

CHECKLIST OF DOCUMENTATION FOR ACCOUNT OPENING (Updated on 30Mar2022)

开户文件清单（更新于 2022 年 3 月 30 日）

Note: For the reference of the customers to open account with HSBC Bank (China) Company Limited. The required documentations may be various due to different situations of the customers, subject to the local regulatory requirements in the account opening process.

注：供拟在汇丰银行（中国）有限公司开立账户的客户参考，所需文件可能因不同客户或分行的情况而有所不同，请以实际开户过程中当地监管的要求为准。

Applicable to companies or other enterprises (excluding partnerships) incorporated in Mainland China

适用于在中国内地注册成立的公司或其它企业

Documents Required for Account Opening

开户所需文件

Document Name 文件名称	Requirements 具体要求
1. Commercial Bank Account Opening Form/Commercial Bank Account Opening Appendix 工商金融客户开户表格/工商金融客户开户附表 (包含 CRS&FACTA)	<p>a) Completed original, signed by the authorized person under the relevant account opening authorization document and affixed with company chop; 填写完整的原件，由相关开户授权文件中的被授权人签字并加盖公章；</p> <p>b) If the customer's legal representative/person-in-charge would like to delegate any other person to submit account opening documents, a Power of Attorney is required, which should be original, signed by the legal representative and affixed with company chop; 如果法定代表人/单位负责人授权其他人提交开户文件，需要提供授权委托书。该授权委托书必须为原件，并由法定代表人签名，加盖公章；</p> <p>c) If the customer is a branch office of a company, please provide FACTA Form of the company. 如果客户是分公司，需提供其总公司的FACTA表格。</p>

	<p>注:表格下载链接如下</p> <p>工商金融客户开户表格/工商金融客户开户附表的链接 Link of Commencial Bank Account Opening Form / Appendix</p>
<p>2. Business License or equivalent license 营业执照或同等效力的执照</p>	<p>a) Original, and certified true copy affixed with company chop; 正本原件, 及加盖公章的复印件;</p> <p>b) If new customer is a branch office of a company, please also provide this document of the company in addition to this of the branch office. 如果新客户是分公司, 需同时提供总公司与分公司的该项文件。</p>
<p>3. Basic Account Opening Certificate or the information of Basic Account 基本存款账户开户许可证或基本存款账户信息</p>	<p>Original; 正本原件;</p>
<p>4. Valid certificate of approval issued by Foreign Economic and Trade Commission (or Ministry of Commerce) and/or other competent authorities; or “Filing Receipt for Foreign-Funded Enterprises Establishment” or “Filing Receipt for Foreign-Funded Enterprises Changes” received from relevant Filing Authorities (if applicable) (as the case may be) 外经贸委(或商务部)及/或其它有关主管部门颁发的有效的批准证书; 或通过备案机构领取的《外商投资企业设立备案回执》或《外商投资企业变更备案回执》(如适用)或自贸试验区备案证明(视情况而定)</p>	<p>Original, and certified true copy affixed with company chop. 原件, 及加盖公章的复印件。</p>
<p>5. Memorandum/Articles of Association and amendments 公司章程/及有关修订文件</p>	<p>Original, or certified true copy signed by the customer’s legal representative or any director and affixed with company chop at the first page, stating the total pages and date. 原件, 或证明为真实的复印件, 在首页由法定代表人或任意董事签字并加盖公章, 并注明页数及日期</p>
<p>6. Account Mandate or equivalent document 账户授权书或同类文件</p>	<p>a) Completed original; 填写完整的原件;</p> <p>b) The Bank’s standard format mandate is preferred; 建议使用银行标准格式的账户授权书;</p>

	c) Issued by the internal decision-making organization /person of the customer. 须由客户的有权决策机构/有权决策人签署出具。
7. Identification documents of the relevant persons 相关人员身份证件	a) Original ID of the customer's legal representative/person-in-charge, and certified true copy affixed with company chop; 法定代表人/单位负责人的身份证件原件，及加盖公章的复印件； b) ISA of HSBCnet ID 网银管理员
8. Completed account opening application form issued by People's Bank of China (if applicable) 开立单位银行结算账户申请书（如适用）	Completed original affixed with company chop. 填写完整的原件，并加盖公章。
9. Code for special entity (if applicable) 特殊机构代码（如适用）	Certified true copy signed by the any director 任意董事在经验证真实的复印件上签字

Additional Document Required for Specific Account Opening

开立特定账户所需其他文件

Document Name 文件名称	Requirements 具体要求
<u>Foreign currency account</u> 开立外币账户的附加文件 Basic information for enterprises issued by State Administration for Foreign Exchange (if applicable) 组织机构基本情况表（如适用）	a) Affixed with company chop; 加盖公章； b) For the enterprise required to conduct Balance of Payment reporting. 适用于有国际收支申报需要的单位。
<u>FCY Capital Account</u> 外币资本金账户 Transaction handling certificates (including approval documents, transaction registration certificates) 业务办理凭证（含核准件、业务登记凭证）	Original, and certified true copy affixed with company chop. 原件及加盖公章的复印件。
<u>FCY Working Capital Loan/Fixed Asset Loan/Project Finance Loan Account</u>	Original, and certified true copy affixed with company chop. 原件及加盖公章的复印件。

外币流动资金/固定资产/项目融资贷款发放账户	
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Loan Contract	
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借款合同	
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