

Documents for account opening – Limited Company

Notes:

- a. 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 corporate shareholder, should be regarded as Principal Shareholders/Beneficial Owners of the company.
- b. The proof of identity can be in the form of either national identity card or current valid passport.
- c. The proof of address should not be more than 3 months old and can be in the form of a utility bill (water, electricity or gas) or credit card/bank statement.
- d. If the company is incorporated for more than 6 months, a certificate of good standing/current standing should be submitted to the Bank.
- e. For a company with Principal Shareholders, an ownership structure chart, certified by any of the suitable certifiers at (h.) below must be submitted to the Bank showing percentage shareholdings owned by, and country of incorporation of, each intermediate company to the ultimate beneficial owners of the company.
- f. For a company with nominee shareholders, details of the ultimate beneficial owners should be provided to the Bank.
- g. Apart from the documents listed below, we may further request you to provide more account opening details and documents when necessary.
- h. All documents should be in originals or certified true copy by any of the following suitable certifiers:
 - ◆ an embassy, consulate or high commission of the country of issue of the documentary evidence of identity;
 - ◆ a senior member of the judiciary (e.g. Chief Judge, Senior Puisne Judge), in a jurisdiction that is a FATF member or an equivalent jurisdiction;
 - ◆ a solicitor, lawyer, notary public, actuary or accountant in a jurisdiction that is a FATF member or an equivalent jurisdiction;
 - ◆ a Chartered Secretary (i.e. a person who is currently a full member of the Institute of Chartered Secretaries and Administrations or its designated division) in a jurisdiction that is a FATF member or an equivalent jurisdiction;
 - ◆ a director, officer or manager of a regulated financial institution incorporated in, or operating from, a jurisdiction that is a FATF member or an equivalent jurisdiction. (Please refer to list of FATF members at <http://www.fatf-gafi.org>)

Account opening

- Account Opening Form (including Mandate form, Signature Cards, Letter of Indemnity – **if applicable**, HSBCnet Agreement – **Mandatory**)
- Detailed Business Plan of the company outlining intended activities, and detailing the company's structure (signed by the applicant and/or Management Company, **if incorporated as a Global Business**) – The Business Plan template provided under "Other forms" in the Download Centre section on our website to be completed. In case own format being used, all information as required in the Bank's template to be captured.
- Certified copy of the company's board minutes authorising the opening of the account(s) with The Hong Kong & Shanghai Banking Corporation Ltd and confirming list of signatories

Legal Existence of Applicant entity

- Certified copy of the Certificate of Incorporation and subsequent certificate of change of name (if any)
- Certified copy of the Global Business Licence (**for locally incorporated Global Business companies only**)
- Certified copy of the Constitution/Memorandum & Articles of Association (and any amending resolution) (**if the company has not adopted a constitution, a director's or the company secretary's confirmation to this effect is required**)
- Complete set of application for incorporation of the company
- Details of ownership and structure control of companies including the following information on each intermediate companies:
(i) name (ii) ownership % (iii) country of incorporation (iv) certificate of incorporation
- For partnership only: Confirmation of customer's membership of a relevant professional or trade association/partnership deed

Ownership Structure

[See note (h) above]

- Ownership Structure chart

Key Connected Parties

Principal Shareholders/ Intermediary Companies

[For corporate entity(ies) with at least 10% shareholding]

[Proof of existence of each intermediary company up to the Ultimate Beneficial Owners]

- Register of Shareholders
- Certified true copy of the Certificate of Incorporation/Formation/Good Standing of the Principal Shareholders and each Intermediary Company and subsequent certificate of change of name (if any)

Beneficial Owners

- Proof of identity
- Proof of residential address

Directors

- Register of Directors
- Proof of identity
- Proof of residential address

Key Controllers

- Authorised Signatories³ Organisation Chart
- Chief Executive Officer (CEO)/
Managing Director Proof of identity
- Chief Financial Officer (CFO)/
Head of Finance Proof of residential address
- Chief Operating Officer (COO)/
Head of Operations
- Managing Partner
- Chairman/Deputy Chairman of the board
- Chairman of the Audit/Remuneration/
Risk Committee Nominee
- Powers of Attorney
- The Investment/Fund Manager
- The Administrator
- (the above is not an exhaustive list)

FATCA⁵ FATCA Compliant documentation

CRS⁶ CRS Self Certification Form

1. At least the number of directors needed to form a quorum must be present at the board meeting.
2. This is applicable if the applicant/principal shareholder/intermediary company is incorporated in an overseas country where Certificate of Incumbency is available, for example, Belize, Bermuda Islands, British Virgin Islands, Cayman Islands, Gulf States and Samoa. A Certification Letter is also required from a certified public accountant/lawyer of a FATF member/comparable jurisdiction acceptable to the Bank certifying that the information contained in the Director/Principal Shareholder/Beneficial Owner Declaration is correct and accurate. Please visit <http://www.hsbc.co.mu> for samples of the Certificate of Incumbency, the Director/Principal Shareholder/Beneficial Owner Declaration and the Certification Letter.
3. For Directors or any Key Controller, or Direct Appointees which are corporate entities, the following copies of documents are to be submitted by these entities:
 - ◆ Official document proving incorporation, registration and subsequent change of name, if any;
 - ◆ Official document listing current directors such as Annual Return or Director Declaration (Certification Letter from a certified public accountant/lawyer from 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/Direct appointees who have the power to act for them (the directors' signatures must be verified by bankers);
 - ◆ List of authorised signatories'/Direct Appointee 's specimen signatures which must be verified by bankers;
 - ◆ CDD documents on all directors, authorised signatories of the corporate Director/and the corporate Authorised Signatory and the corporate Direct Appointee.
5. As from December 2014, the Bank requires FATCA documentation to proceed with account opening.
FATCA documentation will be required prior to activation of the Bank account.
Please click on link <http://www.fatca.hsbc.com> for more information on FATCA.
6. **Common Reporting Standards (CRS):** In line with CRS requirements, HSBC requires additional information on its customers and their controlling parties, as applicable, for new account opening applications.
Please click on link: www.crs.hsbc.com/en/cmb/mauritius for more information on CRS.

Important Note:

The Bank reserves the right to reject an application at its sole discretion, without stating any reason thereon.

A copy of our tariff of charges is available on request or on our website.

Please refer to the below link for access (<https://www.business.hsbc.co.mu/en-gb/mu/generic/tariffofcharges>)