

## Documents for Account Opening in Macau – Sole Proprietorship (Empresário Comercial Pessoa Singular) established in Macau

### Note:

- a. Copies of all documents submitted should be **true copies certified** by a certified public accountant / lawyer / banker / notary public in a Financial Action Task Force (FATF) member / comparable jurisdiction acceptable to HSBC or by a member of the Hong Kong Institute of Chartered Secretaries (HKICS) or by an officer of any HSBC Branch. If original documents are not in Portuguese or Chinese or English language, an English translation of the same should also be provided. (Certification format: Certifier's signature with Certifier's position, registration number (if any) and official stamp should be placed on the first page of the copy document. Certifier must state that it is "True Copy of Original Document" (or words to similar effect) with date and the number of pages to be recorded.
- b. The Sole Proprietor or its Authorized Signatories as appointed under a Power of Attorney (item 6) need to be present for the account opening.

- 1. Business Registration Certificate - *Certidão Do Registo Comercial* - (if applicable), issued by the Macau Commercial Registry within 1 month of application. Deed of Incorporation (if applicable).
- 2. Industrial Tax – *CONTRIBUICAO INDUSTRIAL Declaracao De Inicio De Actividade /Alteracoes*(Form M1)
- 3. Proof of payment of Industrial Tax - *CONTRIBUICAO INDUSTRIAL Conhecimento de cobranca*(Form M/8) issued within 12 month - if entity has been registered in Macau over 1 year
- 4. **Documents required from Sole Proprietor, ALL Authorised Signatories, ALL Beneficial Owners, two Key Controllers and ALL Direct Appointees:**
  - Identification Document
  - Former Name/Alias Proof ( If there is a former name/alias )
  - Nationality Proof e.g. Passport copies ( if the individual is not a Macau or Hong Kong permanent Identity Card holder )
  - Habitual Residential Address Proof (e.g. Utility bill issued within 3 months, bank statement issued within 3 months by Financial Institutions in a FATF member / comparable jurisdiction acceptable to HSBC, valid driving license, National identity card with address, and other proof acceptable to HSBC)
  - Permanent Address Proof (If the individual is not a Macau or Hong Kong Permanent Identity Card holder and have a permanent address different from residential address)
- 5. **Information required from Sole Proprietor, ALL Authorised Signatories, ALL Beneficial Owners and All Key Controllers and ALL Direct Appointees:**
  - Full name
  - ID type and Number
  - Date of Birth
- 6. Power of Attorney or the Mandate (item 10 below) appointing Authorized Signatories to open account(s) and determining the rules of operation of the newly opened account(s) (if applicable)
- 7. Latest 3 months Bank Statement / Letter of introduction from a bank or introducer (if applicable)
- 8. Latest 3 years Financial Report (if applicable)
- 9. W-series Form – W9 (applicable to U.S. citizens and residents only)  
(For further information, please refer to our website [www.fatca.hsbc.com](http://www.fatca.hsbc.com).)

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## 澳門開戶文件 - 在澳門成立之獨資經營商號(個人商業企業主)

### 注意:

- a. 所有提交本行的文件副本必須經在由本行認可的「打擊清洗黑錢財務行動特別組織」成員或相應國家的執業會計師／律師／往來銀行／公司註冊代理人 / 精算師 / 公司秘書服務供應商 / 公證人或香港特許秘書公會會員或任何滙豐分行主管**簽證為真確的副本**。如文件正本乃非葡文或中文或英文語言，須另外提交英文翻譯文本。(簽證格式：簽證人應在文件副本首頁填寫簽證人職位，登記號碼(如有)，簽署及蓋上正式印章，並標明頁數和日期及註明：「附上文件為真確的副本」或相近意思的句子)。
  - b. 辦理開戶手續時，獨資經營者或其按授權書指派之授權簽署人(第6項)須出席。
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1. 由澳門商業及動產登記局最近一個月內所發出之商業登記證明。公司成立契約(如適用)
  2. 營業稅 - 開業申報表／更改申報表(M/1)
  3. 最近12月內的營業稅繳納憑單(M/8) - 若該商號在澳門註冊已超過1年
  4. 由獨資經營者、所有授權簽署人、所有實益擁有人、兩名主要管理人和所有受任人提供的下列文件副本：
    - 身份證明文件
    - 前用姓名／別名證明(如有前用姓名／別名)
    - 國籍證明，例如護照副本(如該人士非持有澳門或香港永久性居民身份證)
    - 常居地址證明(例如：最近三個月的公用事業帳單、由本行認可的打擊清洗黑錢財務行動特別組織成員或相應國家的財務機構發出最近三個月的銀行月結單、在效的駕駛執照、國民身份證連地址及其他本行認可文件)
    - 永久住址證明(如該人士非持有澳門/香港永久性居民身份證及擁有永久住址但與住宅地址不同)
  5. 獨資經營者、所有授權簽署人、所有實益擁有人、所有主要管理人和所有受任人提供下列資料：
    - 全名
    - 證件類型及編號
    - 出生日期
  6. 指派授權簽署人開立賬戶之授權書或委任書，並確定該新開立賬戶的操作規則(如適用)
  7. 最近三個月之銀行月結單／銀行或其他介紹人之介紹信(如適用)
  8. 最近三年的財務報告(如適用)
  9. W-series Form - W9 (只適用於美國公民或居民)  
(如需更詳細資料，請參閱本行的網頁: [www.fatca.hsbc.com](http://www.fatca.hsbc.com).)
  10. 委託書、商業客戶開戶表格、商業戶口開戶表格 - 補充客戶資料附頁及印鑑卡
  11. 開戶存款(每帳戶每月平均結餘澳門幣/港幣200,000元或其等值的外幣)  
如需本行收費表的詳細資料，請電郵諮詢：[ibc@hsbc.com.mo](mailto:ibc@hsbc.com.mo)

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