Documents Required For Business Information Amendment – Society / Club / Association

Please submit the latest certified true copies of the required documents as listed in the table:

<table>
<thead>
<tr>
<th>Change</th>
<th>Documents required</th>
</tr>
</thead>
</table>
| Authorised signatory / Signing instruction / Business chop | 1. Minutes of meeting, OR Instruction Letter, OR Mandate  
2. Specimen signature and copy of the identification document of newly added authorised signatory(ies) |
| Chairman / Committee member | 1. Minutes of meeting, OR Instruction letter, OR Mandate  
2. Specimen signature and copy of the identification document of all newly added Chairman / Committee member  
3. Acknowledgement letter from relevant official department when required |
| Business name | 1. Minutes of meeting, OR Instruction letter, OR Mandate  
2. Certificate of registration |

**Important Note:**

- Specimen signature is required to be authenticated by Banker / Notary public
- True copies certified by the following persons including, but not limited to:
  a. A legal professional such as lawyer, notary public regulated by and subject to the supervision of the Law Society Hong Kong, or equivalent;
  b. An accounting professional such as auditor, CPA, regulated by and subject to the supervision of Hong Kong Institute of Certified Public Accountants, or equivalent;
  c. A trust company licensed under Hong Kong AML regulations e.g. AMLAO, or equivalent;
  d. A chartered secretary who is current member Hong Kong Institute of Chartered Secretaries (HKICS), or equivalent;
  e. A member of the judiciary in an equivalent jurisdiction; and
  f. A justice of the Peace.
- Recommended format: The certifier must sign and date the copy document (printing his/her name clearly in capitals underneath) and clearly indicate his/her position on it. The certifier must state that it is a true copy of the original (or words to similar effect) and the number of pages to be recorded.
- If original or certified documents are not in English or Chinese, an English translation of the same should be provided. Please note that we are not able to return any submitted documents.
- We may request you to provide further details and documents when necessary.
- For sample of the required documents, please refer to Sample of Documents Required (PDF, 1.17MB)

The Hongkong and Shanghai Banking Corporation Limited  
PO Box 72677, Kowloon Central Post Office, Kowloon, Hong Kong  
Website address: www.hsbc.com.hk
If you have any questions, please contact us at (852) 2748 8238 from 9am to 6pm, Monday to Friday, excluding public holidays.