

## CORPORATE CUSTOMER CHECKLIST OF ID UPDATE (Updated on 26Jul2024)

公司客户证照及身份证明文件更新清单（更新于 2024 年 7 月 26 日）

*Note: For the reference of the customers to update ID with HSBC Bank (China) Company Limited. The required documentations may be various due to different situations of the customers, subject to the local regulatory and branch requirements in the ID update process. For example, according to local PBOC standard, some branches may require copies of Business License and Legal Representative ID affixed with company chops. If there are Legal Representative name differences in Business License and ID copy, a statement affixed with company chop to confirm the same person may be required.*

注：供拟在汇丰银行（中国）有限公司更新证照及身份证明文件的客户参考，所需文件可能因不同客户或分行的情况而有所不同，请以实际更新过程中当地监管和分行的要求为准（例如，某分行根据当地人民银行的要求，除以下文件外，客户还需额外提供营业执照复印件加盖公章和法人证件复印件加盖公章。若营业执照上法人名字和法人证件上名字不一致，还需出具“同一人公函”加盖公章）。

### **ID update** (Only applicable to update ID number/type/expiry date)

#### 更新证照及身份证明文件（仅适用于更新证件的号码/类型/到期日）

Document Name 文件名称	Requirements 具体要求
1. ID documents of the Legal Representative/Person in Charge 法定代表人身份证明文件/负责人身份证明文件	<p><b>i) Original, and photocopy affixed with Company Chop</b></p> <p>ii) Applicable to clients opened CNY accounts and need to update ID number and ID type -Account Information Change Application Form issued by PBOC (triples for CNY basic account and duplicates for other CNY accounts) -Legal Representative come over bank counter to submit documents along with his/her original ID. If a third person is delegated to submit the documents over bank counter, please additional provide:</p> <p>a) Power of Attorney for Corporate Account Information Change Form, signed by Legal Representative (onshore)/Person in Charge (offshore) and affixed with company chop b) ID of authorized person (original and photocopy affixed with company chop)</p> <p>i) 需见证原件，并提供复印件，加盖公章</p>

	<p>ii) 如开立有人民币账户，更新证件号码或证件类型的情况</p> <ul style="list-style-type: none"> <li>- 需提供《变更银行结算账户申请书》（基本户需提供一式三联，其他人民币户需提供一式两联）</li> <li>- 法定代表人需携带证件原件亲临银行递交指令，如需要委托他人办理指令递交的，还需提供1)《公司账户信息变更指令递交授权书》，由法定代表人/首席代表（代表处）/负责人（境外机构）签署并加盖公章；2) 亲临银行递交指令人员的证件（原件，以及加盖公章的复印件）</li> </ul>
<p>2. Business License/Certificate of Incorporation 营业执照/公司注册登记证</p>	<p>i) <b>Original, and photocopy affixed with Company Chop</b></p> <p>ii) Applicable to clients opened CNY accounts and need to update ID number and ID type</p> <ul style="list-style-type: none"> <li>-Account Information Change Application Form issued by PBOC (triples for CNY basic account and duplicates for other CNY accounts)</li> <li>-Legal Representative come over bank counter to submit documents along with his/her original ID. If a third person is delegated to submit the documents over bank counter, please additional provide:             <ul style="list-style-type: none"> <li>a) Power of Attorney for Corporate Account Information Change Form, signed by Legal Representative (onshore)/Person in Charge (offshore) and affixed with company chop</li> <li>b) ID of authorized person (original and photocopy affixed with company chop)</li> </ul> </li> </ul> <p>i) <b>需见证证件原件，并提供复印件，加盖公章</b></p> <p>ii) 如开立有人民币账户，更新证件类别或证件号码</p> <ul style="list-style-type: none"> <li>- 需提供《变更银行结算账户申请书》（基本户需提供一式三联，其他人民币户需提供一式两联）</li> <li>- 法定代表人需携带证件原件亲临银行递交指令，如需要委托他人办理指令递交的，还需提供1)《公司账户信息变更指令递交授权书》，由法定代表人/首席代表（代表处）/负责人（境外机构）签署并加盖公章；2) 亲临银行递交指令人员的证件（原件，以及加盖公章的复印件）</li> </ul>

<p>3. ID of Authorized Signatories 授权签字人身份证明文件</p>	<p><b>Photocopy affixed with Company Chop</b></p> <p>For non-PRC card, additionally require certified true copy by independent person including Legal Representative/Director/Authorized Representative. (Note "certified true copy, total pages, date and position of the signor")</p> <p><b>复印件加盖公章</b></p> <p>对于非中国居民身份证件，还需法人/董事/有权人（非本人）签署并注明“此复印件为原件之真实有效的复印件”，并写上日期、签署人职位</p>
<p>4. ID of Partner 合伙人身份证明文件</p>	<p><b>Photocopy affixed with Company Chop</b></p> <p>For non-PRC card, additionally require certified true copy by independent person including Legal Representative/Director/Authorized Representative. (Note "certified true copy, total pages, date and position of the signor")</p> <p><b>复印件加盖公章</b></p> <p>对于非中国居民身份证件，还需法人/董事/有权人（非本人）签署并注明“此复印件为原件之真实有效的复印件”，并写上日期、签署人职位</p>