

New online business information update

Our new digital service allows you to update business information like change of directors, authorised signatories, physical signing instructions and beneficiary owners via Business Internet Banking with ease. Your new directors and authorised signatories can submit signatures and existing directors can approve instructions via our mobile app, saving your time and effort to visit a branch or call us.

You can now update your business information online electronically:



Step 1

Requestor¹ raises request by logging on to Business Internet Banking > 'Accounts' > 'Business Information Update' > 'Submit a request'



Step 2*

New Directors/Authorised Signatories provide signature specimen through mobile banking



Step 3*

The approver(s) can simply approve the request using HSBC HK Business Express mobile app

* Users can track the steps on Business Internet Banking status tracker, and the non-Business Internet Banking users have to complete identity verification via HSBC HK Business Express mobile app.

The new online business information update is available for below company types and changes:

Changes of	Company types ²	Hong Kong Registered Limited Company ³	Partnership (up to a maximum of 3 partners)	Sole Proprietorship	Overseas Registered Limited Company
	Connected person	✓	N/A	N/A	✓
	Authorised Signatories	✓	✓	✓	✓
	Physical Signing Instructions	✓	✓	✓	✓
	Shareholders / Beneficial Owners Information	✓	N/A	N/A	✓

Remarks

1. A requestor must be a Business Internet Banking primary user who is an authorised signatory (secondary user cannot access to this function).
2. Not applicable to company with (1) corporate director/ authorised signatory and/or (2) Business Internet Banking portfolio linked up with associate companies are excluded.
3. Hong Kong registered limited company includes but does not limit to company incorporated outside Hong Kong and registered in Hong Kong as a foreign company.

