

Points to note for Power of Attorney set up

If you wish to set up a Power of Attorney to help manage your accounts with us, you and your Attorney will need to visit any of our branches and bring with you the following information and documents relating to your Attorney.

- a. If your Attorney is a Hong Kong permanent resident aged 18 or above, please provide:
- Hong Kong identity card, and
 - Current residential address proof (required if you are appointing Attorney for your integrated account or investment account). Please refer to "Examples of address proof" section for detail.
- b. If your Attorney is a Hong Kong non-permanent resident aged 18 or above, please provide:
- Identification document, for example,
 - 1) Hong Kong identity card and nationality proof, such as a valid travel document, a relevant national (i.e. government or state-issued) identity card bearing the Attorney's photograph, any government or state-issued document which certifies nationality, or
 - 2) A valid travel document with the Attorney's name, date of birth, nationality and travel document number, and
 - Current residential address proof (required if you are appointing Attorney for your integrated account or investment account). Please refer to "Examples of address proof" section for detail.
- c. If your Attorney is a non-HK resident aged 18 or above, please provide:
- A valid travel document with the Attorney's name, date of birth, nationality and travel document number, and
 - Current residential address proof (required if you are appointing Attorney for your integrated account or investment account). Please refer to "Examples of address proof" section for detail.

We may also ask your Attorney to provide the following information where appropriate:

- Employment information including occupation, employer/business and monthly salary
- Initial and ongoing sources of wealth and/or income
- Level of activity anticipated in terms of transaction amount and number of transactions
- Types of banking services to be used

Please note that the above information is for you and your Attorney's reference only. We may ask your Attorney to provide supplementary documents if necessary. We may also need to take a copy of your Attorney's identification document and address proof if we consider appropriate. The bank has discretion in deciding whether to approve the setting up of the Power of Attorney over your accounts. If you have any questions, please contact our customer service on (852) 2233 3000 or visit any of our branches in Hong Kong.

Please inform us promptly if there are any changes to your Attorney's information and respond promptly to request for information from us.

Examples of address proof

The following list provides some examples of address proof.

1. A recent utility bill issued to the Attorney within the last 3 months
2. A letter from a Hong Kong employer together with proof of employment that confirms the Attorney's residence at a stated address in Hong Kong
3. A letter from a Hong Kong university or college addressed to the Attorney that confirms residence at a stated address
4. A letter from a Hong Kong nursing or residential home for the elderly or disabled confirming the residence of the Attorney
5. A letter from an immediate family member with which the Attorney resides confirming that the Attorney lives at that address in Hong Kong, setting out the relationship between the Attorney and the immediate family member, together with evidence that the immediate family member resides at the same address
6. Government rates demand note/tax demand note issued to the Attorney within the last 3 months
7. If the Attorney is your domestic helper, the current Hong Kong domestic helper employment contract with you stated as the employer and stamped by an appropriate Consulate, and a copy of the domestic helper's visa that is current and valid
8. A Hong Kong tenancy agreement which states the Attorney is the tenant, which has been duly stamped by the Inland Revenue Department
9. A lawyer's confirmation of property purchase, or legal document recognising title to property, that is addressed to the Attorney
10. An acknowledgement of receipt duly signed by the Attorney in response to a letter sent by HSBC to the address provided by the Attorney
11. Bank statement issued to the Attorney within the last 3 months
12. Mobile phone or pay TV statement issued to the Attorney within the last 3 months
13. Recent correspondence from a Government department or agency to the Attorney that is issued within the last 3 months
14. For non-Hong Kong residents, a government-issued photographic driving license or national identity card containing the current residential address of the Attorney or bank statements issued by a bank to the Attorney within the last 3 months
15. A statement issued by a licensed corporation* or an authorised insurer† to the Attorney within the last 3 months

* For the list of licensed corporations, please refer to the website of the Securities and Futures Commission (SFC) on its members:

<http://www.sfc.hk/publicregWeb/searchByName?locale=en>

† For the list of authorised insurers, please refer to the website of the Insurance Authority (IA) on its members:

https://www.ia.org.hk/en/supervision/reg_insurers_lloyd/register_of_authorized_insurers.html

Remarks:

1. Permanent address proof is also required if it is different from the current residential address.
2. If the address proof is neither in English nor Chinese, an English/ Chinese translation of the same document should be obtained. The translator (e.g. CPA, lawyer, notary public, domestic helper agency, translation company, etc.) should sign and date the translated copy. The translator's name and position should also be provided clearly in capital letters and stamped with the company chop (if applicable).
3. Address proof with a Post Office box (P.O. box) or C/O address is not acceptable.
4. The address proof that we consider acceptable may vary from time to time and is subject to our final decision.
5. Age of both the account holder and Attorney must be 18 or above.
6. For joint accounts, all the account holders have to execute the Power of Attorney. The Attorney must be authorised by all account holders.
7. For information about Power of Attorney, please refer to HSBC website or seek independent legal advice.