

Documents for Account Opening in Macau – Society, Club or Association established in Macau

Note:

- a. Copies of all documents submitted should be **true copies certified** by a certified public accountant / lawyer / banker / Registered Agent / Actuary / Corporate Secretarial Service Providers / notary public in a Financial Action Task Force (FATF) member / comparable jurisdiction acceptable to HSBC or by a member of the Hong Kong Institute of Chartered Secretaries (HKICS) or by an officer of any HSBC Branch. If original documents are not in Portuguese or Chinese language, a Chinese translation of the same should also be provided. (Certification format: Certifier's signature and official stamp should be placed on the first page of the copy document and the number of pages should be recorded)
- b. The Chairman and all the authorised signatories must be present for the account opening..
- c. Apart from documents listed below, we may further request you to provide more account opening details and documents when necessary.

- 1. Copy of Certificate of Association issued by Identification Service Bureau (DSI) within recent 3 months
 - 2. Minutes of the Assembly for election of current list of office -bearers and relevant identification document
 - 3. Copies of Rules and Regulations / Constitution / By-laws **OR** Copies of Macau SAR Official Gazette containing Constitution
 - 4. Copy of the following documents from Chairman, All Directors, and All Authorised Signatories:
 - Identification document
 - Former Name / Alias Proof (if there is a former name/alias)
 - Nationality Proof e.g. Passport copies (if the individual is not a Macau or Hong Kong Permanent Identity Card holder)
 - Residential Address Proof (e.g. Utility bill issued within 3 months, bank statement issued within 3 months by Financial Institutions in a FATF member / comparable jurisdiction acceptable to HSBC, valid driving license, National identity card with address, and other proof acceptable to HSBC.)
 - Permanent Address Proof (If the individual is not a Macau Permanent Identity Card holder and have a permanent address different from residential address)
 - 5. Minutes of meeting
 - 6. Mandate, Business Customer Information/Account Opening Form, Business Customer Information/Account Opening Form - Supplementary Sheet and Signature Cards
- Note: Signatures appearing on these forms must be duly verified by banker for Chairman /Authorised Signatories who are not present for the account opening.
- 7. Initial Deposit (Each account must maintain a monthly balance of MOP/HKD 2,000 or equivalent)

Important Note:

The Bank reserves the right to decline any account opening request without providing any reason.

澳門開戶文件 - 在澳門成立之社團或會社

注意:

- a. 所有提交本行的文件副本必須經在由本行認可的打擊清洗黑錢財務行動特別組織成員或相應國家的執業會計師／律師／往來銀行／公司註冊代理人 / 精算師 / 公司秘書服務供應商 / 公證人或香港特許秘書公會會員或任何滙豐分行主管**簽證為真確的副本**。如文件正本乃非葡文或中文語言，須另外提交翻譯文本。（簽證格式：簽證人應在文件副本首頁簽署及蓋上正式印章，並註明頁數）
- b. 主席和所有授權簽署人必須在開立戶口時出席。
- c. 除下列文件外，如有需要，本行會要求客戶提供其他開戶資料及文件。

- 1. 由身份證明局發出最近三個月內的社團證明書副本
- 2. 選舉領導架構的會員大會會議記錄及有關人員的身份證明文件副本
- 3. 規則/組織章程/細則副本 **或** 附有組織章程之憲報
- 4. 由主席、所有理事會會員、所有授權簽署人提供的下列文件副本：
 - 身份證明文件
 - 前用姓名／別名證明（如有前用姓名／別名）
 - 國籍證明，例如護照副本（如該人士非持有澳門或香港永久性居民身份證）
 - 住宅地址證明（例如：最近三個月的公用事業帳單、由本行認可的打擊清洗黑錢財務行動特別組織成員或相應國家的財務機構發出最近三個月的銀行月結單、在效的駕駛執照、國民身份證連地址及其他本行認可文件）
 - 永久住址證明（如該人士非持有澳門永久性居民身份證及擁有永久住址但與住宅地址不同）
- 5. 會議紀錄
- 6. 授權書、商業客戶資料／賬戶開戶表格、補充客戶資料附頁及印鑑卡
注意: 如主席或授權簽署人未能在開戶時出席，授權書上的簽名必須經往來銀行鑑定。
- 7. 開戶存款（每帳戶每月平均結餘澳門幣/港幣 2,000 元 或其等值的外幣）

重要通知:

本行保留不接受開戶申請的權利並毋須提供任何理由。