

## 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 or branches, 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 customers incorporated outside Mainland China (including Hong Kong SAR, Macau SAR and Taiwan customers)**

**适用于中国大陆以外地区注册成立的客户(包括香港特别行政区、澳门特别行政区及台湾客户)**

### 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 (if any) 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（如有）</p> <p>b) If the person who has the authority to represent the customer would like to delegate any other person submit account opening documents, a Power of Attorney is required, which should be original, signed by the director and affixed with company chop; 如果有权代表客户的人授权他人提交开户文件，需要提供授权委托书。该授权委托书必须为原件，并由董事签名，加盖公章；</p> <p>c) If the customer is a branch office of a company, please provide FACTA Form of the company.</p>

	<p>如果客户是一家公司的分公司，需提供其总公司FACTA表格。</p> <p>注: 表格下载链接如下  <a href="#">工商金融客户开户表格/工商金融客户开户附表的链接</a>  <a href="#">Link of Commercial Bank Account Opening Form / Appendix</a></p>
<p>2. Certificate of Incorporation (and subsequent certificate of change of name, if any) or equivalent document          公司注册证（及公司名称变更证书，若有）或同类文件，和中文翻译件(如需)</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) Chinese translation of such document if the documents is in another language.          若此文件为非中文的文本，须提供相应的中文翻译。</p>
<p>3. Business Registration Certificate/ Annual Return (if any)          商业登记证/周年申报表 (如适用)</p>	<p>Signed by any director.          任意董事签字。</p>
<p>4. 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 any director or affixed company chop with total page and date.          正本原件，或任意董事签字或加盖公章的复印件，并注明总页数及日期</p>
<p>5. Account Mandate          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) Signed by a quorum of the board according to M&amp;A/AoA.          根据公司章程及有关修订文件规定的法定人数签署。</p>
<p>6. Identification documents of connected parties          相关人员身份证件</p>	<p>a) Original ID of the person in charge, and certified true copy          单位负责人的身份证件原件，及经验证真实的复印件</p> <p>b) Chinese translation of Personal in charge's passport (if applicable)          单位负责人的护照要有中文翻译件（如适用）</p> <p>c) ISA of HSBCnet ID          网银管理员</p>
<p>7. 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）</p>	<p>a) Completed original signed by authorized person(s) and affixed with company chop (if any).          填写完整的原件，并由授权代表签署和加盖公章（如有）。</p>
<p>8. Basic information for enterprises issued by State Administration for Foreign Exchange (if applicable)</p>	<p>a) Affixed with company chop;          加盖公章；</p>

组织机构基本情况表（如适用）	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。
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