

## 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 or English language, an English translation of the same should also be provided. (Certification format: Certifier's signature with Certifier's position, registration number (if any) and official stamp should be placed on the first page of the copy document. Certifier must state that it is a "True Copy of Original Document" (or words to similar effect) with date and the number of pages to be recorded).
  - b. The Chairman, all Beneficial Owners<sup>^</sup> and all the authorised signatories must be present for the account opening or present with a professional certifier (mentioned in note a above and acceptable to HSBC) who will duly verify the identity and signature of each signers which is acceptable to HSBC.
  - c. Apart from documents listed below, the bank may request to provide updated/additional information from time to time before and after the account is opened. In case of regulatory / legislation and related requirements, the Bank may request documents such as Business Plan, Business Proof (e.g. invoice/sales contract etc) and Bank Reference Letter etc. Failure to do so may result in the Bank's inability to provide the requested banking service.
  - d. <sup>^</sup>Beneficial Owners in relation to a person other than corporation, partnership or trust (if fulfils any of the following criteria): means an individual who,
    - ultimately owns or controls the persons; or
    - if the person is acting on behalf of another person, mean the other person.
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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, All Beneficial Owners<sup>^</sup> 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/Hong Kong Permanent Identity Card holder and have a permanent address different from residential address)
  5. Minutes of meeting
  6. Mandate, Business Account Opening Form, Business Account Opening Form - Supplementary Information and Signature Cards
  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或英文語言，須另外提交英文翻譯文本。(簽證格式：簽證人應在文件副本首頁填寫簽證人職位；登記號碼；簽署及蓋上正式印章，並附上頁數；日期及註明「附上文件為真確的副本」或相近意思的句子)。
  - b. 辦理開戶手續時，主席和所有最終實益擁有人<sup>^</sup>及授權簽署人必須出席。若未能出席，可經由本行認可的專業簽證人(上述 a 項提及)認證簽署。
  - c. 除下列文件外，本行有權在戶口開立後要求客戶更新資料。如因監管/法規要求，本行在需要時可要求下列文件：有關之業務計劃，業務證明(如發票，買賣合同等)，銀行證明書等。如戶口持有人未能向本行提供有關資料，可能會導致本行無法繼續提供該等服務。
  - d. <sup>^</sup>最終實益擁有人就不屬法團、合夥或信託所指的人而言指符合以下任何一項說明的個人：
    - 最終擁有或控制該人的任何人；或
    - (如該人是代表另一人行事)指該另一人。
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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、所有最終實益擁有人<sup>^</sup>、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/香港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、商業戶口開戶表格、補充客戶資料附頁及印鑑卡
  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。