



# Online Account Opening User Guide

Last update: 20190111



# Overview

Generally, it takes **15-20min** to complete your online account opening (OAO) form with the following **6 steps**:

1. [Login to your OAO form](#)
2. [Input your personal information](#)
3. [Confirm CFSG client status \(if any\)](#)
4. [Complete Tax Residence Self-Certification](#)
5. [Declaration & Confirmation](#)
6. [Identity Verification](#)
  - 1) [eKYC](#)
  - 2) [Face-to-face Verification](#)

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# 1. Login to OAO Form

Three languages are available for Weever Online Account Opening (OAO) Form.

Input your mobile number and generate a SMS code to start your application.

Your data inputs will be auto-saved every time you click 'Next' during the registration process.

You may return to your OAO form with your mobile number and a new SMS code.

Read all remarks and risk disclosure before you click 'Start'.



# 2. Input Personal Information

**Personal Information**

Progress: Personal Information (active), Declaration and Confirmation, Identity Verification

**Personal Information**

Chinese Name (if any)

Last Name

First Name

Gender:  Male  Female

Date of Birth  
 -  -   
(Applicant must be at least 18 years old)

Input the full name displayed on your identity document (e.g. HKID, Passport, etc.).  
Omit Chinese Name if you do not have one on your identity document.

You have to be 18 years old or above to apply for a Weever trading account.



# 2. Input Personal Information

Nationality

China HongKong

U.S. passport holders are not accepted

We are sorry that U.S. passport holders are not accepted by Weever.

ID/Passport Number

HKID/PRC ID

For Example:A123456(7)

All applicants (except Hong Kong Permanenet Residents and PRC Residents) have to provide passport numbers

For permanent residents in Hong Kong, input your HKID number. Note that you should type the full ID number, including ().

For PRC residents, input your PRC ID number. Note that a copy of your valid passport or Hong Kong and Macau Travel Permit photo page is required to verify your identity at later steps.

For other applicants, input your valid passport number.

Mobile Number

852

Country of Residence

China HongKong

Area

Hong Kong IslandSheung Wan

Address

Address

Address

Nature of Residence

Self-owned



# 2. Input Personal Information

Employment Information

Employment Type  
Employed

Employer Name

Nature of Business  
Finance

Position

Done

- Employed
- Self-employed
- Retired
- Housewife
- Unemployed
- Student

A copy of your valid student ID card is required to be uploaded if you choose 'Student'.

Office Address  
China HongKong

Area  
Hong Kong IslandSheung Wan



# 2. Input Personal Information

**Contact Information**

Email Address

Enter Email Address

Confirm Email Address

Email Address cannot be changed after account activation

Correspondence Address

Residential Address

**Register Your Bank Account**

Name of the bank account owner must be the same as the name on your ID document

Name of the Bank

Bank of China (Hong Kong) Limited

Currency of the Account

HKD

Account No.

Please enter Account No.

Deposit and withdrawal must be made through the registered bank account. Your deposits will be converted to USD and displayed in USD on Weever App. A confirmation email will be sent to your registered email after the conversion is completed. Click [here](#) for reference exchange rate.

Next

Email address is your unique identifier on Weever platform and it cannot be changed after your account is activated. Make sure you input a correct and valid email address.

Weever currently accepts fiat deposit from 9 banks in Hong Kong, including BOC(HK), Bank of Communications, Bank of East Asia, DBS Bank, Hang Seng Bank, HSBC, ICBC(Asia), Nanyang Commercial Bank and OCBC Wing Hang Bank.



Weever currently accepts fiat deposit and withdrawal in USD, HKD and RMB. Make sure the currency of your bank account is correctly selected. Otherwise, your fund withdrawal may not be processed by the bank.

After you click "Next", the personal information you fill in will be stored automatically.



# 3. Confirm CFSG Client Status

←

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If you are an existing client of CFSG, we intend to provide you the same account number upon successful Weever account opening.

**Are you an existing client of CFSG?**

Yes (or I'm not sure), and I would like to confirm my CFSG account number.

No, but I also want to open the CFSG account(s).

No, and I only want to open a Weever account for now.

[Confirm](#)

[Click to view OAO User Guide.](#)

Should you have any enquiries, please contact us at (852) 2663-8688.

You may click 'Back' to go to previous page.

You will be re-directed to a CFSG website to confirm your existing account number and share it with Weever, if you agree to do so.

Weever will pass your enquiry to CFSG Customer Services Team. After you submit your Weever OAO form, you will receive an email from CFSG to continue your CFSG account opening process.





# 4. Complete Tax Residence Self-Certification

**Tax Residence Self-Certification**

Personal Information   Declaration and Confirmation   Identity Verification

Please complete the following section and indicate your jurisdiction of residence and Taxpayer Identification Number or its functional equivalent ("TIN"). You shall indicate all jurisdictions of residence.

If you are a tax resident of Hong Kong or China, the TIN is your Hong Kong or China Identity Card Number.

**Tax Residence Self-Certification<sup>1</sup>**

Tax Country/ Area

China HongKong

Taxpayer Identification Number (TIN)

Your ID number could be used as your TIN

A123456(7)

+ Add

Next

[Click to view DAO User Guide.](#)

Should you have any enquiries, please contact us at (852) 2663-8688.

If you are a tax resident of Hong Kong, the TIN is the Hong Kong Identity Card Number.

If you are a tax resident of China, the TIN is the China Identity Card Number.



# 5. Declaration & Confirmation

← Declaration and Confirmation

● ——— ● ——— ●  
Personal Declaration and Identity  
Information Confirmation Verification

### Identity Declaration

Myself, my spouse, partner, child, parent, spouse or partner of my child, or a close associate of myself is not entrusted or has not been entrusted with a prominent public function, including a head of state, head of government, senior politician, senior government, judicial or military official, senior executive of a stated-owned enterprise and an important political party official.

Please specify:

I am neither a tax resident of the U.S. nor a U.S. citizen.

### Acknowledgement

I confirm that the information set out in this Account Opening Form is true, complete and correct and I understand all provisions set out in the [Terms & Conditions](#) and the [Privacy Policy](#) and accept and agree to be bounded thereby; and

the Account Holder named in this Account Opening Form is the ultimate beneficial owner of the Account and transaction(s); and

I understand all provisions set out in the [Standing Authority \(Client Money\)](#) and accept and agree to be bounded thereby; and

I am invited to read the [Risk Disclosure Statements](#), to ask questions and to take independent advice (if I wish); and

I read, understand and agree to all [provisions](#) on the Common Reporting Standard (CRS) and the Foreign Account Tax Compliance Act (FATCA) set out in the Terms & Conditions and accept and agree to be bounded thereby.

### Use of Personal Information

We intend to use your personal data for direct marketing carried out by us, our associated companies, and/or our business partners. The intended kinds of personal data to be used and the intended classes of marketing subjects are specified below.

I agree to the use of my personal information in direct marketing for financial services and products, furniture and home appliances, banking, entertainment, household, healthcare, social networking, lifestyle, apparel, food and beverage, consumer products, courses, environmental protection or donation.

Next

[Click to view OAO User Guide.](#)

Should you have any enquiries, please contact us at (852) 2663-8688.

You must confirm all items under Identity Declaration and Acknowledgement in order to open a Weever account.



# 5. Declaration & Confirmation

A screenshot of a mobile application interface for an "E-Signature" step. At the top, there is a progress bar with three stages: "Personal Information", "Declaration and Confirmation" (which is currently active), and "Identity Verification". Below the progress bar, the text reads: "Please input your full name Chan Tai Man and click Confirm to confirm that you accept all provisions on the Declaration and Confirmation, Terms & Conditions and statements in Account Opening Form." The name "Chan Tai Man" is highlighted in blue. Below this text is a text input field labeled "E-Signature" with a red border around it. Underneath the input field is a blue button labeled "Confirm". At the bottom of the form, there is a link "Click to view OAO User Guide." and a contact number "Should you have any enquiries, please contact us at (852) 2663-8688."

Type in the full name as displayed in blue to e-sign your OAO form. Note that the E-Signature is case sensitive.



# 6. Identity Verification

A screenshot of the "Identity Verification" screen in the Weever app. At the top, there is a progress bar with three steps: "Personal Information", "Declaration and Confirmation", and "Identity Verification". The "Identity Verification" step is currently active. Below the progress bar, there is a prompt: "Please click to select your preferred identity verification method." Two options are listed in rounded rectangular boxes, both highlighted with a red border. The first option is "Online Verification", which involves verifying a bank account by topping up the Weever account with a minimum of US\$1, HK\$10, or RMB10. The second option is "Meet with Weever Team", where the user will be contacted via phone or WhatsApp to arrange a meet-up in the Central/Sheung Wan area or selected MTR stations.

Weever accepts USD, HKD and RMB for fiat deposit.

Your fund will be converted to USD after we receive it and your account balance will only be displayed in USD on Weever App.

Note that your bank may apply service charges to your remittance or have a minimum remittance amount.

Our Operations Officer will contact you via phone call or Whatsapp to arrange a quick meet-up with you.

You must bring the following documents to the meeting:

- the original copy of your identity document and
- a valid bank card or a monthly statement within 3 months (if it was not uploaded).

You may choose to complete your face-to-face verification in Central/Sheung Wan area or selected MTR stations such as Causeway Bay, Tsim Sha Tsui, MongKok, Shatin and Kwun Tong.



# 6.1 eKYC – Upload the ID Document

The screenshot shows a mobile application interface for uploading an identity document. At the top, there is a title "Upload Identity Document" and a progress bar with three steps: "Personal Information", "Declaration and Confirmation", and "Identity Verification". The "Identity Verification" step is currently active. Below the progress bar, there is a red-bordered box containing instructions for different user types: "Hong Kong Permanent Resident: Please upload the copy of HKID" and "Student: please also upload the student ID card." Below these instructions, there is a note: "The information on the uploaded identity document must match the information you provide on the Account Opening Form." Underneath the note is a dashed square with a plus sign, indicating where to upload the document. Below this is a smaller note: "(Note: Documents uploaded by taking photos directly will be automatically saved to your album)". At the bottom of the red-bordered box, there is a small thumbnail image of an HKID card. Below the red-bordered box, there is another note: "The uploaded copy must be clear and fully captured" followed by another thumbnail image of an HKID card. At the very bottom of the screen, there is a blue button labeled "Next".

Hong Kong permanent residents shall upload a copy of your HKID card.

PRC residents shall upload a copy of your valid Chinese ID card (both sides) and the photo page of your valid passport or Hong Kong and Macau Travel Permit.

Others shall upload a copy of the photo page of your valid passport.

Students shall upload a copy of your valid student ID card, together with the copy(-ies) of your identity document(s).

You can upload by taking photos or selecting from your album.

Note that only image formats such as JPEG, PNG are accepted. PDF document cannot be uploaded.

Remember to allow Weever OAO to access your camera or album when you click the + button for the first time.

# 6.1 eKYC – Upload the Remittance Receipt



Bank Account Information

Personal Information   Declaration and Confirmation   Identity Verification

Register Your Bank Account

Name of the bank account owner must be the same as the name on your ID document

Name of the Bank  
Bank of China (Hong Kong) Limited

Currency of the Account  
HKD

Account No.  
12345678

Deposit and withdrawal must be made through the registered bank account. Your deposits will be converted to USD and displayed in USD on Weever App. A confirmation email will be sent to your registered email after the conversion is completed. [Click here](#) for reference exchange rate.

This section will be auto-filled based on the information you input on the Personal Information page. Please return to the Personal Information page if you would like to amend it.

# 6.1 eKYC – Upload the Remittance Receipt



## Top up your Weever account

Please transfer no less than US\$1, HK\$10 or RMB10 from the registered bank account into the following Weever bank account

Note: Fees may be charged by your bank for interbank transfer. Your Weever balance will be shown in US dollar only.

Bank of China (Hong Kong)

Name of Recipient :

Branch Code :

Account No. :

To verify your bank account information, transfer your fund to the designated Weever bank account from same bank account you input on the Personal Information page.




# 6.1 eKYC – Upload the Remittance Receipt

Upload Bank Card/Statement and Remittance Receipt

Amount

(Note: Documents uploaded by taking photos directly will be automatically saved to your album)



Please upload a copy of:

1. your bank card or bank statement showing your **FULL** name, **FULL** account number and the date of statement (within last 3 months);
2. Your remittance receipt or transaction history page showing your bank account number, transaction date, and the amount. The displayed bank account number needs to show i) the bank code (i.e. first 3 digits) and ii) at least half of the bank account number.

I confirm that the uploaded documents have clearly shown the above required information.

Input the amount displayed on your remittance receipt.

You can upload by taking photos or selecting from your album.  
Note that only image formats such as JPEG, PNG are accepted. PDF document cannot be uploaded.

Your bank statement within last 3 months or bank card is used to verify your ownership of your bank account.  
Your remittance receipt or transaction history page is used to verify your remittance to Weever.

Make sure your uploaded documents include all required information.





# 6.1 eKYC – Upload the Remittance Receipt

## Remittance Receipt Samples

### Acceptable Sample

恒生銀行 HANG SENG BANK

轉賬已完成

參考編號: NC123456789

支賬戶口: 123-456789-123  
HKD Savings

入賬戶口: Celestial Nominee Services  
中國銀行(香港)有限公司  
12345678912345

金額: HKD 3,000

轉賬日期: 今天 (11-12-2018)

收款人信息

交易編號: HD12345678901234

**重要事項:**

1. 按照香港金融管理局發出的網上銀行保安指引, 本行需就轉賬至非登記第三者戶口的交易向客戶發出短訊提示; 而即使你已啟動由香港流動電話服務供應商所提供的「短訊轉駁服務」, 此等短訊亦不會被轉送至任何其他流動電話號碼。如有需要, 請透過桌面版個人e-Banking進入客戶服務 > 更改戶口資料 > 個人資料, 以查閱及/或更新你的流動電話號碼

### Unacceptable Sample

中國銀行(香港)  
BANK OF CHINA (HONG KONG)

參考編號: 1234567890123

交易種類: 即時轉賬

交易狀態: 已發出指示

交易日期: 2018/11/12

收款人: CELESTIAL N\*\*\*\*\* S\*\*\*\*\*  
L\*\*\*\*\*

收款賬戶: 12345678912345

收款銀行/機構: 中國銀行(香港)有限公司

轉賬金額: 港元 3,000.00

轉賬費用: 轉賬費用豁免

預計到款日期: 即時

個人備註: ---

給收款人的訊息: ---

提款賬戶: 港元支票賬戶  
012\*\*\*\*789


Less than half of the bank account no.

The bank code (i.e. first 3 digits) and at least half of the bank account number should be displayed.


# 6.1 eKYC – Application Submitted





Online Verification



**Your Application is successfully submitted!**

 **Application Submission**

 **Application Verification**  
Weever Operations team will process your application and confirm the receipt of your fund.

 **Account Activation**  
1. An activation email will be sent to your registered email address upon successful account opening which will be 1-2 working days after we verify the receipt of your fund.

[Click to view OAO User Guide.](#)  
Should you have any enquiries, please contact us at (852) 2663-8688.

You will receive an email to confirm your application submission.

Weever Operations team will verify your submitted information and confirm the receipt of your fund as soon as possible.

We will follow up with you by phone call if necessary.

An activation email will be sent to your registered email address once your account is successfully open.



# 6.2 F2F Verification – Upload the ID Document (Optional)

Upload Identity Document (Optional)

Personal Information Declaration and Confirmation Identity Verification

Hong Kong Permanent Resident: Please upload the copy of HKID  
Student: please also upload the student ID card.

The information on the uploaded identity document must match the information you provide on the Account Opening Form.

(Note: Documents uploaded by taking photos directly will be automatically saved to your album)

The uploaded copy must be clear and fully captured

Next

Note that uploading ID document is optional for face-to-face verification.

The original copy of your ID document has to be presented during the meeting.

Our Operations Officer will verify it, upload a copy to Weever admin and obtain your signature for acknowledgement.

You can upload by taking photos or selecting from your album.

Note that only image formats such as JPEG, PNG are accepted. PDF document cannot be uploaded.

Remember to allow Weever OAO to access your camera or album when you click the + button for the first time.

# 6.2 F2F Verification – Upload Bank Account Proof (Optional)



← Upload Bank Account Proof (Optional)

● ——— ● ——— ●  
Personal Information Declaration and Confirmation Identity Verification

Name of the bank account owner must be the same as the name on your ID document

Name of the Bank  
Bank of China (Hong Kong) Limited ▼

Currency of the Account  
HKD ▼


Account No.  
12345678

Deposit and withdrawal must be made through the registered bank account. Your deposits will be converted to USD and displayed in USD on Weever App. A confirmation email will be sent to your registered email after the conversion is completed. [Click here](#) for reference exchange rate.

Please upload a copy of your bank card or bank statement which clearly shows:

- 1) your FULL name
- 2) your FULL bank account number
- 3) Issuance date of the bank statement or expiry date of the bank card

The information on the uploaded document must be consistent with the bank account information you provide on the Account Opening Form. To change your bank account information, please return to Personal Information Section.



(Note: Documents uploaded by taking photos directly will be automatically saved to your album)

[Next](#)

[Click to view OAO User Guide.](#)

Should you have any enquiries, please contact us at (852) 2663-8688.

Please ensure the information on the uploaded document is consistent with the bank account information you provided on the Account Opening Form.



# 6.2 F2F Verification – Application Submitted

Meet with Weever Team

Your Application is successfully submitted!

Reference Number

**Weever team will contact you shortly via phone call or WhatsApp to confirm the meeting time and location.**

**Please bring along the following documents to the meeting with Weever team**

- Original copy of your uploaded ID document
- Valid bank card or bank statement issued within the last 3 months (if not uploaded)

**We are available at the following locations:**

- Selected locations in Central/ Sheung Wan

**Selected MTR stations**

- MongKok
- Tsim Sha Tsui
- Causeway Bay
- Shatin
- Kwun Tong

Click to view [OAO User Guide](#).

Should you have any enquiries, please contact us at (852) 2663-8688.

Due to high demand for Weever account opening, our Operations team will contact you within 3 working days.

Do not hesitate to contact us at (852) 2663 8688 or [cs@weever.com.hk](mailto:cs@weever.com.hk) if you have any questions related to your online account opening process.



**Thank you!**

