

## Documents for Account Opening in Macau – Limited Company established Overseas

### 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 English or Chinese language, an English 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. At least the number of directors needed to form quorum or \* Principal Shareholders / Beneficial Owners must be present for the account opening.
- c. \*Unless disclosed otherwise by the account holder, all individuals who are ultimately entitled to exercise or control the exercise of 10% or more of the voting rights of the company, either directly or indirectly through their beneficial ownership of an underlying shareholder, should be regarded as Principal Shareholders / Beneficial Owners of the company.
- d. Apart from documents listed below, we may further request you to provide more account opening details and documents when necessary.

1. If the entity is incorporated overseas and not registered in Macau where it has no place of business, please provide:
- Copy of Certificate of Incorporation and subsequent certificate of change of name, if any
  - Copy of Business License (or comparable document), if any

If the entity is incorporated in an overseas country and registered in Macau where it is carrying on business, please provide:

- Business Registration Certificate of the company -- *Certidao Do Registo Comercial*
- Company Search Report – *Informacao Por Escrito Do Registo Comercial*
- Industrial Tax – *CONTRIBUICAO INDUSTRIAL Declaracao De Inicio De Actividade /Alteracoes* (Form M1)
- Proof of payment of Industrial Tax - *CONTRIBUICAO INDUSTRIAL Conhecimento de cobranca* (Form M/8) issued within 1 year - if entity has been registered in Macau over 1 year

2. If the entity is incorporated in an overseas country where Certificate of Incumbency (COI) / official company search report is available, please provide
- A Certificate of Incumbency (COI) issued within 6 months, by Registered Agent / official company search report issued within 6 months in country of incorporation, and
  - A 'Director/Shareholder/Beneficial Owner Declaration' (DD) issued within 6 months (if the entity has corporate shareholders)
  - A Certification Letter from a certified public accountant / lawyer of a FATF member / comparable jurisdiction acceptable to HSBC certifying that information contained in the COI / official company search report and DD (if applicable) is correct and accurate.

If the entity is incorporated in an overseas country where Certificate of Incumbency (COI) / official company search report is not available, please provide:

- A 'Director/Shareholder/Beneficial Owner Declaration' (DD) issued within 6 months
- A Certification Letter from a certified public accountant / lawyer of a FATF member / comparable jurisdiction acceptable to HSBC certifying that information contained in the DD (if applicable) is correct and accurate.

3. Memorandum and Articles of Association

4. Certificate of Good Standing (or other relevant document to confirm the valid legal status of the entity) issued within 6 months
5. a) For company with corporate shareholders – Organization chart certified by director showing % shareholdings owned by, and country of incorporation of, each intermediate company to the ultimate beneficial owners of the company.
- b) If the ultimate beneficial owners of the company is a trust – Trust Deed / Declaration of Trust, with details of trustee(s), settlor(s), beneficiary(ies) and protector(s) (HSBC template is available upon request); identification proof and residential address proof of trustee(s), settlor(s) and protector(s)
- c) For company with nominee shareholders – details of ultimate beneficial owners.
6. Copies of the following from all Directors, all Authorised Signatories, all \* Principal Shareholders or \* Beneficial Owners of corporate shareholders and other relevant individuals, if any:
- 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 licence, 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)
7. For Directors or Authorised Signatories which are corporate entities, the following copies of documents are to be submitted by these entities:
- #Official documents(s) (such as Certificate of Incorporation, Business Registration Certificate, Business Licence or comparable documents) proving incorporation, registration and subsequent change of name, if any
  - Official documents(s) listing current directors such as an Annual Return or Director Declaration (sample available upon request; and Certification Letter from a certified public accountant / lawyer of a FATF member / comparable jurisdiction acceptable to HSBC certifying that information contained in the Director Declaration is correct and accurate)
  - Board Resolution specifying the authorised signatories who have the power to act for them (the directors' signatures must be verified by bankers)
  - List of authorised signatories specimen signatures which must be verified by their banker
  - Document items (6) listed above for-Directors and Authorised Signatories
- Note:** # Please refer to the respective checklist for the specific official documents by reference to the entity type and country of incorporation
8. For direct \*Principal Shareholders which are corporate entities, the following copies of documents are to be submitted by these entities:
- Corporate Registration Documents
    - a. Company Search Report (If the entity is incorporated in an overseas country, please provide COI / official company search report )
    - b. Memorandum and Articles of Association
  - Board Resolution specifying the authorised signatories who have the power to act for them
  - Document items (6) listed above for Directors
9. 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 directors / Authorised Signatories who are not present for the account opening.

- 10. Handling charge of HKD1,000 for companies registered outside Macau
- 11. 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 - 在澳門以外成立之有限公司

### 注意:

- 甲、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**。如文件正本乃非英文或中文語言，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）
- 乙、辦理開戶手續時，不少於法定開會人數的\*主要股東／實益擁有人必須出席。
- 丙、\*除非客戶具體披露，所有持有(或透過其實益擁有的公司直接或間接地最終持有)或控制 10%或以上公司投票權的私人個體，均應視為公司的主要股東／實益擁有人。
- 丁、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. 若該海外成立的有限公司未在澳門註冊並在澳門未有業務，請提供
  - 公司註冊證書及其後的公司更改名稱證書副本，如有
  - 營業執照副本 (或相關文件)，如有

若該海外成立的有限公司在澳門註冊並在澳門經營業務，請提供:

- 商業登記證明
- 商業登記書面報告
- 營業稅 - 開業申／更改申報表(M/1)
- 最近 1 年的營業稅繳納憑單 (M/8) - 若該商號在澳門註冊已超過 1 年

- 2. 若該有限公司的成立國家有提供認可的董事、股東證明書 / 認可的查察報告，請提供
  - 由公司註冊代理人發出的董事、股東證明書 / 由公司註冊處於最近六個月發出的認可查察報告，及
  - 由公司董事於最近六個月申報的董事、股東、實益擁有人證明書 (如股東為一間公司)
  - 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／律師發出的證明信，確認以上的董事、股東、實益擁有人證明書 / 認可的查察報告的內容屬實

若該有限公司的成立國家未有提供認可的董事、股東證明書 / 認可的查察報告，請提供

- 由公司董事於最近六個月申報的董事、股東、實益擁有人證明書
- 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／律師發出的證明信，確認以上的董事、股東、實益擁有人證明書的內容屬實。

- 3. 公司章程
- 4. 最近六個月的有效註冊證明(或相關文件確認該有限公司的有效註冊)
- 5. a) 如股東為一間公司 - 經董事確認的架構圖顯示每家中介控股公司的成立國家、擁有公司股份的股權份數及其最終實益擁有人  
b) 如最終實益擁有人為信託基金 - 信託契約／信託申報書與其受託人，財產授予人、受益人及保護人的資料 (有關文件樣本可向本行索取); 受託人，財產授予人及保護人的身份證明及住址證明

c) 如公司的股東為代理人的身份 - 最終實益擁有人的資料

6. 由所有董事、所有授權簽署人和所有\*主要股東或股東為一間公司的\*實益擁有人及其他有關人士(如有) 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)
7. 如董事或授權簽署人為一間公司, 則該公司須提交下列文件:
- #法定文件 (例如: 公司註冊證書、商業登記證、營業執照或相應文件) 以證明公司的註冊、登記及其後的更改名稱, 如有
  - 法定文件詳列現任董事的資料如最近一期的周年申報表或董事、股東證明書 (有關文件樣本可向本行索取; 及客戶提供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/律師發出的證明信, 確認董事、股東證明書的內容屬實)
  - 該公司董事會決議列出有權代該公司執行事務的授權簽署人 (董事簽名必須經往來銀行鑑定)
  - 所有授權簽署人的簽名式樣而簽名必須經其往來銀行鑑定
  - 由董事及授權簽署人提供上列第六項的文件
- 注意:** # 請根據該實體類別、成立國家, 參閱相關的開戶文件。
8. 如直接\*主要股東為一間公司, 則該公司須提交下列文件:
- 公司登記文件
    - a. 商業登記書面報告 (若該有限公司在海外成立, 請提供董事、股東證明書/ 認可的查察報告)
    - b. 公司章程
  - 該公司董事會決議列出有權代該公司執行事務的授權簽署人
  - 由董事簽署人提供上列第六項的文件
9. 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: 如董事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。
10. 公司於澳門以外地區註冊成立須繳付開戶費港幣 1,000 元
11. 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。