



### **Corporate/Company Accounts**

*We thank you for deciding to open an account with State Bank of India, Hong Kong. For your convenience we furnish hereunder the list of documents which are required to be submitted together with the signed copy of the Account Opening Form which will enable us to activate the account expeditiously on completion of the formalities connected to Account verification. The Form can also be accessed from our website: [www.sbihongkong.com](http://www.sbihongkong.com).*

#### **List of Documents which are required to be submitted**

1. Account opening form cum specimen signature card duly completed and signed by the authorized signatories under the Company chop.
2. Certified copies of Identification Documents of all Directors/ Signatories.
3. Certified copy of the latest current Business Registration Certificate.
4. Certified copy of the Memorandum and Articles of Association.
5. Certified copy of the Certificate of Incorporation.
6. Certified copy of resolution of the Board of Directors authorizing opening of the account and stating the signing power of the signatories, duly certified by the chairman of the Board(together with chop) or as provided for in the Articles and Memo of Association.
7. The Resolution should be in the format provided by the Bank and executed on Company Letter Head. If for any reason the Letter Head is not available, the Company chop has to be affixed on the Resolution.
8. Proof of address of Directors (Utility Bill such as Telephone, Electricity, Water Bill, Bank Statement or Tax Return indicating the mailing address as indicated by the Director may be enclosed to the account opening form. Certified Copies are also accepted.
9. In the case of Public Limited Companies, the following additional documents will be required.
  - (a) Certified copy of Certificate of Commencement of Business.
  - (b) Certified copies of ID particulars of all signatories, at least 2 Directors, Managing Director and principal shareholders (if feasible).

(Wherever it has been indicated that certified copies need to be submitted, kindly note that the certification together with the chop needs to be done either by a qualified CPA or a Company Secretary or an authorized signatory of a Registered Law Firm. In addition, if certification is not possible the original documents can be brought to our Office for verification. For further information or support in completion of formalities we request you to kindly contact us.



Proprietor/ Partners/ Directors/ Authorised Signatory

This is to bring to your kind attention that we, State Bank of India, Hong Kong; have data processing arrangement with our H.O. i.e. [Corporate Center, Navi Mumbai] for the Core-Banking Project and also for the e-banking (Internet Banking) service under the above project. We note to adhere to the provisions of customer data confidentiality in terms of :

- HKMA SPM SA2 on Outsourcing,
- Personal Data (Privacy) Ordinance (PDPO),
- and the Common law duty of confidentiality to customers.

This Notification is issued as required under the Local Law and as per Local Regulatory Stipulations.

If you have any more questions or doubts about the above you may please contact any of the following officials for any further Information/ Clarification.

<b>Designation</b>	<b>Phone</b>	<b>e-mail</b>
VP Operations	25235213	opssbi@biznetivagator.com
VP Personal Banking	25216105	pbasbi@biznetivagator.com
AVP Operation	25230019	
AVP Remittance	25230022	

b) You are requested to sign this by writing 'Accepted' with your signature there under in token of your acceptance of the above notification (otherwise by writing rejected if so).

(Signature)

## LETTER OF INDEMNITY

The Manager  
State Bank of India  
HONG KONG

In consideration of the State Bank of India acting on the basis of Fax messages from the undernoted depositor(s) instructing/ authorizing for making payments by Telex Transfer/issue of Demand Drafts/ Funds Transfer or any other connected matters in respect of our Deposit Account with your Bank,

I/We the undersigned \_\_\_\_\_ and

\_\_\_\_\_ and \_\_\_\_\_

hereby (jointly and severally) guarantee and agree to hold the said State Bank of India, their successors and assigns, harmless and indemnified from and against all consequences that may arise from their so doing and against all losses, charges and expenses in connection with said instructions.

Dated at \_\_\_\_\_ this \_\_\_\_\_

Day of \_\_\_\_\_ 200\_\_

Signatures  
Company

Chop

CUSTOMER NO.:

## Resolutions

Place:

Date:

Directors Present

(i) \_\_\_\_\_

(ii) \_\_\_\_\_

I, \_\_\_\_\_, Chairman of the Board of Directors of \_\_\_\_\_ (hereinafter called "the Company") hereby certify that the following resolutions were duly passed at a Meeting of the Board of the said Company held on \_\_\_\_\_.

It was hereby resolved that

(a) That an account be opened with The State Bank of India at Hong Kong. (hereinafter called "the Bank").

(b)(i) That the Bank be instructed to honour all cheques, bills of exchange, promissory notes, negotiable instruments and all other banking documents drawn, accepted or signed on behalf of the Company, whether such account be in credit or overdrawn, and to accept and act upon receipts for monies deposited with or owing by the bank, on any account or accounts at any time or times kept or to be kept in the name of the Company provided that such cheques, bills of exchange, promissory notes, negotiable instruments and all other banking documents are signed by:

<u>Name</u>	<u>Function</u>	<u>To sign jointly or severally</u>
_____	_____	_____
_____	_____	_____

And such signature shall be a sufficient authority and bind the Company in all transactions between the Bank and the Company including those specially referred to.

(ii) That the Bank be instructed to make payments by way of telex transfer/issue of demand draft/funds transfer or any other connected matter in respect of the Company's account with the bank should only be signed by:

<u>Name</u>	<u>Function</u>	<u>To sign jointly or severally</u>
_____	_____	_____
_____	_____	_____

(c) That the said \_\_\_\_\_ be authorized to withdraw and deal with any of the Company's securities or property or document of title thereto which may be deposited with the Bank from time to time, whether by way of security or otherwise.

(d) That the said \_\_\_\_\_ be authorized to arrange with the Bank for advances to the Company by way of discount, loan, overdraft, letter of credit or otherwise from time to time as required, and to sign on behalf of the Company any forms of deposit and withdrawal, and Letter of Trust, Hypothecation and/or general collateral security relating to any securities or property or documents of title relating thereto, to secure the said advances and any obligations, undertakings, instructions, indemnities and counterindemnities, and any other documents which may be required by the Bank in connection with the Company's business.

(e) That the Bank be furnished with a list of the names and specimens of the signatures of the Directors, Secretary and any other person or persons authorized to sign on behalf of the Company, and be from time to time informed by notice in writing under the hand of the Chairman of any changes duly authorized by the Board which may take place therein, and be entitled to act upon any such notice until the receipt of further notice under the hand of the Chairman and after such changes have been duly registered on the form(s) in possession of the Bank.

(f) That a copy of any Resolution of the Board if purporting to be certified as correct by the Chairman of the Meeting shall as between the Bank and the Company be conclusive evidence of the passing of the Resolution so certified.

(g) That the Resolutions be communicated to the Bank and remain in force until notice in writing be given to the Bank by the Chairman of the Company as aforesaid and after such notice has been duly registered in the records of the Bank.

(h) It is hereby resolved that the security in the form of branch deposits or otherwise would be accepted from \_\_\_\_\_ as security for the advances sanctioned to the Company.

(i) It is hereby resolved that the seal of the Company shall be affixed and every instrument to which the seal has to affixed shall be signed by one director.

(j) It is hereby resolved that the Company would offer security in the name of the Company as security for advances sanctioned to the Company and also accept security in the name of \_\_\_\_\_ as security for advances sanctioned to the Company.

(k) It is hereby resolved that the company is empowered to give an indemnity of any kind to your bank.

\_\_\_\_\_  
Chairman of Board



## **COMPANY INFORMATION AND INTERVIEW FORM**

Part A: To be completed by the Corporate Customer/Company seeking to open an account with SBI Hong Kong  
(COMPANY / CORPORATE ACCOUNTS)

### PART A:

1.	Name of applicant firm / company	
2.	Whether Company Registered in HK?	Yes/No
3a.	If so, please provide the BRC Number	
3b.	Valid upto	
3c.	If not, country where registered, together with Registration particulars	
3d.	Date of Registration	
4.	Type of account (Please _/)	<input type="checkbox"/> Partnership
		<input type="checkbox"/> Proprietorship
		<input type="checkbox"/> Private Limited Company
		<input type="checkbox"/> Public Limited Company
		<input type="checkbox"/> Others
5	Will all signatories be available to sign the papers in our presence (if not, reasons therefore)	
6.	Names of Directors and authorized signatories(Identity documents such as HK ID Card or Passport together with proof of residence to be submitted together with Account Opening Form)	
		1.
		2.
		3.
		4.
		5.
		6.
7.	Principal activities (e.g. trading / manufacturing / services etc) Details thereof	
8.	1.Authorised Capital (AC) 2.Paid Up Capital(PUC)	AC (Currency: ) PUC(Currency : )
9.	In case, there are dealings with countries known for drug trade or as tax havens, these may be indicated	
10.	Turnover / sales in the past 2 years	Year – 1      Year – 2(Amt in Currency)
10.	Names and addresses of Banks with whom relationships have already been established:	1.

		2.
		3.
10.	Reasons for seeking a relationship with SBI Hong Kong	
11.	Does the Company propose to apply for facilities with SBI Hong Kong? If so the details thereof may be indicated.	

Declaration: We confirm that the Information provided in the preceding paragraphs are correct and complete in all respects.

Date:

Authorised Signatory  
(Company Chop)

**Part B :**

**(For internal use Only)**

1. Date of Interview:	
2. Interview conducted by:	
3.Recommendations of Asst Vice President	
4.Comments by Vice President (particularly on whether there are any deviations from laid down instructions for Account Opening and Compensatory measures put in place	
5.Authorization for Account Opening (Account Opening Form together with the stipulated documents have been scrutinized and check list for submission reviewed and have been considered satisfactory	
	Date: Signature and chop