

**BUSINESS BANKING PAKISTAN
DOCUMENTS CHECK LIST FOR OPENING OF CORPORATE
ACCOUNT WITH HSBC PAKISTAN**

SOLE PROPRIETORSHIP

- ❖ Account Opening Set
 - Completed AOF / Co. Stamp / Introduction*
 - Signature Cards / Co. Stamp / Introduction*
 - Mandate for Sole Proprietorship / Co. Stamp
 - Check Book Application / Co. Stamp
 - Acknowledgement of Duplicate AOF

- ❖ Letter that applicant is the proprietor of the business and request for opening an account with HSBC.

- ❖ NTN Certificate / Attested

- ❖ NIC or Passport Photo Copy (Original Sighted by an official of the Bank or attested by Notary Public)

- * Introduction from existing client of HSBC Pakistan or a letter form your existing banker in Pakistan, signed by the Bank Manager along with his/her full name and signature number.

**PLEASE NOTE: THE ACCOUNT SHALL ONLY BE OPENED ONCE ALL
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PARTNERSHIP

- ❖ Account Opening Set
 - Completed AOF / Co. Stamp / Introduction*
 - Signature Cards / Co. Stamp / Introduction*
 - Mandate for Partnership / Co. Stamp
 - Check Book Requisition / Co. Stamp
 - Acknowledgement of Duplicate AOF

- ❖ Registered Partnership Deed / Attested
- ❖ Business Registration Certificate / Attested
- ❖ NTN Certificate / Attested
- ❖ Signing instruction on company letterhead
- ❖ NIC or Passport Photo Copy of all the Partners (Original Sighted by an official of the Bank or attested by Notary Public)

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LIMITED COMPANY

- ❖ Account Opening Set
 - Completed AOF / Co. Stamp / Introduction*
 - Signature Cards / Co. Stamp / Introduction*
 - Mandate for Ltd. Co. / Co. Stamp
 - Check Book Application / Co. Stamp
 - Acknowledgement of Duplicate AOF
- ❖ Board Resolution
- ❖ List of Directors with Signatures on Company Letterhead
- ❖ Memorandum & Article of Association / Attested
- ❖ Certificate of Incorporation / Attested
- ❖ NIC or Passport Photo Copy of all the Directors (Original Sighted by an official of the Bank or Notary Public)
 - Introduction from existing client of HSBC Pakistan or a letter form your existing banker in Pakistan, signed by the Bank Manager along with his/her full name and signature number.
 - GIF (Group Identification Form) from existing HSBC bank in the country of incorporation.
 - Form QA22 in case the entity wishes to open a non resident account or if one of the directors is a non resident living in Pakistan.

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SOCIETY, CLUB OR ASSOCIATION

- ❖ Account Opening Set
 - Completed AOF / Co. Stamp / Introduction*
 - Signature Cards / Co. Stamp / Introduction*
 - Mandate for Society, Club or Asso' / Co. Stamp
 - Check Book Application / Co. Stamp
 - Acknowledgement of Duplicate AOF
- ❖ Resolution of the Governing Body / Executive Committee for opening of account & mentioning the name of person(s) authorized to operate the account.
- ❖ An undertaking signed by all the authorized persons on behalf of the institution mentioning that the banker will be informed immediately incase of any changes in authority to operate the account.
- ❖ List of trustees on Company letterhead
- ❖ By-laws OR Rules & Regulations / Attested
- ❖ Certificate of Registration / Attested
- ❖ NIC or Passport Copies of all members of Governing Body OR Executive Committee & Authorized Person(s) to Operate the Account (Original Sighted by an official of the Bank or Notary Public)
 - Introduction from existing client of HSBC Pakistan or a letter form your existing banker in Pakistan, signed by the Bank Manager along with his/her full name and signature number.

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LIAISON OFFICE

- ❖ Account Opening Set
 - Completed AOF / Co. Stamp / Introduction*
 - Signature Cards / Co. Stamp / Introduction*
 - Mandate for Limited Co. / Co. Stamp
 - Check Book Requisition / Co. Stamp
 - Acknowledgement of Duplicate AOF

- ❖ Permission Letter from Board of Investment to Establish Liaison Office in Pakistan & its Terms & Conditions

- ❖ NTN Certificate / Attested

- ❖ NIC or Passport Copies (Original Sighted by an official of the Bank or attested by Company Secretary or Notary Public)
 - Introduction from existing client of HSBC Pakistan or a letter form your existing banker in Pakistan, signed by the Bank Manager along with his/her full name and signature number.

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