

## **Document Checklist -----Existing Customers**

To facilitate our processing, please send copies of the following documents (documents supplied, including this application form, are not returnable):

- ☐ Completed application form
- ☐ Completed “Guarantee by Individual(s)” booklet (for Limited Company only)

[Note: The following two items are not required if guarantor(s) / owner(s) maintain(s) an active current account / statement savings account / HSBC Premier / HSBC Advance / SmartVantage / Credit card in HSBC with the residential address as the correspondence address]

- ☐ Hong Kong identity card or passport of guarantor(s)/owner(s)
- ☐ Present residential address proof of guarantor(s)/owner(s)

## Document Checklist -----New Customers

To facilitate our processing, please send copies of the following documents (documents supplied, including this application form, are not returnable):

<u>Non-Limited Company</u>	<u>Limited Company</u>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Completed application form</li> <li><input type="checkbox"/> Present Business Registration Certificate</li> <li><input type="checkbox"/> Proof of business address of the company (e.g. bank statement, utility bill)</li> </ul> <p>[Note: Items below not required if guarantor(s)/owner(s) maintain(s) an active account (including savings account) in HSBC]</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Hong Kong identity card or passport of guarantor(s)/owner(s)</li> <li><input type="checkbox"/> Present residential address proof of guarantor(s)/owner(s)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Completed application form</li> <li><input type="checkbox"/> Completed “Guarantee by Individual(s)” booklet (for Limited Company only)</li> <li><input type="checkbox"/> Present Business Registration Certificate</li> <li><input type="checkbox"/> Certificate of Incorporation</li> <li><input type="checkbox"/> Proof of business address of the company (e.g. bank statement, utility bill)</li> </ul> <p>[Note: Items below not required if guarantor(s)/owner(s) maintain(s) an active account (including savings account) in HSBC]</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Hong Kong identity card or passport of guarantor(s)/owner(s)</li> <li><input type="checkbox"/> Present residential address proof of guarantor(s)/owner(s)</li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Any one of the following categories: <ul style="list-style-type: none"> <li><input type="checkbox"/> Bank statement and passbook of major banker for the past 6 months</li> <li><input type="checkbox"/> Latest Notice of Assessment and Demand for Tax (Must be issued within the last 12 months)</li> </ul> </li> <li><input type="checkbox"/> Other supporting documents (if applicable): <ul style="list-style-type: none"> <li><input type="checkbox"/> MPF Contribution Record for last 3 months</li> <li><input type="checkbox"/> Latest rental receipt issued by landlord or copy of stamped rental contract for business premise</li> <li><input type="checkbox"/> Autopay record for payroll in the last 3 months issued by any banks in Hong Kong</li> <li><input type="checkbox"/> Employer’s Return of Remuneration and Pension to the Inland Revenue Department in the last fiscal year</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Any one of the following categories: <ul style="list-style-type: none"> <li><input type="checkbox"/> Bank statement and passbook of major banker for the past 6 months</li> <li><input type="checkbox"/> Latest Notice of Assessment and Demand for Tax (Must be issued within the last 12 months)</li> </ul> </li> <li><input type="checkbox"/> Other supporting documents (if applicable): <ul style="list-style-type: none"> <li><input type="checkbox"/> MPF Contribution Record for last 3 months</li> <li><input type="checkbox"/> Latest rental receipt issued by landlord or copy of stamped rental contract for business premise</li> <li><input type="checkbox"/> Autopay record for payroll in the last 3 months issued by any banks in Hong Kong</li> <li><input type="checkbox"/> Employer’s Return of Remuneration and Pension to the Inland Revenue Department in the last fiscal year</li> </ul> </li> </ul>