

Guidelines on completing the Entity Self-certification Form 公司 / 機構自我證明表格填寫指引

1. Each Employer and Partnership must complete the Self-certification Form - Entity.
每名僱主及合夥必須填寫「自我證明表格 — 公司 / 機構」。
2. Each sole proprietor must complete the Self-certification Form – Individual and refer to Guidelines on completing the Individual / Controlling Person Self-certification Form for details.
每名獨資經營者必須填寫「自我證明表格 — 個人」。詳情可參考個人/控權人自我證明表格填寫指引。
3. If the entity account holder is a passive NFE must complete Self-certification Form – Controlling Person and refer to Guidelines on completing the Individual / Controlling Person Self-certification Form for details.
如公司/機構帳戶持有人是被动非財務實體必須填寫「自我證明表格 — 控權人」。詳情可參考個人/控權人自我證明表格填寫指引。
4. All parts of the Self-certification Form - Entity must be completed (unless not applicable or otherwise specified).
除不適用或特別註明外，必須填寫「自我證明表格 — 公司 / 機構」的所有部分。
5. The following information may be reported to the relevant tax authority if you are a reportable person:
如您是須申報人士，以下資料將可能被申報給相關稅務機關：
 - Legal Name of Entity or Branch;
公司/機構或分支機構的法定名稱;
 - Current Business Address;
現時營業地址;
 - Mailing Address;
通訊地址;
 - Entity Type;
公司/機構類別;
 - Details of the Controlling persons (if the entity account holder is a passive NFE); and;
控權人詳細資料 (如公司/機構帳戶持有人是被动非財務實體) ; 及
 - Jurisdiction of Residence and Taxpayer Identification Number or its Functional Equivalent (“TIN”).
居留司法管轄區及稅務編號或具有等同功能的識別編號 (以下簡稱「稅務編號」)
6. The Entity Account Holder must provide its entity type (i.e., Financial Institution, Active NFE, or Passive NFE) as specified in Part 2 of Self-certification Form - Entity. The Entity Account Holder should refer to the Appendix of the Self-certification Form – Entity or seek professional advice if there is any doubt in determining the entity type. Principal Trust Company (Asia) Limited is not required to provide any advice about the entity type of the Entity Account Holder.
公司/機構帳戶持有人必須於「自我證明表格 — 公司 / 機構」第 2 部提供其公司/機構類別 (即財務機構、主動非財務實體、被動非財務實體)。實體帳戶持有人應參考「自我證明表格 — 公司/機構」附錄，如果對實體類型有任何疑問，請尋求專業意見。信安信託(亞洲)有限公司不需要就實體類型為公司/機構帳戶持有人提供任何建議。
7. The Entity Account Holder is required to provide all of its jurisdiction(s) of residence for tax purposes and the respective TIN(s). If a TIN is unavailable, the Entity Account Holder must provide an appropriate reason (i.e., Reason A, Reason B, or Reason C) as specified in Part 4 of Self-certification Form - Entity.
公司/機構帳戶持有人必須提供其所有居留司法稅務管轄區以及相應的稅務編號。如沒有提供稅務編號，實體帳戶持有人必須於「自我證明表格 — 公司 / 機構」第 4 部填寫合適的理由 (即理由 A、理由 B 或理由 C)。
8. If the Entity Account Holder is not a tax resident in the jurisdiction of Incorporation or Organization, Current Business Address or Mailing Address, the Entity Account Holder must provide a reasonable explanation in Part 4 of Self-certification Form - Entity.
如公司/機構帳戶持有人不是公司/機構成立為法團或設立所在地、現時營業地址或通訊地址的稅務管轄區居民，公司/機構帳戶持有人必須於「自我證明表格 — 公司 / 機構」第 4 部填寫合理解釋。
9. The capacity to sign the Self-certification Form – Entity includes director or officer of a company, partner of a partnership, trustee of a trust etc.
可簽署「自我證明表格 — 公司 / 機構」的身分包括公司的董事或高級人員、合夥的合夥人、信託的受託人等。