

Account Opening Document Checklist

Please prepare the following documents applicable to your business for submission.

		Partnership / Limited Partnership / Limited Liability Partnership	Society / Club / Association	Limited Company incorporated in Singapore	Limited Company incorporated Overseas
a)	Business profile (From ACRA or equivalent company search)	√	√	√	√
b)	Certified copy of NRIC/ Passports and proof of residential address	All partners, managers, authorized signatories, direct appointees and two key controllers	All business owners / office bearers and authorised signatories	All directors, beneficial owners, authorised signatories, shareholders, direct appointees, company secretary and two key controllers	All directors, beneficial owners, authorised signatories, shareholders, direct appointees, company secretary and two key controllers
c)	Certified copy of other documentations	<ul style="list-style-type: none"> • Certificate of business registration / Official receipt showing business registration • Partnership agreement / By laws • Ownership structure • Annual audited report and accounts (dated within last two years) 	<ul style="list-style-type: none"> • Certificate of registration issued by official licensing office • Rules and registration / Constitution / By laws of Society / Association • Minutes of meeting authorising the establishment of the business relationship • Document listing the current office bearers 	<ul style="list-style-type: none"> • Constitutional Documents • Annual audited report and accounts (dated within last two years) • Ownership structure including information of each intermediate company such as name, ownership percentage, country of incorporation, proof of listing / regulation status (where applicable) 	<ul style="list-style-type: none"> • Certificate of incorporation • Constitutional Documents • Certificate of business registration in Singapore (if applicable) • Annual audited report and accounts (dated within last two years) • Certificate of incumbency (if applicable) • Certificate of good standing (if applicable) • Ownership structure including information of each intermediate company such as name, ownership percentage, country of incorporation, proof of listing / regulation status (where applicable)
d)	The following signatories to be present in person for verification	All partners (own or control 10% or more voting rights), managers and authorised signatories	All business owners (own or control 10% or more voting rights), at least two key office bearers and all authorised signatories	At least two directors, two key controllers, all shareholders, beneficial owners (own or control 10% or more voting rights), authorised signatories and corporate secretary	At least two directors, two key controllers, all shareholders, beneficial owners (own or control 10% or more voting rights), authorised signatories and corporate secretary

Important points to note:

a) Copies of all documents submitted should be original sighted by an officer of any HSBC branch or true copies certified by a certified public accountant / lawyer / notary public in an European Union (EU) or Financial Action Task Force (FATF) member jurisdiction. (Format: signature and official stamp on every page).

b) Acceptable proof of residential address are (i) national identify card (ii) passport where addresses are indicated by the Immigration Authorities (iii) work permit (iv) utility bills (v) bank account statements (vi) driving license (validity period of not more than 3 months as at date of collection).

c) Additional documentations may be requested depending on the business nature, complexity of the entity and ownership structure.

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