer or CPA or Registered Agent or Actuary or Corporate Secretarial Service Provider)

**Note:** \*Please delete whichever is not appropriate.