

Full KYC Checklist

The following documents have to be submitted to Horizons Visions Limited:

1. Full KYC documents of Hong Kong Company

- a) Business Registration
- b) Certificate of Incorporation
- c) Latest Annual Return (NAR1)
- d) Memorandum & Articles of Association
- e) ID / Passport copies of ALL Directors
- f) Latest address proof (within 3 months) of ALL Directors
- g) ID / Passport copies of ALL shareholders
- h) Latest address proof (within 3 months) of ALL shareholders
- i) Latest address proof (within 3 months) of the Company
- j) Ownership chart (with director's signature and sign date)
- k) Supporting documents for any change in ownership or director after the last NAR1 submission date (if applicable)

2. Full KYC documents of Overseas Company

- a) Certificate of Incorporation
- b) Certificate of Incumbency
- c) Memorandum & Articles of Association
- d) ID / Passport copies of ALL Directors
- e) Latest address proof (within 3 months) of ALL Directors
- f) ID / Passport copies of ALL shareholders
- g) Latest address proof (within 3 months) of ALL shareholders

3. Company letter with their letter head listing down all the cardholder's particulars:

- a) Full Name of each Cardholder as per HKID / Passport
- b) HKID / Passport Number
- c) Letter to be signed by Authorised Signature with Company Chop
- d) ID / Passport copies of the Cardholder
- e) Latest address proof (within 3 months) of the Cardholder

Remarks:

- The KYC documents of intermediary companies that in-between the Company and Ultimate Beneficial Owner (UBO) are also required
- The KYC documents of UBO(s) are required