



**ACCOUNT OPENING IN HONG KONG  
- LIMITED COMPANY/GENERAL PARTNERSHIP 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 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.

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 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
- ✓ For sample of the required documents, please refer to the below website:  
[http://www.commercial.hsbc.com.hk/1/2/sampledoc\\_e](http://www.commercial.hsbc.com.hk/1/2/sampledoc_e)

**A. Company Registration Documents**

**For Limited Company**

1.  Certificate of Incorporation (CI)\* and subsequent Certificate of Change of Name\*, if applicable
2.  Memorandum and Articles of Association (M & A) / Articles of Association and any amending resolutions
3.  Return of Allotments (Form SCI/NSC1)\* and/or Instrument of Transfer, if applicable

**4. For newly established company**

- i. Company Search Report\* / Company Particulars Search issued within 6 months\* and,
- ii. Incorporation Form (NC1/NNC1) or (NC1G/NNC1G)\*

**5. For company established over 1 year**

- i. Company Search Report\* / Company Particulars Search issued within 6 months\* and,
- ii. Latest Annual Return (Form AR1/NAR1)\*

**For Partnership**

6.  Valid Business Registration Certificate\*
7.  Business Registration Form obtainable at Inland Revenue Department - For **General Partnership** Form 1(c)\*
8.  For Partnership: document of the company's membership of a relevant professional or trade association (if not available, please provide the partnership deed)

**B. Identification Document Required from ALL Authorised Signatories, ALL Beneficial Owners, ALL Persons Purporting to Act, two Key Controllers and ALL Direct Appointees**

1.  Government Issued Identification Document \*

**C. Information Required from ALL Directors, ALL Authorised Signatories, ALL Beneficial Owners, ALL Persons Purporting to Act, ALL Key Controllers and ALL Direct Appointees**

1.  Full Name, Government Issued ID Type, Number, Nationality (Country/Region) and Date of Birth

**D. Information Required from ALL Beneficial Owners, ALL Persons Purporting to Act, two Key Controllers and ALL Direct Appointees**

1.  Residential Address and Permanent Address (if different from residential address)

**E. Information Required for ALL Beneficial Owners**

1.  Jurisdiction of Tax Residence

**F. Foreign Account Tax Compliance Act (FATCA) Documents\***

1.  Applicable HSBC declaration form and/or IRS W form to establish your tax status under FATCA. For document templates and more information about FATCA, please refer to the HSBC website at [www.fatca.hsbc.com/en/cmb/hongkong](http://www.fatca.hsbc.com/en/cmb/hongkong) or IRS website at [www.irs.gov/FATCA](http://www.irs.gov/FATCA)

**G. Common Reporting Standard (CRS) Documents\***

1.  Applicable CRS Self Certification Form to establish your tax status under CRS. For document templates and more information about CRS, please refer to the HSBC website at <http://www.crs.hsbc.com/en/cmb/hongkong> or HKIRD website at [http://www.ird.gov.hk/eng/tax/dta\\_aeoi.htm](http://www.ird.gov.hk/eng/tax/dta_aeoi.htm)

**H. Payments and Forms for Account Opening**

1.  HKD cheque of **HKD10,000** for initial deposit, account application fee and special company account opening charges, where applicable. (Please refer to the latest commercial tariff - <http://www.commercial.hsbc.com.hk/1/2/commercial>)  
2.  Mandate\*, account opening form\* and signature cards\*

**I. Attendance Requirement**

- A.  Number of Directors needed to form a quorum

**OR**

- B.  \*Majority shareholder(s) AND at least 1 Director. Minutes of Board of Directors Meeting wherein a quorum of Directors were present and agreed to open the Business Account is required. The chairman, in addition to the quorum of Directors needs to sign the Board Minutes

*\*Majority Shareholding Definition: A minimum of 50% shareholders to attend a meeting e.g. a company with 4 shareholders split into 40%/20%/20%/20% either 2 shareholders to attend the meeting (40% & 20%) or 3 shareholders to attend (20% & 20% & 20%).*

**J. Additional Documents Required**

1. **Corporate Shareholders – Digital version is acceptable to be sent via company email by eligible roles**

- Ownership structure chart showing the company name, ownership/voting right %, the country/region of incorporation/registration/formation, the country/region of business address/operating address, listing/regulation status (where applicable) of each Intermediate Owner up to the Ultimate Beneficial Owners of the company and specifying the issuance of bearer shares in the chain of ownership (including the company, all Intermediate Owners and Ultimate Beneficial Owners), certified by director. Indicate if there are family members among the Beneficial Owners and the family's total collective % shareholding, if applicable

## J. Additional Documents Required (Continued)

### 2. If Beneficial Owners of your Company is a Trust

- i. Full Trust Deed (including addenda for the minimum of the past 5 years as long as this captures the required information)\* or Redacted (a copy with sensitive or confidential words/ phrases hidden) or partial Trust Deed\* supported with a written confirmation from a trustee acting in a professional capacity or, a written confirmation from a lawyer who has reviewed the relevant instrument with the following details
  - a) full name of the trust
  - b) date of establishment/settlement
  - c) country/region of establishment and jurisdiction whose laws govern the arrangement, as set out in the trust instrument
  - d) Unique identification number (if any) granted by any applicable official bodies (e.g. tax identification number or registered charity or non-profit organisation number)
  - e) address of registered office (if applicable)
  - f) information required from trustee(s), settlor(s), protector(s), enforcer(s), named beneficiaries and beneficial owners in relation to a trust:
    - individual: Full legal name, % Contribution/Entitlement, Date of birth, Nationality (Country/Region), Government issued ID type, number, Residential address and Country of Tax Residence for Private Trusts only (applicable for Beneficial Owners, Beneficiaries, Settlers, individual with ultimate control over the Trust)
    - corporate: Full legal name, % Contribution/Entitlement, Date and Place of incorporation/ establishment/ registration/ formation, Registration or incorporation number, Registered address in the Country/Region of incorporation/registration/formation and Principal place of business (if different from the address of registered office) and Details of Listing and/or Regulation (where applicable) or Search confirming existence on approved government websites
- ii. Documents Required from trustee(s), settlor(s), protector(s), enforcer(s), known beneficiaries and beneficial owners in relation to a trust:
  - individual: Government issued Identification document \*
  - corporate established in Hong Kong: Company Search Report issued within 6 months\* and Company registration document\* showing the Full name, Date and Country/Region of incorporation/registration/formation, Registered address, registration or incorporation number and Details of Listing and/or Regulation (where applicable)
  - corporate established overseas: Company Search Report\* / Certificate of Incumbency\* / comparable documents issued within 6 months\* and Company registration document\* showing the Full name, Date and Country/Region of incorporation/registration/formation, Registered address, registration or incorporation number and Details of Listing and/or Regulation (where applicable)
- iii. Information Required from settlor/grantor and known beneficiaries in relation to the trust:
  - Individual: jurisdiction of tax residence

### 3. Authorised Signatories are Corporate Entities

- i. Board resolution (specifying the authorised signatories with power to act for the corporate entities)
- ii. Specimen signatures
- iii. Company registration documents\* of the entities or comparable documents
- iv. Official document(s)\* evidencing full name, legal form and current existence such as Company Search Report\* / Company Particulars Search\* / Certificate of Incumbency (COI)\* issued within 6 months
- v. Government issued Identification document and Nationality (Country/Region) proof\* required from ALL authorised signatories of the entities

### 4. Persons Purporting to Act are Corporate Entities

- i. Official document(s)\* evidencing full name, legal form and current existence such as Company Search Report\* / Company Particulars Search\* / Certificate of Incumbency (COI)\* issued within 6 months, and
- ii. Memorandum and Articles of Association (M&A) / Articles of Association and any amending resolutions or comparable documents

### 5. Key Controllers are Corporate Entities

- i. Company registration document\* showing the company name and Country/Region of incorporation/registration/formation
- ii. Information of Regulation/Listing status (where applicable)

## K. Business Proof

### Acceptable business proof includes but not limited to:

- Business operation information, such as:
  - Confirmed order
  - Sales contract
  - Invoice
  - Packing list
  - Documentary credit
  - Lease of office
  - Provisional sales and purchase agreement (for property holding company)
- Product or service information, such as:
  - Applicant's website
  - Applicant's leaflet / brochure
- Information on counterparties (suppliers, buyers, customers), including related countries/regions and their products or services, such as:
  - Counterparties' website
  - Counterparties' leaflet / brochure
- Latest financial information of the applicant, such as:
  - Latest audited report
  - Latest 3 - 6 months bank statements
- Source of fund information (the origins of the applicant's initial deposit)
- Source of wealth information (the origins of the applicant's ongoing and accumulated business funding)
- Notice of participation issued by MPF trustee
- Information on relevant experiences of Directors, Authorised Signatories, Beneficial Owners and Key Controllers, such as:
  - Relevant employment letter
  - Relevant certificate
  - Relevant license

### (If applicable) For applicant with parent or related company

- Information on the relationship between applicant and parent or related company, such as:
  - Director appointment letter from parent or related company
  - Annual report of parent or related company
  - Parent or related company's website which indicates the relationship between applicant and parent or related company
- Latest information of the parent or related company, such as:
  - Incorporation documents of the parent or related company
  - Latest audited report
  - Latest 3 - 6 months bank statements

### For newly established company

- Latest financial information/source of wealth of the Beneficial Owners, such as tax demand note, bank statement of personal account
- Agreement or communication with potential buyer or supplier

*Note: 1. Welcome to provide additional document(s) and information to facilitate your account application*

*2. Some of the documents are valid within certain time period. Timely submission of all required documents can avoid delays in your account application*

### **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.
- (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:**

### **Ultimate Beneficial Owner:**

1. **In relation to a corporation** (if fulfils any of the following criteria): means an individual who:
  - owns or controls, directly or indirectly, including through a trust or bearer share holding, not less than 10% of the **issued share capital** of the corporation or,
  - is directly or indirectly, entitled to exercise or control the exercise of not less than 10% of the **voting rights** at general meetings of the corporation or,
  - **exercises ultimate control over the management** of the corporation or,
  - If the corporation is acting on behalf of another person, means the other person.
2. **In relation to a partnership** (if fulfils any of the following criteria): means an individual who:
  - is entitled to or controls, directly or indirectly, not less than 10% **share of the capital or profits** of the partnership;
  - is directly or indirectly, entitled to exercises or control the exercise of not less than 10% of the **voting rights** in the partnership;
  - exercises **ultimate control over the management** of partnership; or
  - If the partnership is acting on behalf of another person, means the other person.
3. **In relation to a trust** (if fulfils any of the following criteria): means an individual who:
  - is entitled to a vested interest in not less than 10% of the capital of the trust property, whether the interest is in possession or in the remainder or reversion and whether it is defeasible or not;
  - the settlor of the trust;
  - a protector or enforcer of the trust; or
  - an individual who has ultimate control over the trust.
4. **In relation to a person other than (1) to (3) (if fulfils any of the following criteria): means an individual who:**
  - ultimately owns or controls the person
  - if the person is acting on behalf of another person, mean the other person

### **Intermediate Owner:**

Intermediate Owner is an entity or legal arrangement (e.g. Trust, Foundation etc.) that sits between the entity and the Ultimate Beneficial Owner in the ownership structure.

### **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 a person or legal entity who is able to exert significant influence and control on the strategic, financial or operational controls of the business. 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)
- Sole Director
- Sole Authorised Signatory per account
- Chief Financial Officer (CFO)
- Managing Partner
- Powers of Attorney
- 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.

### **Eligible Roles:**

Eligible roles from the customer entity or group which can provide customer declaration on behalf of the customer include:

- Chairman of the Board
- Chief Executive Officer (CEO)
- Chief Financial Officer (CFO)
- Executive Directors
- Managing Partner
- Company Secretary
- Member of the legal team including solicitors
- Head of Compliance, Money Laundering Report Office (MLRO), or Compliance Officer
- Head of Treasury

### **Settlor (Donor/Grantor/Trustor):**

A Settlor is an Individual/entity that provides the Source of Wealth and/or Source of Funds for the Trust. The party who creates a Trust by a written Trust Deed is called a Settlor (or may sometimes be referred to as a Trustor, Donor or Grantor). The Settlor usually transfers the assets into the Trust; this can be at inception or during the life of the Trust. There may be one or many Settlers.

**Trustee:**

The Trustees of a Trust exercise control over the Trust property. A Trustee may be a natural person or a legal entity. Control is defined as a power (whether exercisable alone, jointly with another person or with the consent of another person) under the Trust Deed or equivalent or by law to:

- Dispose of, advance, lend, invest, pay or apply Trust property;
- Vary the Trust's structure;
- Add or remove a person as a Beneficiary, or to or from a class of Beneficiaries;
- Appoint or remove Trustees; or
- Direct, withhold consent to, or veto the exercise of any of the above powers.

Control over the assets in the Trust is held with the Trustees but can be constrained by the terms of the Trust to operate within certain limits. Limits can cover all aspects such as a requirement to hold a real asset (property) or deposit funds with a specified custodian.

**Note:** In some cases, another party may exercise control; such as a Trust Protector or a Settlor who retains significant powers over the Trust property either directly or indirectly (such as the power to replace the Trustee).

**Beneficiary:**

A Beneficiary is any person, class of persons, legal entity (e.g. a Corporate) or Trust (e.g. Charitable Trust) who receives a distribution of assets or income from a Trust. In some instances, the Beneficiary may or may not be aware of their entitlement. A Beneficiary may be an Intermediate Beneficiary (IB) (an entity) or an Ultimate Beneficiary (UB) (a natural person) who is the Ultimate Beneficial Owner (UBO) of the IB.

For the majority of Trusts, there will be clearly identified Beneficiaries or a class of Beneficiaries (e.g. unborn grandchildren). Usually, Beneficiaries or the Class of Beneficiaries are documented in the Trust's Deed or equivalent.

**Protector:**

A Trust Protector is a party or parties appointed by the Settlor to exercise one or more powers affecting the Trust and to protect Beneficiaries from a rogue Trustee.

Trust Protectors can often make changes to a Trust, involving addition/removal of Trustees, investment decisions, change distributions and, in some cases, modifications to or termination of a Trust.

**Thank you for choosing HSBC**

Account Opening Enquiries: (852) 2748 8238