

Documents for account opening in Qatar – Clubs, societies and associations resident in Qatar

Application Forms Required

- Account opening application form including mandate form to be signed in the presence of a HSBC Representative or a valid Notary Public
- Signature form
- Cheque book application (only for Qatari Riyals current account)

Account Opening Documentation Required

- Copy of Certificate issued by the Qatar Ministry of Civil Services and Housing Affairs. (Original to be sighted by a HSBC representative).
- A fully attested** copy of the Constitution including amendments.
- All authorised Signatories should provide a copy of the following documents: (Original to be sighted by a HSBC representative)
 - Valid passport
 - Qatar ID Card for Qatari nationals
- A fully attested** Resolution resolving the following:
 - Open an account at HSBC Bank Middle East Limited Qatar
 - Nominate signatories and their signing instructions eg Two to sign jointly or one individually etc
 - Nominate the powers of the signatories – please refer to the clauses of the mandate form to include those relevant to the company.
- Fully attested** Power of Attorney for additional signatories not listed in the resolution

Note:

- 1) All documentation in a foreign language other than Arabic must include a formal translation in English.
- 2) Apart from documents listed below, we may further request you to provide more account opening details and documents as and when necessary.

Important: The Bank reserves the right to decline any account opening request without providing a reason.

** The Process of Attestation for the State of Qatar

Qatar is not a signatory to the **Hague Convention Abolishing the Requirement for Legalisation of Foreign Public Documents** (the “**Hague Convention**”) therefore Apostillisation is not accepted in Qatar.

Documents must be:

1. Produced before a Notary Public for notarisation;
2. Produced before the relevant authority in the country in which the document is notarised for authentication. In the UK this is the UK Foreign and Commonwealth Office; in the US it is a two step process – it is authenticated first by the State authority in the State of notarization, & then by the Authentication Division of the US Department of State in Washington;
3. Produced at the Qatar Embassy for legalisation (where there is no Qatar Embassy in that Country it needs to be sent to the Embassy responsible for that country (see <http://qa.embassyinformation.com/?einfo>). Alternatively, there is a GCC convention recognizing the legalisation of other GCC states therefore it is possible to have the legalisation process performed by another GCC country, for example the UAE where that GCC country has embassy representation at the country of authentication. It should however be noted that this has not always been straight forward in the past and requires a further step of having the document stamped by that GCC country’s embassy in Qatar and on some instances the local embassy has required the document to be sent to their home Ministry of Foreign Affairs.
4. The documents are then presented at the Ministry of Foreign Affairs (in Qatar) for the final process of legalisation.