Business Account Application



DOCUMENTS REQUIRED BY THE BANK

The following table details the documents that are required for opening of Business accounts. Please ensure that all Documents mentioned below are submitted along with the Business Account Application Form.

Documents Required	Limited Company	Partnership	Sole Proprietorship	Clubs & Societies	NPOs / NGOs Charity	Documents received by the Bank
Account Opening Application Form	X	X	Х	x	X	
Mandate / Board Resolution *	X	X	X	x	X	
Certificate of Incorporation / Certificate of Re Registration +	X					
Articles of Association +	Х					
List of Directors + (Form 48 / Form 20 / Form 1)	X					
Business Registration Certificate +		x	X	x	X	
Constitution / Rules +				X	x	
National ID, Passport or D/L copies of Authorised Signatories, Directors, Principle shareholders and Ultimate beneficial owners +	X	X	X	X	X	
Utility Bill copies of Authorised Signatories, Directors, Principle shareholders and Ultimate beneficial owners +	X	X	X	X	X	
Signature Cards signed by Authorised Signatories	X	X	X	X	X	
Preliminary Business Information Form (PBIF)	X	x	X	X	X	
Company owenership structure	X				X	
BOI Agreement Section 17 and Certificate ++	X					
Group Identification form (GIF) **	x	x	X	x	x	
Export Development Board (EDB) Certificate or Exchange Control Approval +++	X	x	X			
Approval from relevant Government Ministry / Authority					x	

+ All documents to be certified by an HSBC Group Office for companies incorporated overseas

+ Documents should be certified by Company Secretaries / Company Directors / Notary Public OR Original Document to be sighted by any HSBC Group Office

++ Requested for accounts to be opened in Foreign Currency Banking Unit (FCBU) - (In the name of Companies Incorporated in Sri Lanka)

+++ For Exporters' Foreign Currency Accounts

** For companies incorporated overseas



To:

The Hongkong and Shanghai Banking Corporation Limited Incorporated in Hong Kong SAR with Limited Liability

Customer Number		
	Office	
Account Number	l	
	Date	

Please open a Business Account in our name as detailed below.

Business Account Application

Part A - Business Information

Please (x) as appropriate.

Business Unit Domestic Banking Unit (DBU)			Foreign Currer	ncy Ba	nking Unit (FCBU)	
	Limited Liability Company		Limited Liability Company (BOI Approved)	Partnership		Sole Proprietorship
	NGO / Charity / NPO		Club / Society / Association	Others (Please specify)		

Company Details

Registered Name						
Trading As "or" Doing Business As"		Same as Registered name				
Trading As of Doing Business As		Others (please specify):				
Registration / Incorporation Document		Name of issuing authority:				
and Name of issuing auth		Certificate of incorporation Number				
		Business Registration Number				
		Others				
Date of Registration (Day/Month/Year)		Country of Registration				
Is the business capable	of issuing be	earer shares ?				
Yes, but no bearer sh	ares have bee	n issued				
Yes, and bearer share	es have been	ssued				
No						
Listing of Stock Exchange	e Yes	No Name of Stock Exchange				
State of Government Own (Must be completed if Co		Name of State or Government				
owned directly or indirectl Government over 50%)		Ownership (%)				
	Voting rights (%) (if different)					
Is the business a regulate	ed financial	Yes: Details of regulatory body				
institution ?		Name:				
		Country:				
		Registration reference number:				
		No				

Country or countries where the business is subject to tax residence						
Is the business or any of its customers or suppliers involved in the gaming industry. e.g. online gaming, casinos?	Yes: Business Details of their involvement:					
industry. e.g. online garning, casiros?	Yes: Suppliers					
	Details of their involve	ment:				
	Yes: Customers					
	Details of their involver	ment:				
	No					
Countries with HSBC Business Account (if any)	Country or countries w	here you have HSBC accounts:				
	Primary HSBC Accoun	t number:				
Details of referring professional entit	t y (if applicable)					
Full name:						
Address (including country):	I					
How many years have you known the re	eferring party ?					
Is the professional entity regulated?	Yes No	Unknown				
Parent company						
	· • • • •					
Is the business part of a group of comp Name of the ultimate parent company _	anies ?	No				
(nominate one lead parent if it is a joint venture)						
Country of incorporation / registration or ultimate parent company	f					
Is the parent company an existing custo of HSBC ?	omer Yes	No				
If yes, please provide the following deta	ils:					
Country of primary HSBC account						
Is parent listed on any stock exchange	Yes No)				
If yes, please provide the stock exchange	ge					
Commercial Details (Mandatory)						
Nature of Business / Industry Indust	ry:		(% Turnover)			
Indust	ry:		(% Turnover)			
Indust	ry:		(% Turnover)			
Nature of Products/ Services Offered						
(e.g. toys / garments) Date of Business Commenced						
(Month / Year)		Years of Experience in business	Years			
Country where major Business is Carried Out		Country where Head office is Located				

Countries with Physical Presence / No. of branch / subsidiaries / offices	(Countries where your bu	usiness has physical prese	nce including all subsidiari	es, branches and offices)
Number of Employees				
Key Customer who Accounts for More	Registered Name]
Than 50% of Total Sales (if any)	" Trading As" Name (if different from Registered Name)]
	% of sales revenue]
	Nature of Business			
Top 10 Countries of Revenues, Purchases and Assets held	Country	Precentage of revenue / intended revenue	Precentage of purchase / intended purchase	Precentage of assests held
Financial Information				
Expected Source of Funds (e.g. source of business initial deposits)	Select all that apply			
	Intra-group Financing	I	Business Income (acc	umulated profit/retained earning)
	Transfer from other H	ISBC account	Business Loan	
	Investment by Ultima	te Beneficial Owner/Partner	Sale of Property/Asse	et
	External investment		Others (please specif	y):
Country of Source of Funds for Account Opening				
How are the funds going to be transferred into HSBC account(s)?	Cash		Cheque	
	Domestic wire transfe	er	International wire tran	sfer
	Currency and Amount:			
Initial Source of Wealth (e.g. activities that generate the	Select all that apply			
business accumulated capital and	Intra-group Financing	I	Business Income (acc	umulated profit/retained earning)
ongoing depositis)	Transfer from other ⊢	ISBC account	Business Loan	
	Investment by Ultima	te Beneficial Owner/Partner	Sale of Property/Asse	et
	External investment		Others (please specif	y):

On going source of wealth		Yes					
		No, principle source of wealth for the future:			ncome (accumulated p	profit/retained earning)	
		Intra-group Financing			Business L	oan	
		Transfer from other H	ISBC account		Sale of Pro	perty/Asset	
		Investment by Ultima	te Beneficial O	wner/Partner	Others (ple	ase specify):	
		External investment					
Relevent Financial Performance Indicator		Annual Business Turi Approximate total an based on your busine	nual turnover of	the Company.	lf your company	is a start-up busines	ss, please advise
				Currency		Amount	
		Current Year:					
		Projected for Next	Year:				
		Asset Size					
				Currency		Amount	
		Current Year:					
		Projected for Next	Year:				
		Asset under Manage	ment				
				Currency		Amount	
		Current Year:					
		Projected for Next	Year:				
		Other					
				Currency		Amount	
		Current Year:					
		Projected for Next	Year:				
Is the financial report of your company							
		Yes, Name					
audited by an international firm of accountants or an external auditor?							
audited by an international firm of		Yes, Name					
audited by an international firm of							
audited by an international firm of accountants or an external auditor?	Co					Inflows	Outflows
audited by an international firm of accountants or an external auditor?		No untry name:	Monthly turr	nover of expec	ted transfers	Inflows	Outflows
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Expected Seasonal Trends	Yes, please provide details: No
Owner's Information (for sole pro	prietors only)
Do you manage funds on behalf of third parties	Yes
Nature of account:	Resident Non - resident For non-residents, please advise reason for account opening in this country:
Prinicple source of wealth	Customer's source of wealth Sale of property/assets Business ownership Real estate development/investment Inheritance Lottery/Casino/Gaming win Pension lump sum payment Current or former government official Redundancy payment External investment Active wealth/investments Others (please advise:) Family loan
Is actural or projected annual revenue more than US\$1,000,000?	Yes No
Is the expected source of fund more than US\$150,000?	Yes No

Other Business Information

Please advise if you or any member	No, I/We confirm that I/we will not utilise any accounts with HSBC to facilitate payments to any person or entity	
of your group legal entity (include	listed on a sanctions list or is located in a sanctioned country.	
branches, subsidiaries, affillates and joint ventures) do business in any		
below list countries:	Yes, Country name:	
Cuba	The nature of the exposure to the sanctioned country is:	_
Iran Syria		
North Korea	Domiciled in country Owned by beneficial owners domiciled in the country	
Northern Sudan	Operated in country (please fill in details below)	
Crimea Region Myanmar	operated in country (prease in in details below)	
Zimbabwe	Local sales revenue from the legal entity that operates in this country	
Belarus		
Russia Ukraine	(state currency and amount)	
(tick all that apply):	Total assets of the legal entity that operates in this country	
	(state currency and amount)	
	Has investments in the country (please fill in details below)	
	Do the products that HSBC provide to the legal entity support Yes No	
	its investment?	
	Value of investment in this country	
	(state currency and amount)	
	Percentage of total assets related to investments:	
	Percentage of total assessmented to investments.	
	Nature of investments:	1
	Buying from suppliers in the country (please fill in details below)	
	Value of total cost of goods sold for this legal entity	
	(state currency and amount)	
	Value of imports from this country	-11
	(state currency and amount)	
	What percentage of total cost of goods sold	
	are purchased from this country?	
	Nature of products/services purchased:	
		-

Selling to customers or providing services in the c	ountry (please fill in details below)				
Value of annual export sales to this legal entity					
(state currency and amount)					
What percentage of total revenue is from this country?:					
Nature of products/services sold:					
Are HSBC products used to process/support the transa	ctions with this sensitive country?				
Yes No					
Describe the control procedures that your company has in place to monitor transactions with Sensitive Sanctioned Countries and ensure your company remains compliant with sanctions regulations.					
What is your company's approach to future business de anticipated timing of such actions?	evelopment in Sensitive Sanctioned Countries and the				
Any other relevant information?					
Describe the control procedures in place around the flo Countries and its parent entity.	w of funds between a branch in a Sensitive Sanctioned				

Registered Address in Place of Incorporation	City: Country: Postal Code	
	(For overseas Address C	Only)
Business Address	Same as above Other address:	
	City: Country: Postal Code	
	(For overseas Address C	Only)
Correspondence address and Statement to be sent to	Same as above Other address:	
	City: Country: Postal Code	
	(For overseas Address C	Only)

Office Telephone Number	1. 2.
Office Fax Number	1. 2.
Business Email Address	
Business Website URL (if any)	
Details of Contact Person(s) (For banking and direct marketing	Mr Mrs Miss Ms
information purposes only.)	Job Title Telephone Number
	Mobile Number
	Business Email Address (if any)
	Mr Mrs Miss Ms
	Job Title Telephone Number
	Mobile Number
	Business Email Address (if any)
Power of Attorney address (if applicable)	
Previous business address(es) (if resident at current address for less than 3 years, please fill in all previous address(es) for the past 3 years) (if applicable)	

DETAILS OF CONNECTED PARTIES

Please be advised that completion of this section is mandatory. Authorized signatories, Directors, Principle shareholders and ultimate benefitial owners should complete the Form B separately.

- * In the case of Clubs/Societies/Associations/charities and NGOs, please provide details of Office bearers, signatories, members of the governing body or committee or any other person who has control or influence over the operations of the entity.
- * In the case of a Trust, nominee and fiduciary accounts details of all Trustees, settlers / guarantors and beneficiaries should be provided

All Authorized signatories, Directors, Principle shareholders and ultimate benefitial owners should complete a Customer Information Form in addition to providing the above information as required by rules prescribed in terms of section 2(3) of the Financial Transactions Reporting Act No 6 of 2006.

	Date	
Major Shareholders:	Master File Number	
Shareholders who hold over 10% of	Title of Account	
shareholding of the Company	Account Number	

Individuals - Form B

Please refer guidelines overleaf when completing this Form. Additional forms could be obtained from the branch.

Sole Proprietor	Partner	Director	Authorised	Signatory	
Beneficial Owner	(Ownership	%) (Vo	ting rights	%, it	f different from owndership)
Key Controller	Direct Appointee	Power of Attone	y		
Name in Full* (Please Underline the surname)	Mr/ Mrs/ Miss/ Dr				
Former Names					
Other Names					
Permanent Address				Address	since Date
Residential Address (If different from permanent address)				(Month/Y	/ear)
Occupation*					
Business / Office Address					
Contact Numbers	Telephone - Residence	Telephone - Office	Mobile	Fax	Business e-mail address

NIC Number	Date of Birth (DD/MM/YYYY)	Place of E	Birth	Passport	Number
					Date of Issue
					Date of Expiry
Nationality					Country of Issue
Nationality			E-mail Addro	ess (Personal)	
Country of Residence					
Any other Business Interest/s					
Multiple Nationalities	Yes No N	Nationality 2		Nation	nality 3

Previous Address (If the current residential address is less than 3 years)	
-	
Tax residing	
country	
Country of	
source of wealth	
Is the UBO a	
family member?	Yes No
(For UBO only)	

DETAILS OF CONNECTED PARTIES... contd.

Corporate Entity

(I) Registered Name	in English
"Trading As" or "Doing Business As" name (if different from legal name)	
Capacity of Connected Party	Director Authorised Signatory Beneficial Owner (Ownership %) ^Key Controller #Direct Appointee
Registration/Incorporation Document	Certificate of Incorporation number:
	Business Registration Certificate number:
	Certificate of Incumbency:
	Certificate of Good Standing:
	Others:
Country of Registration	Year of Registration
Country of Business Operation	
Registered Address	
	City: Country: :
Listing on Stock Exchange	Yes No Name of Stock Exchange
Represented by (Full Name)	Mr. Mrs. Miss Ms Date of Birth (Day/Month/Year)
Identification Document Type and Number	
Nationality	Job Title
Residential Address	
Permanent Address (If different from residential address)	

DETAILS OF CONNECTED PARTIES... contd.

Parent company principal shareholder

Registered Name	
"Trading As" or "Doing Business As" name (if different from legal name)	
Registration/Incorporation Document	Certificate of Incorporation number: Business Registration Certificate number: Certificate of Incumbency: Certificate of Good Standing: Others:
Country of Registration	Year of Registration
Country of Business Operation	

Registered Address	
	City: Country:
Percentage ownership	% Percentage voting rights (if different) %
Listing on Stock Exchange	Yes No Name of Stock Exchange
Nature of Business / Industry	
Countries with HSBC Business Accounts (if any)	
Represented by (Full Name)	Mr Mrs Miss Ms Date of Birth (Day/Month/Year)
Identification Document Type and Number	
Nationality	Job Title
Residential Address	
Permanent Address (If different from residential address)	

DETAILS OF CONNECTED PARTIES... contd.

Trust & Foundation

(II) Registered Name	
Is this a Trust or a Foundation?	Trust
Country of establishment	Ownership percentage
Registered Address	
	City:
Whar are the nature, purpose and objectives of the Trust / Foundation?	
What is the Trust/Foundation's class of beneficiaries?	
What is the approximate number of beneficiaries?	
Name of Regulator (where applicable)	

Account Information and Tax Declaration			
Types o	f Account Required		
Current Statement Savings Call Dep Others (Please Specify)	Doosit Share Investment External Rupee Account (SIERA) For Call Deposit Accounts Only		
LKR USD GBP EUR Others (please Specify)	Call Deposit Amount Call period required 7 Days 14 Days		
For Savings and Current Accounts Only	For Current Accounts Only		
Statement Type Composite Statement (one single statement for all your accounts in the same name) Regular Statement (a separate statement for each account) Statement Frequency Monthly Fortnightly Weekly Number of copies required Additional mailing address (<i>if required</i>)	 1. Please supply us with no/s Cheque book(s). 50 leaf Order, crossed 'Not Negotiable 50 leaf bearer 2. Cheque Books to be Mail to us (the statement address of the account) 		
Tax Identification Number			

Declaration

Authorised Signature and Company Rubber Stamp	Authorised Signature and Company Rubber Stamp	Authorised Signature and Company Rubber Stamp
Authorised Signature and Company Rubber Stamp	Authorised Signature and Company Rubber Stamp	Authorised Signature and Company Rubber Stamp
Authorised Signature and Company Rubber Stamp	Authorised Signature and Company Rubber Stamp	Authorised Signature and Company Rubber Stamp
Authorised Signature and Company Rubber Stamp	Authorised Signature and Company Rubber Stamp	Authorised Signature and Company Rubber Stamp

For Bank use only (Branch)			
Signature Verified By	Name		
For Bank use only (NSC)			
Data input by	Name	Initial	
Verified / Approved by	Name	Initial	

Thank you for choosing HSBC for your Business