



## ACCOUNT OPENING DOCUMENTS - UNINCORPORATED JOINT VENTURE ACCOUNT

- ✓ **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.
- ✓ **ALL joint venture partners 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](http://www.commercial.hsbc.com.hk/1/2/sampledoc_e)

### A. Company Registration Documents

1.  Joint Venture Agreement
2.  Valid Business Registration Certificate of the joint venture
3.  Business Registration Form 1(c) obtainable at Inland Revenue Department
4.  Full set of documents from each joint venture partner - please refer other appropriate checklist (e.g. limited company incorporated in Hong Kong checklist)

### B. Document Required from ALL Authorised Signatories, ALL \*Beneficial Owners and ALL ^Persons Purporting to Act

1.  Identification document and nationality (country/region) proof

### C. Information Required for ALL Beneficial Owners

1.  Jurisdiction of Tax Residence

### 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. 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)

### F. 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)

### G. 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
3.  Minutes of meeting

## H. 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) \*Beneficial Owners 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.
- \*Beneficial Owners 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; or
  - is directly or indirectly, entitled to exercise or control the exercise of not less than 10% of the voting rights in the partnership; or
  - exercises ultimate control over the management of corporation; or
  - if the partnership is acting on behalf of another person, means the other person.
- \*Beneficial owner in relation to a person other than corporation or partnership (if fulfils any of the following criteria): means an individual who,
- ultimately owns or controls the persons; or
  - if the person is acting on behalf of another person, mean the other person.
- (c) ^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
- (d) The bank may request you and/or connected parties to provide further account opening details and documents when necessary, such as address proof.
- (e) **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.**

**Thank you for choosing HSBC**

Account Opening Enquiries: (852) 2748 8238