

## Corporate Membership Application Form

### A. Company Information

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Company Website: \_\_\_\_\_

Place of Incorporation: \_\_\_\_\_ Year of Incorporation: \_\_\_\_\_

Business Registration No.: \_\_\_\_\_ (Please attach a copy of your BR)

### B. Representatives

(Please provide certified true copy of credentials of representatives)

Name of Primary Representative: \_\_\_\_\_

Title : \_\_\_\_\_ Email address : \_\_\_\_\_

Contact No.: \_\_\_\_\_ Fax : \_\_\_\_\_

Name of Secondary Representative (if applicable): \_\_\_\_\_

Title : \_\_\_\_\_ Email address : \_\_\_\_\_

Contact No.: \_\_\_\_\_ Fax : \_\_\_\_\_

### C. Company Profile

The following information is requested for the purpose of maintaining important data about the trust industry. Any information provided is to be kept anonymous and confidential, and it will only be used on an aggregate basis and for the aforesaid purpose. (To get a better understanding about the data collection policy of HKTA, you are kindly suggested to browse the "Personal Information Collection Statement for Members and Prospective Members" on our website.)

**1. What Regulatory / Licensing Regime are you operating under? (Please attach a copy of your license, if applicable)**

- |  |   |
|--|---|
| <input type="checkbox"/> Hong Kong Trustee Ordinance               | <input type="checkbox"/> Securities & Futures Ordinance |
| <input type="checkbox"/> Trust & Company Service Provider          | <input type="checkbox"/> Others (please specify): _____ |
| <input type="checkbox"/> Mandatory Provident Fund Scheme Ordinance | _____   |

**2. Type of your organization:**

- Independent trust company
- Bank or subsidiary of a bank
- Law firm
- Accounting or tax services firm
- Corporate services firm
- Family office
- Independent financial adviser
- Charitable trust company
- Others (please specify) : \_\_\_\_\_

**3. Nature of your mainstream business:**

- Trust services
- General banking services
- Depository services
- Private banking services
- Professional services
- Administration services
- Company services
- Advisory
- Others (please specify): \_\_\_\_\_

**4. No. of employees in Hong Kong engaged in your mainstream business:** \_\_\_\_\_

**5. Size of assets currently under your trusteeship (if applicable):** US\$ \_\_\_\_\_

**6. Who is/are in charge of trust business in your organization (if applicable)?**  
\_\_\_\_\_

**7. For those in charge of your trust business, please provide a brief description of their credentials, qualifications, working experience in the trust sector and years of such experience etc. (if applicable):**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**8. Have the Trust Law reforms introduced in Hong Kong since 2013 contributed to your trust business growth (if applicable)?** \_\_\_\_\_

If yes, how much is the net increase in trust asset value? Roughly US\$ \_\_\_\_\_

**9. Why do you want to join HKTA as a corporate member?** \_\_\_\_\_  
\_\_\_\_\_

**D. HKTA Best Practice Guides** \* Please tick where appropriate.

We confirm that, as part of this application, we will adopt as our minimum standards of practice when acting as trustees one or more of the HKTA Best Practice Guides (as indicated below) and that we will, in the conduct of our business as trustees, observe and perform the Guiding Principles as therein described to the best of our abilities.

- Best Practice Guide for Trustees of Pension Schemes \*
- Best Practice Guide for Trustees of Corporate Trusts \*
- Best Practice Guide for Trustees of Private Trusts \*
- Best Practice Guide for Trustees of Charitable Trusts \*

*We acknowledge that it should not be inferred or understood from our adoption of the HKTA Best Practice Guides (as indicated above) or from any statement by us that we have adopted such Best Practice Guides or observe and perform the standards of practice or Guiding Principles therein contained or described, that the HKTA endorses us or our standard of performance or otherwise in the conduct of our activities as trustee.*

- Not applicable (for a member who does not act as a trustee) \*

**E. Recommendation from a current HKTA corporate member (Optional)**

**Note: This part is not mandatory and its purpose is to ease the overall assessment of this application.**

Name of Company: \_\_\_\_\_

HKTA corporate membership number: \_\_\_\_\_

Name and position of representative: \_\_\_\_\_

**F. Declaration**

We apply to be a corporate member of the Hong Kong Trustees' Association Ltd ("HKTA") and agree to be bound by the [provisions of its Memorandum and Articles of Association](#) as posted on its website.

\_\_\_\_\_  
Signature of Primary Representative

\_\_\_\_\_  
Date

**F. Checklist**

1	Business Registration copy	
2	TCSP license copy (if applicable)	
3	Trust Company Registration copy (if applicable)	
4	Credentials information and business cards of representatives	
5	A brief description of the corporate profile and/or the credentials, qualifications, working experience in the trust sector and years of such experience etc. of any key person is attached. HKTA shall keep such information strictly confidential and would use it solely for considering your membership application.	
6	If the company representative(s) is/are already HKTA individual members, please provide a separate email address which is different from their individual personal emails. This is for creation of login account.	
7	Recommendation from a current HKTA corporate member (optional)	

## **G. Payment method**

Membership fee paid is non-refundable and non-transferable.  
(Please tick as appropriate)

- Cheque payment of **HK\$5,000** (made payable to "HK TRUSTEES' ASSOCIATION LTD") and sent to **HKTA, Room 1103, 11/F., V Heun Building, 138 Queen's Road Central, HK. (Post-dated cheques will NOT be accepted.)**
- By local bank transfer (to Standard Chartered Bank A/C No.: 447-0-024582-3). Please email the bank receipt (indicate "corporate membership application fee" and applicant's full name on it) to [queries@hktrustees.com](mailto:queries@hktrustees.com)
- By overseas bank transfer (to Standard Chartered Bank A/C No.: 447-0-024582-3). Please email the bank receipt (indicate "corporate membership application fee" and applicant's full name on it) to [queries@hktrustees.com](mailto:queries@hktrustees.com)  
**(Note: Applicant should bear the bank charges involved in overseas bank transfer. Otherwise, the Association will reserve the right to request the applicant to pay back the bank charges)**

## **H. Criteria for admission or membership renewal**

HKTA would welcome applications from industry practitioners, corporate or individual, for membership or renewal of membership, the success of which will depend on an overall assessment of the applicant, at BOTH company level and responsible person levels (if applicable), made by the HKTA Executive Committee in accordance with criteria that include, but not limited to, the following :

1. relevance to the trust industry or its upstream/downstream service areas
2. background, history, business nature and specialty
3. relevant experience and track records
4. extent of professionalism
5. scale of business set-up (eg. size of trust assets, staff force etc)
6. transparency of company information
7. license / registration under any specialized regime
8. overall profile, repute and standing
9. shareholding structure and / or shareholders
10. compliance with HKTA Best Practice Guide(s)
11. any note-worthy points that may help HKTA in getting a better understanding about the applicant

The aforesaid criteria may be subject to changes from time to time, so please refer to the HKTA website for the latest requirements.

HKTA reserves the absolute right to decline any application or applicant without the obligation to give reasons therefor.

## **I. Note from the HKTA**

1. HKTA would like to welcome your application for membership, the success of which will depend on an overall assessment at BOTH company level and responsible person levels (if applicable), made by the HKTA Executive Committee in accordance with the criteria set out in Part H of this form. Please go through the details before filling in this Form.

No matter if a corporate membership application is successful or not, individual staff of the applicant are always welcome to apply for HKTA individual membership, to receive the CPD training or seminar/webinar information and to enroll with discount. Please contact HKTA Secretariat for further details.

2. Please note that Hong Kong Trustees' Association Ltd is not a regulatory body but an industry group representing the trust industry. If any member is to refer to its HKTA membership in any of its corporate document or website, please do not deviate from the following wording: "**We are a member of the Hong Kong Trustees' Association Ltd**".

3. Upon approval, you will receive email confirmation with member login details and your company name will be shown on the HKTA corporate membership list on the website.

**FOR OFFICE USE ONLY**

Received on \_\_\_\_\_

Checked on \_\_\_\_\_

e-Receipt sent on \_\_\_\_\_

Confirmation on \_\_\_\_\_

**Membership No.:** \_\_\_\_\_