



## HSBC Corporate Account Questionnaire

### 滙豐公司戶口開戶問卷

The questions are designed to provide the bank with preliminary information to assess whether we are able to provide account services for your company. All fields are mandatory. Please return it back to our branch or direct to: [macau.cmb.abc@hsbc.com.mo](mailto:macau.cmb.abc@hsbc.com.mo)

本問卷旨在為銀行提供初步資料，以評估我們能否為貴公司提供戶口服務。所有問題均須回答。請交回本行或電郵至：[macau.cmb.abc@hsbc.com.mo](mailto:macau.cmb.abc@hsbc.com.mo)

Part A. Questionnaire for potential customers who wish to open an account	
甲部分. 適用於擬開戶潛在客戶的問卷	
<p>Q1. Do you have any existing banking relationship with HSBC in Macau or other sites? If yes, please provide country, account number and the name of your relationship manager? (If answer is Yes, the referral will distribute to the relevant team)</p> <p>問題 1. 您是否在澳門或其他地點與滙豐已有任何現存銀行業務關係？如是，請提供所在國家／地區、戶口號碼及客戶經理姓名。 (如回答為是，則轉介將列入相關團隊)</p>	<p><input type="checkbox"/> Yes 是 (please complete the information below 請填寫以下資料)</p> <p>Country/Region 國家／地區: _____</p> <p>Account number 戶口號碼: _____</p> <p>Relationship manager 客戶經理: _____</p> <p><input type="checkbox"/> No 不是</p>
<p>Q2. What is the nature of business of your company?</p> <p>問題 2. 貴公司的業務性質是甚麼？</p>	<p><input type="checkbox"/> Retail 零售                      <input type="checkbox"/> Trading 貿易                      <input type="checkbox"/> Tourism 旅遊</p> <p><input type="checkbox"/> Manufacture 製造                      <input type="checkbox"/> Wholesale 批發                      <input type="checkbox"/> Transport 運輸</p> <p><input type="checkbox"/> Food &amp; Beverage 飲食                      <input type="checkbox"/> Construction 建築                      <input type="checkbox"/> Hotels and Accommodation 酒店及膳宿</p> <p><input type="checkbox"/> Others 其他 (please specify 請註明): _____</p>
<p>Q3. Detail of nature of products/services offered (e.g. toys/garments)</p>	<p>Nature of products/service offered 提供之商品或服務:</p> <p>_____</p>

<p>問題 3. 所提供的商品或服務詳情 (如：玩具／衣服)</p>									
<p>Q4. Please provide details of all countries of your business revenues, purchases. 問題 4. 請提供營業額、採購所在國家／地區的詳細資料</p>	<p>Country of purchase 採購所在國家／地區</p> <p> <input type="checkbox"/> Macau 澳門      <input type="checkbox"/> Hong Kong 香港      <input type="checkbox"/> Mainland China 中國  <input type="checkbox"/> Vietnam 越南      <input type="checkbox"/> U.S. 美國      <input type="checkbox"/> Canada 加拿大  <input type="checkbox"/> UK 英國      <input type="checkbox"/> Japan 日本      <input type="checkbox"/> Portugal 葡萄牙  <input type="checkbox"/> Others 其他: _____         </p> <p>Country of revenues 營業額所在國家／地區</p> <p> <input type="checkbox"/> Macau 澳門      <input type="checkbox"/> Hong Kong 香港      <input type="checkbox"/> Mainland China 中國  <input type="checkbox"/> Vietnam 越南      <input type="checkbox"/> U.S. 美國      <input type="checkbox"/> Canada 加拿大  <input type="checkbox"/> UK 英國      <input type="checkbox"/> Japan 日本      <input type="checkbox"/> Portugal 葡萄牙  <input type="checkbox"/> Others 其他: _____         </p>								
<p>Q5. Ownership structure 問題 5. 擁有權架構</p>									
<p>Number of shareholder(s)      股東人數: _____</p> <p>Name of shareholder(s)      股東姓名:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr><td style="width: 50%; height: 20px;"></td><td style="width: 50%; height: 20px;"></td></tr> <tr><td style="width: 50%; height: 20px;"></td><td style="width: 50%; height: 20px;"></td></tr> <tr><td style="width: 50%; height: 20px;"></td><td style="width: 50%; height: 20px;"></td></tr> <tr><td style="width: 50%; height: 20px;"></td><td style="width: 50%; height: 20px;"></td></tr> </table> <p style="font-size: small; margin-top: 10px;">For complex structure, please provide organisation chart/company search. 如 貴公司擁有多層架構, 請提供公司組織架構圖或公司查冊資料.</p>									
<p>Q6. Anticipated banking products required (e.g. current/savings account, remittance, HSBCnet, bank loans, trade services, bank guarantee, treasury/foreign exchange products etc.) 問題 6. 預期所需銀行產品 (如：往來／儲蓄戶口、匯款、滙豐財資網、銀行貸款、貿易服務、銀行保函、財資／外匯產品等)</p>	<p> <input type="checkbox"/> Current/Savings account 往來／儲蓄戶口  <input type="checkbox"/> Remittance 匯款  <input type="checkbox"/> HSBCnet 滙豐財資網  <input type="checkbox"/> Bank loans 銀行貸款  <input type="checkbox"/> Trade services 貿易服務  <input type="checkbox"/> Bank guarantee 銀行保函  <input type="checkbox"/> Treasury/Foreign exchange products 財資／外匯產品  <input type="checkbox"/> Others 其他 (please specify 請註明): _____         </p>								

<p>Q7. Anticipated annual turnover 問題 7. 預期年度營業額</p>	<p><input type="checkbox"/> Less than USD100,000 低於美元 100,000</p> <p><input type="checkbox"/> USD100,000 – USD500,000 美元 100,000 – 美元 500,000</p> <p><input type="checkbox"/> USD500,001 – USD1,000,000 美元 500,001 – 美元 1,000,000</p> <p><input type="checkbox"/> USD1,000,001 – USD5,000,000 美元 1,000,001 – 美元 5,000,000</p> <p><input type="checkbox"/> USD5,000,001 – USD10,000,000 美元 5,000,001 – 美元 10,000,000</p> <p><input type="checkbox"/> USD10,000,001 – USD20,000,000 美元 10,000,001 – 美元 20,000,000</p> <p><input type="checkbox"/> Over USD20,000,000 多於美元 20,000,000</p>
<p>Q8. Any anticipated cash deposit over MOP 250,000 in any one transaction? 問題 8. 是否預期會有單筆交易超過澳門幣 250,000 元的現金存款？</p>	<p><input type="checkbox"/> Yes 是</p> <p><input type="checkbox"/> No 不是</p>
<p>Q9. If the company is not incorporated in Macau, what is the reason(s) to set up an account? 問題 9. 如果公司並非在澳門註冊成立，為何需要開立戶口？</p>	
<p>Q10. Does your company have any shop or permanent office in Macau? Please indicate number of employees in Macau 問題 10. 貴公司是否在澳門設有任何商舖或永久辦事處？請說明在澳門的僱員人數</p>	<p><input type="checkbox"/> Yes 是 (please complete the information below 請填寫以下資料)</p> <p>Number of employees in Macau 在澳門的僱員人數 _____</p> <p><input type="checkbox"/> No 不是</p>
<p>Q11. Does your company have a presence in any other country? Please specify. (include country and the number of office) 問題 11. 貴公司是否在任何其他國家／地區設有業務？請提供詳情（包括國家／地區及辦事處數量）</p>	<p><input type="checkbox"/> Yes 是 (please complete the information below 請填寫以下資料)</p> <p>Country/Region 國家／地區： _____</p> <p>Number of office 辦事處數量： _____</p> <p><input type="checkbox"/> No 不是</p>

<p>Q12. Amount of initial deposit for each bank account to be opened (Note: minimum balance of MOP/HKD 300,000) will be maintained at any time. Please indicate Yes/No</p> <p>問題 12. 是否會隨時於將予開立的每個銀行戶口維持初始存款金額 (註：澳門幣／港幣 300,000 元的最低結餘)？請說明是或否</p>	<input type="checkbox"/> Yes 是 <input type="checkbox"/> No 不是
---	--

<b>Part B. Contact information (Please provide name card if any)</b> <b>乙部分. 聯繫人資料 (如有公司名片, 請提供)</b>	
Company name 公司名稱	
Job title 職銜	
First name 名字	
Last name 姓氏	
Phone number 電話號碼	
Email address 電郵地址	
Available time for contact 方便聯絡時間	
Available time for account opening (Face to face interview is required) 方便開戶時間 (須當面辦理)	
Date of receiving the form (Bank use only) 表格接收日期 (僅由銀行填寫)	



### Account opening fees 開戶費用須知

To open an account with HSBC Macau for companies registered in Macau MOP/HKD3,500

本地公司於澳門滙豐開立帳戶 3,500 澳門幣/港幣

To open an account with HSBC Macau for companies registered outside Macau MOP/HKD25,000

海外公司於澳門滙豐開立帳戶 25,000 澳門幣/港幣

Additional fee for MOP/HKD10,000 for companies with 3 or more layers in its structure

如公司的架構具有三層或以上將加收 10,000 澳門幣/港幣

Initial Deposit (A monthly administration fee MOP/ HKD 1,000 per account will be charged if the account balance is less than MOP/HKD 300,000 or equivalent during the entire month)

開戶存款 (若帳戶當月每日戶口結餘少於澳門幣/港幣300,000元或其等值的外幣·每帳戶將收取MOP/HKD 1,000元服務月費)

Note 注意: For more details, please refer to HSBC commercial tariffs 詳情請參閱本行商業戶口收費表

The Hong Kong and Shanghai Banking Corporation Limited, Macau Branch

香港上海滙豐銀行有限公司澳門分行

639 Avenida da Praia Grande, Macau 澳門南灣大馬路 639 號

PO BOX 476 澳門郵箱 : 476

Tel 電話 : (853) 2855 3669 Fax 圖文傳真 : (853) 2835 5655 Swift Code : HSBCMOMX

E-mail 電郵 : [macau.cmb.ibc@hsbc.com.mo](mailto:macau.cmb.ibc@hsbc.com.mo)



You confirm that every individual, or corporate entity whose information (including personal data or tax information) you (or anyone on your behalf) have provided, or will from time to time provide to HSBC or a member of the HSBC Group has (or will at the relevant time have) been notified of and agreed to the processing, disclosure and transfer of their information as set out in the attached HSBC's privacy principles (as may be amended or supplemented by HSBC from time to time). You shall, at the same time, advise any such person, or corporate entity that they have rights of access to, and correction of, their data.

閣下確認由閣下(或任何代表閣下之人)提供或將會隨時提供予本行或滙豐集團成員的任何個人或企業實體的資料(包括個人資料或稅務資料)之人士已(或將會在相應時間)被告知以及同意其資料會被處理,披露以及轉移,根據隨附之滙豐私隱政策原則(隨時由滙豐修改或補充)之規定進行。與此同時,閣下應告知該等人士或企業實體他們有權存取及更正他們的資料。

---

(signature)

(簽署)

### HSBC's privacy principles

Our business has been built on trust between our customers and ourselves. To preserve the confidentiality of all information you provide to us, we maintain the following privacy principles:

1. We only collect information, being personal, corporate or otherwise (The "Personal Information"), that we believe to be relevant and required to understand your financial needs, or those of whom you represent, and to conduct our business.
2. We use Personal Information to provide better customer services and products.
3. We may pass Personal Information to other HSBC Group companies or agents, as permitted by law.
4. We will not disclose Personal Information to any external organisation unless we have the necessary consent or are required by law.
5. We may be required from time to time to disclose Personal Information to governmental or judicial bodies or agencies or our regulators, but we will only do so under proper authority.
6. We aim to keep Personal Information on our records accurate and up-to-date.
7. We maintain strict security systems designed to prevent unauthorised access to Personal Information by anyone, including our staff.
8. All HSBC Group companies, all our staff and all third parties with permitted access to information are specifically required to observe our confidentiality obligations.

By maintaining our commitment to these principles, we at HSBC will ensure that we respect the inherent trust that you place in us.

Your privacy matters to us

This statement is intended to notify you why Personal Information is collected, how it will be used and to whom data access requests are to be addressed.

1. Why we collect Personal Information - we collect Personal Information to carry out and administer our services to you, or those you represent, and in an effort to improve customer experience. Without such data the Bank may be unable to open or continue accounts or establish or continue banking facilities or provide banking services.
2. Data is also collected from customers in the ordinary course of business to continue the banking relationship, for example, when customers write cheques or deposit money.
3. How data may be used - Data relating to a customer may be used to:
  1. Facilitate the daily operation of the services and credit facilities provided to customers;
  2. conduct credit checks;
  3. assist other financial institutions to conduct credit checks and collect debts;

4. ensure ongoing credit worthiness of customers;
  5. design financial services or related products for customers' use;
  6. market financial services or related products;
  7. determine the amount of indebtedness owed to or by customers;
  8. collect amounts outstanding from customers and those providing security for customers' obligations;
  9. meet the disclosure requirements of any law binding on the Bank or any of its branches;
  10. enable an actual or proposed assignee of the Bank, or participant or sub-participant of the Bank's rights in respect of the customer to evaluate the transaction intended to be the subject of the assignment, participation or sub-participation; and
  11. to fulfill any other purposes relating thereto.
4. Disclosure of Personal Information - Information held by the Bank relating to a customer will be kept confidential but the Bank may provide such information to the following parties for the purposes set out in paragraph (3):
1. any agent, contractor or third party service provider who provides administrative, telecommunications, computer, payment or securities clearing or other services to the Bank in connection with the operation of its business;
  2. any other person under a duty of confidentiality to the Bank including a group company of the Bank which has undertaken to keep such information confidential;
  3. the drawee bank providing a copy of a paid cheque (which may contain information about the payee) to the drawer;
  4. credit reference agencies, and, in the event of default, to debt collection agencies;
  5. any person to whom the Bank is under an obligation to make disclosure under the requirements of any law binding on the Bank or any of its branches; and
  6. any actual or proposed assignee of the Bank or participant or sub-participant or transferee of the Bank's rights in respect of the customer.
5. Data access requests - any individual has the right:
1. to check whether the Bank holds data about them and of access to such data;
  2. to require the Bank to correct any data relating to them which is inaccurate;
  3. to ascertain the Bank's policies and practices in relation to data and to be informed of the kind of Personal Information held by the Bank; and
  4. in relation to consumer credit, to request to be informed which items of data are routinely disclosed to credit reference agencies or debt collection agencies, and be provided with further information to enable the making of an access and correction request to the relevant credit reference agency or debt collection agency.
6. The Bank has the right to charge a reasonable fee for the processing of any data access request.

## 滙豐的私隱政策原則

本行的業務以客戶與本行之間的互信為基礎。閣下向本行提供的一切資料均會嚴加保密。為此，本行貫徹以下私隱政策原則：

1. 本行只會收集本行認為相關而必要的資料，不論為個人、企業或其他的資料（下稱「個人資料」），以瞭解閣下（或閣下所代表之人士）的財務需要及以便本行營運業務。
2. 本行透過個人資料以提供更佳的客戶服務及產品。
3. 本行可能將個人資料轉交其他滙豐集團成員或其各自的代理人，但會依法進行。
4. 本行不會向任何外界機構透露個人資料，除非已獲必要之同意，或按法律規定進行。
5. 本行可能隨時被要求向政府部門、司法機構或本行的監管機構透露個人資料，然而本行只會在適當權限下進行。
6. 本行致力保持準確而最新的個人資料記錄。
7. 本行實行嚴格的保安系統，可防止任何人（包括本行職員）未經授權而取得個人資料。
8. 本行明確規定所有獲准使用資料的滙豐集團成員公司、本行職員及第三方，均須遵守本行的保密責任。

滙豐貫徹奉行上述原則，以體現本行極為重視閣下對本行的信任。

閣下的私隱對本行十分重要

本聲明目的是向閣下闡明收集個人資料的原因、用途和查詢個人資料記錄的途徑。

1. 收集個人資料的原因 - 本行收集個人資料，為要執行及管理本行向閣下（或閣下所代表之人士）提供的服務，以及提升本行的客戶服務。本行必須取得此等資料，否則無法辦理開戶或進行戶口管理工作，亦無法設立或維持銀行融資安排或提供銀行服務。
2. 本行亦會在日常業務運作如客戶開出支票或存款時向客戶收集個人資料，以維繫本行與客戶之間的關係。
3. 個人資料的用途 - 客戶的相關資料可能用於以下方面：
  1. 使日常為客戶提供的服務及信貸融資操作更暢順；
  2. 進行信貸狀況檢查；
  3. 協助其他金融機構進行信貸狀況檢查及追收債項；
  4. 監察客戶是否保持良好的信貸狀況；
  5. 設計適合客戶使用的金融服務或相關產品；
  6. 推廣金融服務或相關產品；
  7. 計算拖欠客戶或客戶拖欠的債務；
  8. 向客戶及為客戶債務作擔保的人士追收欠款；
  9. 遵守任何適用法例對本行或任何分行實施的資料披露規定；
  10. 允許本行的實際或建議受讓人或本行所持客戶權益的分享者或再分享者評估該擬為轉讓、分享或再分享的交易；及
  11. 作任何與上述事項相關的其他用途。
4. 披露個人資料 - 客戶保存於本行的資料將受到保密，但本行可能出於上文（3）所述的用途向以下各方披露閣下的資料：
  1. 在業務上向本行提供行政、電訊、電腦、支付或證券結算或其他任何服務的代理機構、承辦商或第三方服務供應者；
  2. 任何已向本行承擔保密責任的其他人士，包括已承諾為資料保密的本行旗下集團成員公司；
  3. 向開票人出示已付支票副本（可能載有抬頭人資料）的付款銀行；
  4. 信貸資料服務機構，以及追收違約拖欠貸款的收數公司；
  5. 任何適用法例規定本行或任何分行有責任向其披露資料的任何人士；
  6. 本行任何實際或建議受讓人，或本行所持客戶權益的分享者、再分享者或承轉人。
5. 查詢個人資料記錄 - 任何人士均有此項權利：
  1. 查詢本行是否保存其資料記錄及查閱該等資料；
  2. 要求本行更正任何與之相關但不準確的資料記錄；
  3. 了解本行的資料收集政策及實施詳情，以及獲告知其在本行所存的個人資料種類；及
  4. 在消費者信貸方面，要求獲告知哪些資料會向信貸資料服務機構或收數公司作例行披露，並要求獲得進一步資訊，以便向有關的信貸資料服務機構或收數公司作出查閱或更正資料的要求。
6. 本行有權為辦理個人資料記錄的查詢收取合理費用。