

Documents for Account Opening in Macau –Partnership for Auditor’s Firm / Accountancy Firm 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. All Partners, all Beneficial Owners[^] 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. [^]Beneficial Owner in relation to a partnership (if fulfils any of the following criteria): means an individual who,
 - is entitled to or controls, directly or indirectly, not less than 10% share of the capital or profits of the partnership; or
 - is directly or indirectly, entitled to exercise or control the exercise of not less than 10% of the voting rights in the partnership; or
 - exercises ultimate control over the management of partnership; or
 - if the partnership is acting on behalf of another person, means the other person.
-
1. Search with the respective Registry Authority
 - (a) Professional Identify Card of all partners (“Cartão Profissional”) **and**,
 - (b) Professional License for the partnership (“Alvará”) Issued by Comissão de Registo dos Auditores de Contas e dos Contabilistas
 2. Partnership Incorporation Act (“Acto Constitutivo”) (i.e. a document evidencing all partners agree to establish the partnership including details: Partner names, address and shareholding)
 3. (a) Articles of Association (“Estatutos”) or (b) Public Deeds (“Certificado”)(if any) and (c) Amending Resolutions (if any)
 4. Minutes of all partners’ meeting whereby the resolutions of account opening in HSBC were passed. The Minutes should confer authority on those who will operate the account.
 5. Copies of the following from all Partners, all Beneficial Owners[^] 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 licence, National identity card with address, and other proof acceptable to HSBC.)
 - Permanent Address Proof (If the individual is not a Macau or Permanent Identity Card holder and have a permanent address different from residential address)
 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 - 在澳門成立之核數師/會計師合夥公司

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，所有合夥持有人，最終實益擁有人[^]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. [^]最終實益擁有人就合夥而言指符合以下任何一項說明的個人：
 - 直接或間接地有權攤分或控制該合夥的資本或利潤的不少於 10%；或
 - 直接或間接地有權行使在該合夥的投票權的不少於 10%；或
 - 支配該比重的投票權的行使；或行使對該合夥的管理最終的控制權；或
 - (如該合夥是代表另一人行事)指該另一人。
1. 相關管理機構所發出的登記證明
- (a) 個別合夥人的專業證及
 - (b) 合夥公司的執業准照
- 以上文件由核數師暨會計師註冊委員會發出
2. 設立文件(即所有合夥人同意成立合夥公司的文件)
3. (a)章程(如合夥協議)或(b)證明書(如有)及(c)修改章程(如有)
4. 所有合夥人決議通過於本行開立戶口的會議記錄
5. 由所有合夥人，最終實益擁有人[^]及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)
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。