

DOCUMENTATION FOR ACCOUNT OPENING 开户文件

For the reference of customers to open accounts with Branches of HSBC Bank (China) Company Limited
供于汇丰银行(中国)有限公司各分支机构开立账户的客户参考

Overseas enterprise representative office registered in Mainland China (Overseas enterprise includes enterprise from Hong Kong SAR, Macau SAR and Taiwan)
境外企业驻华代表机构 (境外包括香港特别行政区, 澳门特别行政区及台湾)

Documents concerning the overseas parent enterprise of the representative office 与设立代表机构的境外企业有关的文件

Please refer to the Bank's standard "Documentation for Account Opening" as applicable to the overseas parent enterprise of the representative office as if it were to open account with the Bank, other than those listed below.

请参照本行制定的、适用于设立代表机构的境外企业(若其在本行开户)的“开户文件”清单,以提供与设立代表机构的境外企业有关的文件,但本文件以下部分中已列明的除外。

Documents concerning the representative office 与代表处有关的文件

1. Registration Certificate issued by the State Administration for Industry and Commerce (original)
国家工商行政管理局颁发的驻华代表机构登记证(正本原件)
2. Certificate of Approval issued by competent authorities (if applicable) (original)
主管部门颁发的成立驻华代表机构的批准证书(若有)(原件)
3. Enterprise Code Certificate issued by the State Bureau for Technology Supervision (original)
国家技术监督局颁发的企业组织机构代码证(正本原件)
4. Chief Representative Certificate issued by the State Administration for Industry and Commerce (original)
国家工商行政管理局颁发的首席代表证书(原件)
5. State and Local Tax Registration Certificate (original)
国税及地税税务登记证(正本原件)
6. Completed Business Customer Information/Account Opening Form (original)
填写完整的商业客户开立账户表格(原件)
7. Specimen signatures/chops (financial chop is required for RMB account) (original)
预留印鉴(人民币户需同时留财务章)(原件)。
8. Confirmation letter to certify the English name of the representative office (original) (with the letterhead of the representative office and affixing the official chop of the representative office or signature/chop of the chief representative of

the representative office or his/her delegate)

企业英文名称确认函(原件)(需使用代表处信纸并加盖代表处公章或代表处首席代表/总代表或其授权人的签字/盖章)

**The above document in item 8 can be waived if the English name of the representative office is specified in the document(s) listed in items 1 and/or 2 above.*

若以上第1和/或2项文件中已列明代表处的英文名称, 可以不提供该第8项所列文件。

9. Basic information for enterprises issued by SAFE (with the official chop of the representative office)
对公单位基本情况表(加盖公章)

Additional documents required for foreign currency account

开立外币账户的附加文件

- Account opening registration certificate issued by SAFE (State Administration for Foreign Exchange) (original)
国家外汇管理局签发的开户通知书/核准件(原件)
- Foreign exchange certificate issued by SAFE (original)
国家外汇管理局签发的外汇登记证/外汇账户使用证(原件)
- FCY Account Card issued by SAFE (original)
国家外汇管理局制发的外汇账户管理卡(原件)

Additional documents required for RMB account

开立人民币账户的附加文件

Basic Account

人民币基本账户

- Completed account opening application form in triplicate (with signature/chop of the chief representative of the representative office or his/her delegate plus official chop of the representative office)
填写完整的一式三联开立单位银行结算账户申请书(必须加盖代表处公章和代表处首席代表/总代表或其授权人签字/盖章)

注: RMB300.00 (commission of RMB IC card charged by local PBOC)

人民币 300 元(各地人民银行制作人民币 IC 卡手续费)

General Account

人民币一般账户

- Completed account opening application form in duplicate (with signature/chop of the chief representative or his/her delegate plus official chop of the representative office)
填写完整的一式两联开立单位银行结算账户申请书(必须加盖代表处公章和代表处首席代表/总代表或其授权人签字/盖章)
- Basic account registration card issued by PBOC (original)
人民银行制发的基本存款账户登记卡(原件)
- Self-declaration/evidence of account purpose (in case of self-declaration, such document should be affixed with official chop of the representative office)

请出具所开账户用途的声明/证明（若为公司自行声明，需加盖代表处公章）

Note

- **HSBC staff shall witness signatures appearing on the account opening forms.**

开户文件上的签字需由我行职员见证。

- **Please note that while the above documentary requirements are applicable in general, under certain circumstances, the Bank may request additional and/or different documents to satisfy regulatory and/or due diligence requirements.**

请注意以上所列文件在一般情况下适用，在具体处理各开户申请时，本行可能提出额外和/或不同的文件要求以满足法律法规和/或尽职调查要求。

- **Please notify us promptly of any subsequent changes to the above information after the account has been opened and provide relevant document proof.**

账户开立以后，已递交的信息如有任何更改，请及时通知本行并提供相应证明材料。