



ACCOUNT OPENING IN HONG KONG - SOLE PROPRIETORSHIP ESTABLISHED IN HONG KONG

To facilitate the account opening, you will be asked to provide the following documents/ information.

For documents marked with *, you have to provide

1. Original documents, or
2. True copies certified by
 - 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 or chartered governance professional who is current member of the Hong Kong Chartered Governance Institute (HKCGI), or equivalent;
 - e. A member of the judiciary in an equivalent jurisdiction; and
 - f. A justice of the Peace.

Certifier must sign and date the copy document (printing his/her name clearly in capitals underneath) and clearly indicate his/her position on it. 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.

For other documents without *, you can provide the photocopies in the following formats:

1. Photocopy in paper format without wet signature/company chop
2. PDF format sent by email
3. Document in photo format taken by mobile phone/camera

- ✓ ALL Beneficial Owner(s) / Sole proprietor must be present for the account opening.
- ✓ For sample of the required documents, please refer to the below website:
http://www.commercial.hsbc.com.hk/1/2/sampledoc_e

A. Company Registration Documents

- | |
|---|
| 1. <input type="checkbox"/> Valid Business Registration Certificate* |
| 2. <input type="checkbox"/> Business Registration Form obtainable at Inland Revenue Department - Form 1(a)* |

B. Identification documents Required from ALL Authorised Signatories, ALL Beneficial Owners/Sole Proprietor, ALL Persons Purporting to Act and one Key Controllers

- | |
|--|
| 1. <input type="checkbox"/> Government Issued Identification Document* |
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C. Documents Required from ALL Beneficial Owners/Sole Proprietor

- | |
|---|
| 1. <input type="checkbox"/> Residential Address Proof |
|---|

D. Information Required from ALL Authorised Signatories, ALL Beneficial Owners/Sole Proprietor, ALL Persons Purporting to Act and ALL Key Controllers

- | |
|--|
| 1. <input type="checkbox"/> Full Name, Government Issued ID Type, Number, Nationality ¹ (Country/ Region) and Date of Birth |
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E. Information Required from ALL Beneficial Owners/Sole Proprietor, ALL Persons Purporting to Act and ALL Key Controllers

- | |
|---|
| 1. <input type="checkbox"/> Residential Address and Permanent Address (if different from residential address) |
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¹ Nationality (Country/Region) information should include all nationalities (countries/regions)/citizenships held.

F. Information Required from ALL Beneficial Owners/Sole Proprietor

1. ☐ Residential Address history - last 3 years
2. ☐ Date moved to Residential Address
3. ☐ Correspondence Address (if different from residential address above)
4. ☐ "Trading As" name (if applicable)
5. ☐ Jurisdiction of Tax Residence

G. Foreign Account Tax Compliance Act (FATCA) Documents*

(Applicable if the scenarios below apply)

Applicable HSBC declaration form and/or IRS W form to establish your tax status under FATCA; provide one form only. For the form and more information about FATCA, please refer to the HSBC website at www.fatca.hsbc.com/en/cmb/hongkong or IRS website at www.irs.gov/FATCA.

- ☐ Please provide an IRS W9 form if you are a United States Person.
- ☐ Please provide an IRS W-8BEN-E if you are not a United States Person and is a Financial Institution without a Global Intermediary Identification Number (GIIN) issued by the US IRS and you are not in the process of applying for one.
- ☐ Please provide an IRS W9 or W-8BEN-E form if you are a disregarded entity.

H. Common Reporting Standard (CRS) Documents*

(If Applicable)

Please provide a CRS Self-Certification for each Controlling Person of the entity if you are a Passive Non-Financial Entity or an Investment Entity that is managed by another Financial Institution and located in a non-participating jurisdiction. For the form and more information about CRS, please refer to the HSBC website at <https://www.crs.hsbc.com/en/cmb/hongkong> or HKIRD website at https://www.ird.gov.hk/eng/tax/dta_aeoi.htm.

I. Source of Wealth / Source of Fund Supporting Documents

Acceptable supporting document(s) for Initial Source of Wealth includes but not limited to:

From Associated Company / Parent Company

- ☐ i. Financial statements / audited accounts / bank statements of the related company **AND**
- ☐ ii. Document(s) to evidence the connection between the subject company and the related company such as ownership chart, company registry disclosure or other relevant company documents.

Loan / Bank Funding

- ☐ i. Proof of loan / funding for the subject company, e.g. confirmation of success application for funding for start-up

Acceptable supporting document(s) for Ongoing Source of Wealth includes but not limited to:

- ☐ i. Latest audited / unaudited financial statements, 3-6 months' bank statements, annual reports and trading records
- ☐ ii. Parent's annual report and accounts where Customer is consolidated into the Parent's financials

Ultimate Beneficial Owners Source of Wealth supporting document(s) includes but not limited to:

Inheritance

- ☐ i. Government issued document which may evidence the inheritance e.g. letter of probate **OR**
- ☐ ii. Will **OR**
- ☐ iii. Bank statement(s) which could evidence the inheritance

Loan / Bank Funding

- ☐ i. Bank statement(s) which could evidence the funding

Money from Family Members, or Close Associates

- ☐ i. Bank statement(s) which could evidence the gift from family **OR**
- ☐ ii. Declaration by the family member(s)

Personal Saving

- ☐ i. Bank statement(s) which could evidence the personal saving **OR**
- ☐ ii. Salary proof such as pay slip, tax return, bank statement, etc. prior to establishment of the company

Investments

- ☐ i. Proof of possession of asset / properties **OR**
- ☐ ii. Proof of sale of business / asset / properties

Important Note:

- (a) If certified documents are not in English or Chinese, an English translation of the same should be provided.
- (b) The bank may request you and/or connected parties to provide further account opening details and documents when necessary, such as address proof, business proof.
- (c) **Documents submitted will be subject to the review and approval of the Bank. The Bank has the sole and absolute discretion in deciding whether to accept your account opening application and is not obliged to provide any reason for its decision. Documents submitted will not be returned irrespective of whether the account is eventually opened.**

Definition and Explanation of Key Terms:**Person Purporting to Act on behalf of the Customer ("PPTA"):**

Person Purporting to Act on behalf of the Customer is a person appointed to act on behalf of the entity to establish banking relationships, or may be authorised to give instructions to conduct various activities through the account or the business relationship established. Examples of PPTA include:

- Person who act on behalf of the entity to establish business relationships with the Bank
- Authorised Signatories (AS) with sole authority over an account or with unlimited authority in moving funds in and out to third party accounts

Key Controller:

Key Controller is an individual or legal entity which has the right to exercise or actually exercises significant influence over the policy or business strategy, or holds the right, directly or indirectly, to appoint or remove a majority of the board of directors of the Board. Key Controllers include:

- Director who exercise direct control over the Company (senior executive activities)
- Managing Director
- Local Branch Manager (for Branches)
- Partner exercising substantial influence over the day-to-day management of the business
- Nominees
- The person holds, directly or indirectly, the right to appoint or remove a majority of the board of directors of the company or the CEO
- Chairman of the Board
- Chief Executive Officer (CEO)
- Chief Financial Officer (CFO)
- Managing Partner
- Powers of Attorney
- Sole Director
- Chief Executive Officer (CEO)
- Sole Authorised Signatory per account
- The person on whose behalf the Nominee entity is working for

Direct Appointee:

Direct Appointee is an individual authorised under an executed instrument of the entity to act on its behalf with respect to the banking relationship, and to appoint authorised signatories or delegate authority to others to represent the business in limited circumstances, e.g. the Company secretary. Direct Appointee is typically appointed by the Board of Directors or Key Controllers.

Thank you for choosing HSBC

Account Opening Enquiries: (852) 2748 8238