



HSBC Hong Kong addition of bank signatory

No	Documents	Done?
1	<p>Ring your local HSBC bank to confirm they will i) witness your signature for a corporate bank account with a HSBC Hong Kong and ii) the bank officer will stamp the signed documents and return them to you;</p> <p>In some HSBC branches in some countries around the world, the bank officer will not return the above stamped documents to you. Instead, branch policy dictates that the signed, stamped documents be sent directly to HSBC Hong Kong via internal HSBC secure courier mail. Consequently, you will need to supply your local branch with the name and address of the HSBC Hong Kong bank officer;</p>	
2	<p>Travel to your local HSBC Bank Branch with: i) your original passport; ii) HSBC Hong Kong signature card (Healy Consultants already emailed you) and iii) an original Proof of Address (bank statement, utility bill etc) dated not more than 2 months old, with your full address (not PO box), your full name as per passport and iv) the name and address of the bank officer in HSBC Hong Kong;</p>	
3	<p>At your local bank branch, the bank officer should take 5 minutes to do the following:</p> <ul style="list-style-type: none">➤ You will sign two sets of HSBC Hong Kong signature cards where marked "SIGN HERE" by Healy Consultants. Please sign blank documents only. Do not sign on the signing guidelines because HSBC HK will not accept forms with 'sign here' on. The bank officer will i) chop (verified / original seen) next to your signatures ii) co-sign next to your signatures and iii) write his/her verification code on the above;	



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	<ul style="list-style-type: none">➤ You will sign two copies of your Passport. The bank officer will i) place a chop (verified / original seen) next to your signature ii) co-sign next to your signature and iii) write his/her verification code on the above;➤ You will sign two copies of your original Proof of Address. The bank officer will i) place a chop (verified / original seen) next to your signature ii) co-sign next to your signature and iii) write his/her verification code on the above;	
4	From the specific bank officer that attended to you, please collect his/her contact details, business card and HSBC verification code. Include these details in the courier you send to our Singapore Office;	
5	Email the signed documents to Healy Consultants for confirmation that all documents are correctly signed and stamped. Only then should you send a courier to Healy Consultants Singapore office;	
6	<p>After the above, please dispatch a courier to our Singapore Office to include the following:</p> <ul style="list-style-type: none">➤ Two sets of signed HSBC Hong Kong signature card, with bank officer signature and chop;➤ Two sets of signed copy of Passport, with bank officer signature and chop;➤ Two sets of signed original Proof of Address, with bank officer signature and chop➤ Contact details and business card of bank officer;	



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7

I hope the above helps you complete these important steps at your local HSBC branch;