



ACCOUNT OPENING IN HONG KONG - LIMITED COMPANY (LISTED ON STOCK EXCHANGE)

- ✓ **True copies certification:**
 - A certified public accountant / lawyer / banker / notary public in a Financial Action Task Force (FATF) member / comparable jurisdiction acceptable to HSBC; or
 - Hong Kong Institute of Chartered Secretaries (HKICS) member; or
 - HSBC branch officer.
- ✓ **Recommended Format:** 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 sample of the required documents, please refer to the below website:**
http://www.commercial.hsbc.com.hk/1/2/sampledoc_e

A. Documents Required from two Persons Purporting to Act

1. Government Issued Identification Document

B. Information Required from ALL Directors, 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

C. Information Required from ALL Persons Purporting to Act

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

D. Documents / Information Required for ALL Authorised Signatories

1. A signatory list (or equivalent document), recording the Full Names, ID Type and Number of the account signatories, whose identities and authorities to act have been confirmed by a department or person within the company which is independent to the persons whose identities are being verified (e.g. compliance, audit or human resources) and Identification information (i.e. Full Name, ID Type and Number) for all authorised signatories

E. Documents / Information Required for remaining Person Purporting to Act

1. A list of Persons Purporting to Act (or equivalent document), recording the Full Name, Date of Birth, ID Type and Number of the Persons Purporting to Act, whose identities and authorities to act have been confirmed by a department or person within the company which is independent to the persons whose identities are being verified (e.g. compliance, audit or human resources), and
2. Identification information (i.e. Full Name, Date of Birth, Nationality, Residential Address, ID Type and Number) for remaining Person Purporting to Act

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 or IRS website at 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

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. 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 Stock Exchange is in a jurisdiction acceptable to HSBC.
- (c) The bank may request you and/or connected parties to provide further account opening details and documents when necessary, such as address proof.
- (d) **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:

Beneficial Owner:

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 shares 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 corporation; or
- if the corporation is acting on behalf of another person, means the other persons.

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 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