

Business Account Application Form

The Manager
The Hongkong and Shanghai Banking Corporation Limited
Offshore Banking Unit Labuan
(Licensed Labuan Bank, Licence No. 910004C)

Please open an account in our name with the following details.

Please (✓) where applicable:

Account Requirement		
1. I / We would like to apply for:		
<input type="checkbox"/> Business Current Account in	<input type="checkbox"/> USD	<input type="checkbox"/> EUR
<input type="checkbox"/> Time Deposit Account in	<input type="checkbox"/> USD	<input type="checkbox"/> EUR
<input type="checkbox"/> Call Deposit Account in	<input type="checkbox"/> USD	<input type="checkbox"/> EUR
	<input type="checkbox"/> GBP	<input type="checkbox"/> AUD
	<input type="checkbox"/> JPY	<input type="checkbox"/> SGD
	<input type="checkbox"/> CHF	<input type="checkbox"/> HKD
2. a) Purpose of account: _____ <small>e.g. working capital, dividend account, export payment</small>		
b) <input type="checkbox"/> I / We are the beneficial owner of the funds of the account		
<input type="checkbox"/> I / We are holding the funds in the account on behalf of a 3 rd party _____ <small>Please provide the name and a copy of the identification document of the 3rd party</small>		
<input type="checkbox"/> I / We are holding the funds in the account on behalf of more than one 3 rd party (Please provide Professional Intermediary Certificate which can be obtained from our staff)		
c) <input type="checkbox"/> I/We are transferring my/our account from another Financial Institution. Please state reason for such transfer _____		
Customer Information (Please complete all sections)		
We are a: <input type="checkbox"/> Limited Company <input type="checkbox"/> Embassy / Diplomatic Office <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Registered Club / Society / Association <input type="checkbox"/> Partnership		
Registered name: _____		
Registration no.: _____	Date of registration / incorporation (dd/mm/yy): _____	Country of registration / incorporation: _____
Mailing address (please provide street address): _____ _____ _____ _____ Postcode <input style="width: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; border: 1px solid black;" type="text"/>		Business address (if different from mailing address): _____ _____ _____ _____ Postcode <input style="width: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; border: 1px solid black;" type="text"/>
Business telephone no.: _____		Business e-mail address : _____
Fax no.: _____		Business website : _____
Details of Contact Person / Authorised Persons to make enquiries via e-mail or phone		
Name: _____		NRIC/Passport No: _____
Telephone no.: _____	Mobile no.: _____	E-mail address: _____

For enquiries, please contact 087-419690

Declaration

- I/We confirm that the information given in this application is true, complete and not misleading, and authorise the Bank to confirm this from any source the Bank may choose. I/We will furnish such identification and/or supporting documents as may be required by the Bank for its due diligence.
- I/We confirm that I am / we are not insolvent, no statutory demand has been served on me/us and no legal proceedings or regulatory investigations have been commenced against me/us at the time of this application.
- I/We have not had any financial institution close my/our account with them.
- I/We have access to and have read the latest version of the Bank's Generic Terms & Conditions and the Bank's Tariffs and Charges (available at www.hsbc.com.my under Site Map for Offshore Banking) and, I/we agree to be bound by the same (including all amendments thereto from time to time) should the Bank accept my/our application for account opening.
- I/We understand that acceptance of this application is at the Bank's sole discretion and the Bank need not furnish any reason for rejecting this application.
- I/We understand that the Bank reserves the right to close the account(s) if any documents requested by the Bank are not received within the stipulated timeframe; and that pending such receipt, the Bank is at liberty to suspend/restrict usage of the account(s) including but not limited to, restricting transfer of monies to third parties; and in event of closure, the Bank is at liberty to remit the monies in the account(s) to the source from where it came.
- If I/we have stated in this application that I am / we are acting on behalf of 3rd party(ies), I/we confirm that I am / we are properly authorised by our principal(s) to do so in respect of this application.
- Unless otherwise stated in this application, I/we confirm that I am / we are not acting on behalf of undisclosed 3rd party(ies).
- I/We confirm that all documents furnished to the Bank in support of this application are up-to-date, correct, true and valid under applicable laws and in accordance with all relevant constitutional documents.

SIGNED FOR AND ON BEHALF OF THE APPLICANT **

1. Full name in BLOCK LETTERS

_____ *Please provide details on page 4/5*

Relationship with the Applicant director / partner / sole proprietor / office-bearer
 company secretary / employee
 (please specify) _____

Signature

S.W.

2. Full name in BLOCK LETTERS

_____ *Please provide details on page 4/5*

Relationship with the Applicant director / partner / sole proprietor / office-bearer
 company secretary / employee
 (please specify) _____

Signature

S.W.

3. Full name in BLOCK LETTERS

_____ *Please provide details on page 4/5*

Relationship with the Applicant director / partner / sole proprietor / office-bearer
 company secretary / employee
 (please specify) _____

Signature

S.W.

Dated this [] day of [], 20 []

** To be signed by:

For Sole Proprietorship

For Partnership

For Limited Company

For Registered Club/Society/Association

For Embassy/Diplomatic Office

- the Sole Proprietor

- the Partner(s) authorised by the partnership resolution

- the person(s) authorised by a Board resolution

- the Office-Bearer(s) authorised by the governing body resolution

- H.E. Ambassador / High Commissioner

Customer Document Checklist (Please check that all documents are submitted)

Minimum Requirements <i>(subject to absolute discretion of the Bank)</i>			Customer Use	Bank Use Only/Remarks
1. Initial deposit of USD20,000* for Business Current Account, USD100,000* for Time Deposit Account or USD500,000* for Call Deposit Account (or as may be amended from time to time by the Bank). * or its equivalent in the relevant account currency.				
Documents for New Accounts (Company)			Customer Use	Bank Use Only/Remarks
1. Business Account Application Form				
2. Photocopy of Identity Card (both sides) / Passport - of all Directors, Shareholders* / Ultimate Beneficial Owners and Account Signatories * Shareholding of 10% or more in respect of non-listed companies only Note: Where a former or other name is indicated, documentary evidence is required, such as: - copy of a previous passport - copy of a marriage certificate - copy of any other official photo bearing documents that would contain the "former" or "other" name				
Company incorporated in Malaysia	Labuan company registered with Labuan FSA	Foreign company registered with Companies Commission of Malaysia (CCM)		
3. Latest Form 24 (Allotment of Shares) (not required for a public listed company or an entity licensed by SC or BNM)	3. Latest Form 14 (Allotment of Shares) (not required for a public listed company or an entity licensed by Labuan FSA)	3. N/A		
4. Latest Annual Return	4. Latest Form 24 (Annual Return of Labuan Company)	4. Latest Form 80A (Annual Return of Foreign Company)		
5. Latest Form 49 (List of Directors)	5. Form 22 (List of Directors)	5. Latest Form 79 (List of Directors of Foreign Company)		
6. Form 9 (Certificate of Incorporation of Private Company); or Form 20 (Certificate of Incorporation on Conversion to Public Company) - only for private company	6. Form 7 (Certificate of Incorporation of Labuan Company)	6. Form 83 (Certificate of Registration of Foreign Company)		
7. Form 13 (Certificate of Change of Name) (if applicable)	7. Form 11 (Certificate of Change of name)	7. Form 83A (Certificate of Change of Name of a Foreign Company) (if applicable)		
8. Latest Form 44 (Registered Office)	8. Latest Form 20 (Registered Office)	8. Latest Form 85 (Particulars of Change of Agents of Foreign Company) (if applicable) Latest Form 86 (Particulars of Registered Office) (if applicable)		
9. Form 23 (Certificate of Commencement of Business)—only for public company	9. N/A	9. N/A		
10. N/A	10. Letter of Information on Labuan companies from Labuan FSA.	10. N/A		
11. Memorandum & Articles of Association				
12. Customer's mandate in the form of a Board Resolution adopting the Bank's proforma wording in "Board Resolution for Account of a Limited Company", passed in accordance with customer's Articles of Association and preferably printed on customer's letterhead.				
13. Specimen Signature(s)				
14. Professional Intermediary Form (for Client's Account or accounts with multiple beneficiaries).				
15. Banker's reference - Applicable if it is not an existing HSBC client. The letter is to be forwarded directly to us by the introducing bank which amongst others should provide complete information on the types of account held, date account(s) opened, conduct of the account as well as the average and present balance of the account.				
16. Full disclosure of shareholdings of the Company, including naming the Ultimate Beneficial Owner and provide a certified true copy of the Company's corporate structure by the company's secretary or director.				
17. Where the shareholder is a corporate entity, obtain list of shareholders of the corporate entity (including identifying its beneficial owners).				
18. Corporate Profile (or brochure if any) which should include a brief description of the company's main business activities.				
19. Background information of Company's operations, prior to the set-up of this Labuan Company or any other offshore or foreign company outside of Malaysia.				
20. List of the Counterparty/ies (and brief background) with whom the company regularly deals with.				
21. Establish the address of its principal operations and give reason why the account needs to be opened in Labuan.				
22. Resume of at least two Directors and Principle Officers detailing employment history and occupation/type or business.				
23. Copy of Company's latest Annual Report (if any)				
24. Where the director is a corporate entity, please provide evidence of Board Resolution authorising the appointed person/s to sit in the customer's Board, as well as its Memorandum & Articles of Association.				
25. Permanent and Residential Addresses of Directors, Signatories, Shareholders and Ultimate Beneficial Owners (evidenced by utility bills, bank statement or other documents which should not exceed 3 months from the date of the account application date)				
Company Incorporated Overseas The above documents, plus business registration certificate (where applicable), or their equivalent (if any)				
Representative Office of an Overseas Incorporated Company based in Malaysia In addition to the requirements for a Company Incorporated Overseas, the following documents should be obtained: • Copy of approval letter from Malaysia's Ministry of International Trade & Industry (MITI) (original to be sighted) • Copy of letter to MITI confirming the registered address of the Representative Office				
Manner of Certification of Documents (i) Company incorporated in Malaysia / registered with Labuan FSA – certified as true copies by the Company Secretary (ii) Foreign company registered with CCM – certified as true copies by the foreign company's Agent in Malaysia (iii) Company incorporated overseas or Representative Office of an overseas incorporated company based in Malaysia—notarised by a #Notary Public practising in a HSBC Group panel law firm. (If it is not HSBC Group panel law firm, further confirmed by the Malaysian Consulate.) # This requirement is dispensed with if the applicant has an existing account relationship with a HSBC Group office, in which case the documents may be certified as true copies by the Company Secretary or equivalent officer, or by the relevant bank officer from the said HSBC Group office				

Documents for New Accounts (Sole Proprietorship/Partnership)	Customer Use	Bank Use Only/Remarks
1. Business Account Application Form		
2. Photocopy of Identity Card/Passport (both sides) – of Owner / all Partners and Account Signatories		
3. Form D/Form E and Business Registration Information Form		
4. Mandate (Sole Proprietorship) or Minutes of Partnership meeting adopting the Bank's proforma wording in "Resolution for Account of a Partnership" and preferably printed on customer's letterhead.		
5. Specimen Signature(s)		
Professionals governed by specific legislation In addition to the above (except for Form D and latest print-out of CCM's Register of Businesses which are not applicable), the following documents should be obtained: <ul style="list-style-type: none"> • Annual practising certificate(s) / annual certificate(s) of registration issued by the Registrar of the profession's governing body • Schedule to the professional indemnity insurance policy (if any) (not applicable for sole proprietorship) 		

Documents for New Accounts (Registered Society/Club/Association)	Customer Use	Bank Use Only/Remarks
1. Business Account Application Form		
2. Photocopy of Identity Card/Passport (both sides) – of all Office-Bearers and Account Signatories		
3. Minutes of Governing Body/Committee meeting adopting the Bank's proforma wording in "Resolution for Account of a Registered Society, Club or Association" and preferably printed on customer's letterhead.		
4. Constitution and By-Laws/Rules & Regulations		
5. Certificate of Registration		
6. Specimen Signature(s)		

Documents for New Accounts (Embassy/Diplomatic Office)	Customer Use	Bank Use Only/Remarks
1. Business Account Application Form		
2. Photocopy of Identity Card/Passport (both sides) – of H.E. Ambassador/ High Commissioner and all Account Signatories		
3. A copy of the Letter of Credence from the home country naming H.E. Ambassador/High Commissioner as the head of the diplomatic mission in Malaysia		
4. Original letter from Wisma Putra as the host country confirming H.E. Ambassador/High Commissioner as the head of the diplomatic mission in Malaysia		
5. Mandate		
6. Specimen Signature(s)		

For Bank Use Only (Please check that all documents are submitted/Searches done before opening the account)

Mandatory (Application to all accounts)	Please Tick	*Documents required for customers acting on behalf party(ies) submitted
Company Search - ROB/ROS/CCM/Labuan FSA	<input type="checkbox"/> Yes <input type="checkbox"/> No	Refer to Question 2(b) in the 'Account Requirement' section 1. Multiple 3rd parties - Intermediary Certificate <input type="checkbox"/> Yes <input type="checkbox"/> No 1. Single 3rd party - Identity verification information Recorded; <input type="checkbox"/> Yes <input type="checkbox"/> No - Applicable identification and/or Supporting documents <input type="checkbox"/> Yes <input type="checkbox"/> No - Verification of former/other name <input type="checkbox"/> Yes <input type="checkbox"/> No - Verification of residential / permanent address <input type="checkbox"/> Yes <input type="checkbox"/> No
CTOS Checks	<input type="checkbox"/> Yes <input type="checkbox"/> No	
World-Check	<input type="checkbox"/> Yes <input type="checkbox"/> No	
HUB Blacklist	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Non-Resident Declaration		
Customer residing or operating in a NCCT/CRRT jurisdiction?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
NCCT/CRRT approval obtained?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Special Accounts		
Customer is a PEP/Connected person?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Customer involvement in high risk business activities as per SCC guidelines?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
SCC approval obtained?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Maintenance Output Check		
Boiler room indicators identified?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Sanction Check
Approval obtained?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Business identified in HRC?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Approval obtained?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Account/Credit Officer code (C21)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Maintain at Ref field (E81) R E F (DSO's 8-digit People Soft ID)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Company management information maintenance (C296)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> The permanent, residential and correspondence address of the individual and owner of business <input type="checkbox"/> The nature of business whether there is direct or indirect trading with sanctioned countries <input type="checkbox"/> Source of individual/business income/funding
Maintain at GIMIS/EBP/ICA Customer field (C31) as S	<input type="checkbox"/> Yes <input type="checkbox"/> No	
I confirm that the application to open the account as specified in Section (1) 'Account Requirement' has been <ul style="list-style-type: none"> • duly approved. • all documentation has been submitted. • all signatures witnessed. • Company Search – ROB/ROS/CCM/Labuan FSA, CTOS checks, HUB Blacklist and World-Check have been performed and found to be in order. • HRC, CRRT, boiler room indicator and SCC have been checked and acted upon and approval obtained accordingly. • Maintenance Output Check for Account/Credit Officer code (C21), Ref field (E81), company management information maintenance (C296) and GIMIS/EBP/ICA Customer field (C31) has been successfully performed. 		
Date	<input type="text" value="DDMMYYYY"/>	Signature of Services Executive/Officer