

## **Carlos Marcelo at HSBC offers a hassle-free option for seasonal and other staff to JHA members.**

Please see below the documents and information needed for all the new staff that wish to open accounts with HSBC. If you have existing staff that also wish to move their banking to HSBC, the same will apply.

A letter template for your use is also attached. This letter contains all the added information needed and will also be used as Verification of salary and address.

The information needed includes –

ID - passport or national identity card

Proof of address – employers letter confirming their full name, full present address, Job role and salary (approx.) p/m

Previous address where they have lived for the last 3 years.

JY number-

Phone number -

Email -

Typically, all the companies that Carlos works with send him the signed letter and documents via email prior to their staff arrival, so that all is ready as soon as they start. Original documents will be required when he meets them.

If the Social Security number is not available at the start, they can still process it all and collect the same at the time of having the paperwork signed.

Once he has the information above, he will start the applications and then arrange with you or them directly to meet them at an HSBC branch to have the paperwork signed. Providing that no further information is needed the accounts will then be open the same or next day.

Alternatively, you can either give them Carlos' email - [carlos.marcelo@hsbc.com](mailto:carlos.marcelo@hsbc.com) - to contact him directly on their arrival and he will liaise with them directly.

**LETTER HEAD WITH COMPANY NAME, ADDRESS, CONTACT NUMBER**

Carlos Marcelo,  
HSBC Bank PLC,  
15-17 King Street,  
St Helier, Jersey  
JE2 4WF

**00/00/0000**

Dear Sir / Madam,

I can confirm that **Full name**, DOB \_\_\_\_\_, Social Security Number **JY**, is employed by **Company Name** with a start date of \_\_\_\_\_. The official job role is that of a \_\_\_\_\_ with a gross salary of \_\_\_\_\_ P/A.

The Jersey residential address to note is

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Please see the below for additional information:

- Previous address lived for past 3 years:

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- **Jersey** Phone number: \_\_\_\_\_

- Email: \_\_\_\_\_

Should you require any further information, please do not hesitate to contact myself.

Yours faithfully,

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**Company Director / HR Head signature**