



**HSBC**

No	Documents (or comparable documents) or checking required in the current process	Change type (applicable markets)			
		Authorized signatories / Signing instructions (a)	Directors (b)	Beneficial owners (c)	Company name (d)
1	Bank form / Mandate / Minutes of meeting / Board resolution	Y	Y	Y	Y
2	Signature specimen of the new connected party	Y	N/A	N/A	N/A
3	ID copy of the new connected party (or company registration document if the new connected party is a corporate entity)	Y	Y	Y	N/A
4	Documents filed with or issued by a government body or regulator (e.g. Companies Registry)	N/A	N/A	N/A	Y
5	Memorandum & Articles of Association	N/A	N/A	N/A	N ***
6	Certificate of Incorporation	N/A	N/A	N/A	Y
7	Address proof of the new connected party	Y	Y	N/A	N/A
8	Ownership structure chart (or independent source detailing the ownership structure)	N/A	N/A	N/A	N/A

Note1 \*\*\* A constitution change may sometimes accompany a change in company name, in which case please submit memorandum & articles of association or constitution document

Note 2: For existing to bank connected parties being appointed as Authorised Signatory or Director on new accounts, in case ID / passport has expired, fresh ones need to be provided. Similarly if address has not changed, a confirmation has to be provided.