

致：西班牙對外銀行

To: Banco Bilbao Vizcaya Argentaria, S.A.

**開戶申請書**

**ACCOUNT OPENING FORM**

(由新客戶填寫及簽名)

(To be completed and signed by new customer)

客戶／帳戶編號  
Customer / Account Number

**公司資訊 Company Information**

登記英文名稱 (若有) Registered Name in English (if any) : \_\_\_\_\_

登記中文名稱 (若有) Registered Name in Chinese (if any) : \_\_\_\_\_

登記地址 Registered Address : \_\_\_\_\_

聯絡地址 (若與登記地址不同) Correspondence Address (if different) : \_\_\_\_\_

**登記／設立文件 Registration / Incorporation Document**

營利事業登記證編號 Business Registration Certificate Number : \_\_\_\_\_

營利事業統一編號 Unified Business Number

公司執照編號 Certificate of Incorporation Number : \_\_\_\_\_

其他 Others : \_\_\_\_\_ 編號 Number : \_\_\_\_\_

登記日期：

Date of Registration

|     |       |      |  |  |  |  |  |
|-----|-------|------|--|--|--|--|--|
|     |       |      |  |  |  |  |  |
| 日   | 月     | 年    |  |  |  |  |  |
| Day | Month | Year |  |  |  |  |  |

**法人類別 Entity Type**

股份有限公司 Company Limited by Shares       有限公司 Limited Company

合夥組織 Partnership       獨資經營 Sole Proprietorship       其他 Others :

**營業／行業性質 Nature of Business / Industry**

行業 Industry : ( % )      行業 Industry : ( % )

行業 Industry : ( % )      行業 Industry : ( % )

**已發行股份種類**

(只適用於股份有限公司／有限公司填寫)

Types of Issued Shares (for Company Limited by Shares/Limited Company only)

記名股份 Registered Shares

無記名股份 Bearer Shares

**註冊登記國**

Country of Registration

**主要營業活動所在國**

Country where major business is carried out

**總公司所在國**

Country where Head Office is located

**母公司名稱 (若有)**

Name of Parent Company (if any)

**年營業額**

Annual Business Turnover

幣別 Currency :      金額 Amount :

**企業資訊 Business Information**

|   |   |
|---|---|
| 公司產品／服務性質（例如玩具／服飾） Nature of Products / Services offered (e.g. toys / garments)   |   |
| 銷貨所在國（例如：從台灣到西班牙）<br>Sales Location(s) (e.g. from Taiwan to Spain)  | 業務經營時間（年）<br>Years of experience in business  |
| 於台灣開立帳戶之目的（若公司於台灣無經常性業務營運，例如沒有辦公室或員工）：<br>Reason(s) for setting up account in Taiwan (If company does not have regular business presence, e.g. office, staff in Taiwan):  |   |
| <u>開立帳戶目的</u><br><u>Purpose of Opening Account</u><br><input type="checkbox"/> 活期／定期存款 Demand/Time Deposit<br><input type="checkbox"/> 償還貸款 Loan Repayment<br><input type="checkbox"/> 轉帳匯款 Remittance<br><input type="checkbox"/> 貿易服務 Trade Services<br><input type="checkbox"/> 投資 Investment<br><input type="checkbox"/> 關係企業往來款項 Intercompany Settlement<br><input type="checkbox"/> 其他 Others : | <u>透過帳戶交易之資金來源</u><br><u>Expected Source of Funds passing through the Account</u><br><input type="checkbox"/> 業主 From Business Owner<br><input type="checkbox"/> 投資報酬 Return on Investment<br><input type="checkbox"/> 銷貨收入 Sale Proceeds<br><input type="checkbox"/> 其他 Others :<br><br>資金來源國 Country of Source of Funds : _____ |

**主要股東／受益所有人資訊 Principal Shareholders / Beneficial Owners Information**

|  |   |  |                   |                            |
|--|---|--|-------------------|----------------------------|
| 1.   | 全名 Full Name :  | <input type="checkbox"/> 主要股東 Principal Shareholder<br><input type="checkbox"/> 受益所有人 Beneficial Owner |                   |                            |
|  | 身分識別文件種類 Identification Document Type   | 身分證／護照號碼<br>ID/Passport No.  | 國籍<br>Nationality | 持股百分比 (%)<br>Ownership (%) |
|  | <input type="checkbox"/> 身分證 Identity Card<br><input type="checkbox"/> 護照 Passport <input type="checkbox"/> 其他 Others : |  |                   |                            |
| 填寫與勾選確認所檢附之證明文件（個人填寫）<br>Complete and tick confirming documents of proof enclosed (for individuals only) |   |  |                   |                            |
|  | <input type="checkbox"/> 以前姓名／別名（若有） Former Name / Alias (if any) :<br>_____  | 國籍 Nationality :<br>_____  |                   |                            |
|  | <input type="checkbox"/> 居住地址 Residential Address :<br>_____<br>_____   |  |                   |                            |
|  | <input type="checkbox"/> 永久地址（若與居住地址不同） Permanent Address (if different from residential address) :<br>_____<br>_____   |  |                   |                            |

|   |   |  |                   |                            |
|---|---|--|-------------------|----------------------------|
| 2.  | 全名 Full Name :  | <input type="checkbox"/> 主要股東 Principal Shareholder<br><input type="checkbox"/> 受益所有人 Beneficial Owner |                   |                            |
|   | 身分識別文件種類 Identification Document Type   | 身分證／護照號碼<br>ID/Passport No.  | 國籍<br>Nationality | 持股百分比 (%)<br>Ownership (%) |
|   | <input type="checkbox"/> 身分證 Identity Card<br><input type="checkbox"/> 護照 Passport <input type="checkbox"/> 其他 Others : |  |                   |                            |
|   | 填寫與勾選確認所檢附之證明文件 (個人填寫)<br>Complete and tick confirming documents of proof enclosed (for individuals only)               |  |                   |                            |
| <input type="checkbox"/> 以前姓名／別名 (若有) Former Name / Alias (if any) : _____  |   | 國籍 Nationality : _____   |                   |                            |
| <input type="checkbox"/> 居住地址 Residential Address : _____<br>_____  |   |  |                   |                            |
| <input type="checkbox"/> 永久地址 (若與居住地址不同) Permanent Address (if different from residential address) : _____<br>_____ |   |  |                   |                            |
| 3.  | 全名 Full Name :  | <input type="checkbox"/> 主要股東 Principal Shareholder<br><input type="checkbox"/> 受益所有人 Beneficial Owner |                   |                            |
|   | 身分識別文件種類 Identification Document Type   | 身分證／護照號碼<br>ID/Passport No.  | 國籍<br>Nationality | 持股百分比 (%)<br>Ownership (%) |
|   | <input type="checkbox"/> 身分證 Identity Card<br><input type="checkbox"/> 護照 Passport <input type="checkbox"/> 其他 Others : |  |                   |                            |
|   | 填寫與勾選確認所檢附之證明文件 (個人填寫)<br>Complete and tick confirming documents of proof enclosed (for individuals only)               |  |                   |                            |
| <input type="checkbox"/> 以前姓名／別名 (若有) Former Name / Alias (if any) : _____  |   | 國籍 Nationality : _____   |                   |                            |
| <input type="checkbox"/> 居住地址 Residential Address : _____<br>_____  |   |  |                   |                            |
| <input type="checkbox"/> 永久地址 (若與居住地址不同) Permanent Address (if different from residential address) : _____<br>_____ |   |  |                   |                            |

開戶申請書（由公司授權簽署人）填寫：

ACCOUNT OPENING FORM completed by (Authorized Signatories of the Company):

姓名 Name : \_\_\_\_\_

簽名 Signature : \_\_\_\_\_

職稱 Position : \_\_\_\_\_

日期 Date : \_\_\_\_\_

**所需文件 Documents Required :**

**1. 客戶簽署之標準文件（請勾選已檢附文件）：**

**Standard Documents signed by customer (Please put a tick in the bracket for the documents enclosed):**

- 印鑑卡  
Specimen Signature Card
- 董事會決議 – 存款 /  董事會決議 – 取得授信（請刪去不適用項目）  
Board Resolution – Deposit /  Board Resolution – Facility ( Please delete whichever is not appropriate)
- 客戶往來總約定書  
General Customer Agreement
- 帳戶一般規定  
General Rules for Accounts
- 擔保書（供傳真傳送） – 非必要  
Letter of Indemnity (for fax transmission) – Optional

備註：若董事／授權簽署人開戶時不在場，上述申請書之簽名與本開戶申請書之簽名，需由銀行人員加以驗證

Note: Signatures appearing on the above forms and this Account Opening Form must be verified by bankers for directors / authorized signatories who are not present for the account opening.

**\* 主要股東／受益所有人 Principal Shareholders / Beneficial Owners :**

直接或間接透過相關法人股東，最終有權控制公司 **25%** 或以上投票權或行使控制權之所有個人，皆應被視為該公司主要股東／受益所有人。

All individuals who are ultimately entitled to control or exercise the control of **25%** or more of the voting rights of the company, either directly or indirectly through their beneficial ownership of an underlying corporate shareholder, should be regarded as Principal Shareholders / Beneficial Owners of the company.

**2. 經由國際反洗錢組織金融行動特別工作組（FATF）會員國之律師、公證人、精算師、銀行業者、會計師或特許秘書或西班牙對外銀行台北分行承辦人員認證之下列文件。若文件正本，非以英文或中文書寫，則亦應提供該等文件之英文翻譯。**

**True copies of the following documents certified by a lawyer, notary public, actuary, banker, accountant or a chartered secretary in a jurisdiction that is a FATF member or by an officer of BBVA Taipei. If original documents are not in English or Chinese language, an English translation of the same should also be provided.**

**（認證格式：認證人之簽名與正式戳章與認證日期，應列示於文件副本首頁，且應標明文件頁數）**

**(Certification format: Certifier's signature, official stamp and date of certification should be placed on the first page of the copy document and the number of pages should be recorded.)**

**請於下方勾選已檢附文件項目：**

**Please put a tick in the bracket for the documents enclosed :**

- 經濟部登記卡經認證副本  
Certified Copy of the Ministry of Economic Affairs Registration Card
- 營利事業登記證經認證副本（若有）  
Certified Copy of the Business Registration Certificate (if any)

- [ ] 公司章程與組織大綱經認證副本  
Certified Copy of the Articles of Incorporation and By-laws
- [ ] 工廠登記證（若有）經認證副本  
Certified Copy of the Factory Registration Certificate (if any)
- [ ] 授權書（若有）  
Power of Attorney (if any)
- [ ] 開戶或取得授信之董事會決議／股東會同意函（或其經認證副本）或公司決議之證明  
Board Resolution / Shareholders' Consent (or a certified copy) or Certificate of Corporate Resolution to Open Accounts or to Borrow
- [ ] 董事或監察人名冊與股東名冊經認證副本  
Certified Copy of Roster of Directors or Supervisor(s) and Shareholders Roster
- [ ] 擁有法人股東之公司，就各持股公司到公司最終受益人之所持股份之百分比 %，請提供經公司董事認證屬實之組織圖（Organization chart）  
For company with corporate shareholders – organization chart certified by director showing % shareholdings owned by each intermediate company to the ultimate beneficial owners of the company.
- [ ] 若公司之最終受益人爲一信託，則提供信託契約／信託聲明書載明受託人、委託人與受益人之詳細資料以及受託人與委託人之居住地址證明、身分識別證明文件  
If the Ultimate beneficial owners of the company is a trust – Trust Deed / Declaration of Trust, with details of trustee(s), settlor(s) and beneficiary(ies); identification proof and residential address proof of trustee(s) and settlor(s).
- [ ] 就擁有股東代表人之公司，請提供最終受益人之資料  
For company with nominee shareholders – details of ultimate beneficial owners.
- [ ] 就設立於台灣以外地區之有限公司：  
For limited company incorporated outside Taiwan:
  - 1) 由註冊代理人於六個月內所出具之公司存續證明（簡稱 COI）或於六個月內所出具載明董事及\*主要股東之董事聲明書(簡稱 DD)及由台灣、歐盟／國際反洗錢組織金融行動特別工作組（FATF）會員國公認會計師／律師所出具之證明函，證明 COI 或 DD 所載內容係屬正確與無誤。  
A Certificate of Incumbency (COI) issued by Registered Agent within 6 months or a Director Declaration (DD) issued within 6 months detailing particulars of the Directors and \*Principal Shareholders, plus a Certification Letter from a certified public accountant / lawyer of Taiwan, EU / FATF member jurisdiction certifying that the information contained in the COI or DD is correct and accurate.
  - 2) 公司執照（或等同性質文件）（若有）之副本  
Copy of Business License (or comparable document), if any
- [ ] 西班牙對外銀行台北分行要求提供之其他文件  
Other documentation as requested by BBVA Taipei

公司負責人、所有董事、授權簽署人、法人股東之所有\*主要股東或\*受益所有人及其他相關個人（若有）之下列文件之經認證副本：

Certified True Copies of the following documents from the Responsible Person, All Directors, Authorized Signatories, all \*Principal Shareholders or \*Beneficial Owners of corporate shareholders, and other relevant individuals (if any):

- [ ] 身分證  
Identity Card
- [ ] 護照或載有姓名與照片之其他身分證明文件  
Passport or other I.D. documentation bearing the name and photo.
- [ ] 以前姓名／別名證明（若有以前姓名／別名）  
Former Name / Alias Proof (if there is a former name / alias)
- [ ] 居住地址證明（例如三個月內之水電／銀行帳單，載有地址之國民身分證等）  
Residential Address Proof (e.g. utility bill / bank statement issued within 3 months, National identity card with address, etc.)
- [ ] 永久地址證明（若申請人無台灣身分證，並擁有與居住地址不同之永久地址者）  
Permanent Address Proof (If the individual is not a Taiwan Identity Card Holder and has a permanent address different from residential address)
- [ ] 西班牙對外銀行台北分行要求提供之其他文件  
Other documentation as requested by BBVA Taipei

[] 若董事或授權簽署人為法人，請提供下列文件經認證之副本：

For Directors or Authorised Signatories which are corporate entities, the following certified true copies of documents are to be submitted by these entities:

- 相關公司登記資料庫之搜尋結果、或可證明公司設立與登記與後續變更名稱（若有）之正式文件  
Search from the relevant company registry or official document(s) proving incorporation, registration and subsequent change of name, if any
- 相關公司登記資料庫之搜尋結果、或載有現任董事之正式文件，例如年度申報書或董事聲明書、由台灣、歐盟／國際反洗錢組織金融行動特別工作組（FATF）會員國公認之會計師／律師所出具之證明函（Certification Letter），證明董事聲明書所載內容係屬正確與無誤。  
Search from the relevant company registry or official document(s) listing current directors such as an Annual Return or Director Declaration; Certification Letter from a certified public accountant / lawyer of Taiwan, an EU / FATF member jurisdiction certifying that information contained in the Director Declaration is correct and accurate.
- 董事會決議載明有權代表董事行事之授權簽署人簽名（簽名需由西班牙對外銀行台北分行認證）  
Board Resolution specifying the authorized signatories who have the power to act for them (the director's signatures must be verified by BBVA Taipei).
- 授權簽署人簽名樣式清單（應由西班牙對外銀行台北分行認證）  
List of authorized signatories' specimen signatures (which must be verified by BBVA Taipei).
- 載有同時為授權簽署人之董事姓名與照片之身分證、護照或其他身分識別文件經認證影本及其居住地址／永久地址之證明文件  
Certified copy of Identity Card and Passport or other I.D. documentation bearing the name and photo, and Residential / Permanent Address Proof for directors who are also the authorized signatories.

**重要備註： (Important Note)**

西班牙對外銀行台北分行，保留要求取得其他文件或不需任何理由拒絕開戶申請之權利。

BBVA Taipei reserves the right to request for additional documents or to decline any account opening request without providing any reason.

以下由西班牙對外銀行台北分行填寫 **FOR BBVA TAIPEI USE ONLY**

**客戶關係經理意見(Comments of Relationship Manager) :**

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\_\_\_\_\_  
客戶關係經理 Relationship Manager

日期 Date : \_\_\_\_\_

**搜尋結果 Search :**

[  ] 公司登記資料庫 Company Search                      [  ] World-check 資料庫  
[  ] Firco 線上篩選檢查 Firco On-Line Filter Check            [  ] 銀行推薦 Banker's reference

日期 Date : \_\_\_\_\_

法令遵循部核准：  
**Approval by Compliance**

資深管理階層核准（若必要）：  
**Approval by Senior Management (if required)**

\_\_\_\_\_  
法令遵循主管 Compliance  
西班牙對外銀行台北分行 BBVA Taipei

日期 Date : \_\_\_\_\_

\_\_\_\_\_  
總經理／營運長 General Manager/Chief Operations  
Officer  
西班牙對外銀行台北分行 BBVA Taipei  
日期 Date : \_\_\_\_\_