

## 外国企业在中国常驻代表机构开立账户所需资料

**\*All documents have to be presented in their original form. 所有提供的文件须为正本原件**

### Documents Required to be Presented to State Bank Of India Shanghai Branch

#### 客户须提供的文件

1. Registration Certificate for the Representative Office of the Foreign Enterprise - Issued by the State Administration of Industry and Commerce (SAIC)  
上海(或当地)工商行政管理局颁发的外国(地区)企业常驻代表机构登记证
2. Organization Code Certificate - Issued by the State Bureau of Technology Supervision  
技术质量监督局颁发的企业代码证
3. Certified True Copy of Passport or ID Card of the Chief Representative  
首席代表的护照或身份证的认证件
4. A Notarized Authorization Letter for Account Opening Issued by the Chief Representative with Representative Office chop if He/She Is Unable to Open the Account at the Bank by Himself/Herself, including Passport or ID Card of the Person Entrusted to Present at Bank for Account Opening  
未能由首席代表直接至银行办理开户的需出具经公证的首席代表授权书并签字加盖公章以及办理开户手续的被授权人的护照或身份证
5. FX Account Management Card (IC Card) - Issued by the State Administration of Foreign Exchange (SAFE)  
企业外汇账户管理卡

### Documents to be Signed by the Representative Office

#### 客户须签署的文件

**\*Authorized signatures to open the account have to be made in the presence of a SBI employee.**

6. Application for Opening Accounts  
印度国家银行上海分行银行帐户开立申请表 : 中英文
7. List of Specimen Signatures and Signatory Powers, including Certified True Copies of Their Passports or ID cards  
印签卡及被授权人员护照/身份证的认证件