

# Supplier Guide on Bank Requirements for Onboarding with K-C

## Bank Details – What do we need to know?

To add your company to our system as a new supplier, we require you to provide us with banking details. Please provide the following on your financial institution's letterhead (bank letter not older than 3 months signed and stamped by the bank):

### HONK KONG, INDONESIA, MALAYSIA, PHILIPPINES, SINGAPORE, THAILAND, VIETNAM

All Vendors

- Business Certificate
- Bank Certificate/Bank Book/Bank statement
- Tax Certificate/SST Cert

### INDIA

All Vendors

- PAN Cert
- GST Cert
- Cancelled cheque/Bank statement issue by bank
- MSMED Certificate - (if applicable)
- Certificate of Incorporation (if applicable)
- Withholding tax related forms (Form TRC, Form 10F, No PE Certificate - as applicable)

### AUSTRALIA, NEW ZEALAND

All Vendors

- Business Certificate
- Bank Certificate/Bank Book/Bank statement
- Tax Certificate/SST Cert

### TAIWAN:

Individual Vendors

- Bank Book / Bank Certificate
- Person Identification Card

All other Vendors

- Business Certificate
- Bank Certificate/Bank Book/Bank statement
- Tax Certificate/SST Cert

## CHINA:

Local Vendors, Carrier Vendors, Foreign Vendors

- Business Certificate with company stamp (营业执照)
- Bank Certificate /Bank Book/Bank statement with company stamp (银行开户证明, 基本存款展期或最近一期银行对账单)
- Consent Form for Processing of Personal Information of Partners 合作伙伴个人信息处理告知同意书
  - o [China Consent form for Processing of Personal Information of Partners](#)
- Email address verify confirmation - Optional (邮箱授权函 (若供应商邮箱未带有公司名称后缀, 或注册于 QQ/163.com))

## KOREA

Local Vendors, Carrier Vendors

- Business License (사업자등록증 (사본) 또는 사업자등록증명)
- Bank Cert/Bank Book/Bank Statement which is issued by Bank (은행에서 발생된 통장사본/ 은행정보 확인서)
- Seal Certificate (within 3 months) (3개월 이내 발행된 인감증명서)

Foreign Vendors, Individual Vendors

- Bank Cert/Bank Book/Bank Statement which is issued by Bank (은행에서 발생된 통장사본/ 은행정보 확인서)

Permitted Payee

- Business License (사업자등록증 (사본) 또는 사업자등록증명)
- Tax Invoice "For Advertising Company/Media Company, third party need to be clearly stated" (세금계산서 - 위수탁 거래업체는 수탁업체 표시된 세금계산서 필요함)
- Payment Agreement contract - "Not applicable for advertising company/Media company" (대납 약정서 - 위수탁 거래업체 해당되지 않음)