

Documents for account opening in Qatar – Incorporated entities 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 Notary Public
- Signature form
- Cheque book application (only for Qatari Riyals current account)

Account Opening Documentation Required

- Commercial Registration (CR), or if opening the account prior to the CR being issued by the Ministry of Economy and Commerce a letter issued by the Ministry instructing HSBC Bank Middle East Limited Qatar to open an account for the purpose of depositing the required capital. **(Original to be sighted by a HSBC representative)**.
- If entity is being established in the Qatar Financial Centre (QFC) or Qatar Foundation, then a copy of the relevant licence. **(Original to be sighted by a HSBC representative)**.
- Trade License (if borrowing facilities are being established). **(Original to be sighted by a HSBC representative)**
- A fully attested** copy of the company documents Constitution / Memorandum & Articles of Association including amendments.
- All Directors / Authorised Signatories / Principal Shareholders / Beneficial Owners should provide a copy of the following documents: **(Original to be sighted by a HSBC representative)**
 - Valid passport, or
 - Qatar ID Card for Qatari nationals
 - If the shareholder(s) are corporate entities then a certified copy of the relevant Commercial Registration / QFC Licence/ Certificate of Incorporation
- A fully attested** Board Resolution or Deed of Appointment of Directors 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 Board Resolution
- A List of Directors & Shareholders certified by the Corporate Secretary or Director's Declaration or Director's Register or listed in the Commercial Registration.
- For client new to the HSBC Group a Letter of Introduction or Letter of Reference from their existing Bank or latest bank statement is required.

Note:

- 1) All documentation in a foreign language other than Arabic must include an official 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.

** Refer to page 2 of this document

**** 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.