



Personal Information Protection Policy for Job Applicant, Intern and Third Party Vendor's Staff

Date of Update: Feb 1 2025

Effective Date: Feb 1 2025

To apply for a position within or provide services to HSBC Group entities in the mainland China as defined below in Annex 1 (collectively "**HSBC**", "**we**" or "**us**"), all applicants, interns or staff of third party vendors (referred to below as "**you/ Personal Information Subject**", "**your**" or "**yours**") must read and acknowledge the following Personal Information Protection Policy for Job Applicant, Intern and Third Party Vendor's Staff ("**this Policy**") carefully.

IMPORTANT: Please do not submit your personal information if you do not consent to the following provisions stated in this Policy. Please pay particular attention to the provisions that are bolded and underlined which we think have material impacts on your rights and/or deal with your sensitive personal information.

Personal Information Protection Policy Overview

We fully understand how important your personal information means to you, and we will exert our best effort to protect the security of your personal information. We have always been committed to maintain your trust and will stick to below principles to protect your personal information: Right and Responsibility Consistency, Explicit Purpose, Freely Given Consent, Minimum and Necessity, Assurance of Information Security, Participation, Fair and Transparency. We are also committed to take appropriate security measures to protect your personal information.

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I. How We Protect Your Personal Information

1. Information security is our top priority. We will endeavour at all times to safeguard your personal information against unauthorised or accidental access, processing or damage. We maintain this commitment to information security by implementing appropriate security and managerial measures to secure your personal information. We will take responsibility in accordance with the law if your personal information suffers from unauthorised access, public disclosure, erasure or damage for a reason attributable to us and so impairs your lawful rights and interests.
2. Our website supports advanced encryption technology - an existing industry standard for encryption over the internet to protect your personal information. When you provide sensitive personal information through our website or applications, it will be automatically converted into codes so as to ensure secure transmission afterwards. Our web servers are protected behind "firewalls" and our systems are monitored to prevent any unauthorised access.
3. We maintain strict security system to prevent unauthorised access to your personal information. We exercise strict management over our staff members who may have access to your personal information, including but not limited to access control applied to different positions, contractual obligation of confidentiality agreed with relevant staff members, formulation and implementation of information security related policies and procedures, and information security related training offered to staff.
4. We will not disclose your personal information to any third party, unless the disclosure is made to comply with laws, regulations and regulatory requirements or according to this Policy or other agreement (if any) or based on your or related parties' separate authorisation or consent. When we use services provided by external service providers (entities or individuals), we also impose strict confidentiality obligations on them and request them to take all data protection measures required pursuant to applicable laws and regulations when processing your personal information.
5. **For the security of your personal information, you take on the same responsibility as us. You shall properly take care of your personal information, such as your account information, identity verification information (e.g. user name, password, dynamic password, verification code, etc.), and all the documents, devices or other media that may record or otherwise relate to such information, and shall ensure your personal information and relevant documents, devices or other media are used only in a secured environment. You shall not, at any time, disclose to any other person or allow any other person to use such information and relevant documents, devices or other media. Once you think your personal information and/or relevant documents, devices or other media have been disclosed, lost or stolen, or may otherwise affect your personal information security, you shall notify us immediately so that we may take appropriate measures to prevent further loss from occurring.**



6. We will organize regular staff training and drills on emergency response so as to let the relevant staff be familiar with their job duties and emergency procedures. If unfortunately, personal information security incident occurs, we will adopt emergency plan and take relevant actions and remediation measures to mitigate the severity and losses in connection therewith. Meanwhile, we will, following the applicable requirements set out in laws and regulations, inform you of the basic information of the security incident and its possible impact, the actions and measures we have taken or will take, suggestions for you to prevent and mitigate the risk, and applicable remediation measures. We will inform you about the security incident by email, mail, call, SMS, push notification or through other methods as appropriate in a timely manner. Where it is difficult to notify each Personal Information Subject, we will post public notice in a reasonable and effective way. Meanwhile, we will report such personal information security incident and our actions in accordance with applicable laws, regulations and regulatory requirements.

II. How We Collect Your Personal Information

1. Personal information refers to any kind of information related to an identified or identifiable natural person as electronically or otherwise recorded, excluding information that has been anonymized. Personal information include name, birth date, ID certificate information (ID card, passport and etc.), personal biometrics recognition information, contact information, address, account information, property status, location and etc. Sensitive personal information refers to personal or property information that, once leaked or illegally provided or misused, may harm personal or property safety and will easily lead to infringement of the personal reputation, human dignity, physical or psychological health, or discriminatory treatment. Such information mainly includes ID certificate information (ID card, passport and etc.), personal biometrics recognition information, credit information, property information, transaction information, medical and health information, specific identity, financial account, individual location tracking etc., as well as any personal information of a minor under the age of 14 (i.e. child).

2. Information We May Need to Collect

- a) When you apply for positions (excluding intern position) with us, we may collect the following information upon your consent or authorization:

Purposes or Functions	Information We May Need to Collect
To assess and process your application for employment; to communicate with you in relation to your application; to conduct background vetting	(1) Personal basic information and identity information, including name, nationality, <u>ID certificate information (including certificate type, number, date of expiry, issue country/region, certificate images)</u> contact information, place of residence. (2) Personal education and working information: resume, education background and supporting documents, working experience, and supporting documents, <u>the most recent monthly salary of last employment and</u>

	<p><u>other remuneration:</u></p> <p>(3) Background vetting information including: right to work check, <u>verification of identity, credit reference check (only applicable when you have resided in the relevant country/territory for a period of six months or more within the last five years and we are legally permitted to do so), dishonest check, criminal check (where legally permitted or required), regulators' penalty record check, financial institution practitioners' misconduct record check, dishonest/disciplinary record check which record is publicly disclosed by industry associations, lawsuit case check (only applicable to defined roles),</u> verification of employment /assignment history, confirmation of highest educational qualification, <u>sanction check,</u> work references from previous employers, <u>any relationship with politically exposed person ("PEP") and relevant information,</u> potential/existing conflicts of interest check in relation to the employment of relatives, any former employment with an external auditor and any external directorships held, <u>search of internal HSBC watch lists and external watch lists or database files provided by third parties, indicating no involvement in activities such as fraud, financial crime, money laundering or breach of sanctions, any negative news available on public social media;</u></p> <p>(4) Referees and their contact method, and other personal information of connected relationships, including name, employer' name and position title (the connected relationship information herein is only applicable to connected hire);</p> <p>(5) <u>Correspondence and other communication record with us (video and audio record, call log, correspondence and its content);</u></p> <p>(6) Any other personal information listed in the respective application document(s) filled out, submitted and/or confirmed by you or acquired or kept during the job application process or for the compliance of laws/regulations.</p>
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The above information is the basic information we must collect to process your job application. If you refuse to provide such information (or the information so provided is incomplete, inaccurate, or untrue), we may be unable to process your job application.

Should you be successfully employed by us as an employee (excluding intern), your personal information will be handled in accordance with our Worker Data Privacy Notice.

b) When you apply for intern positions with us, we may collect the following information upon your consent or authorization:

Purposes or Functions	Information We May Need to Collect
<p>To assess and process your application for internship; to communicate with you in relation to your application; to conduct background vetting</p>	<p>(1) Personal basic information and identity information, including name, nationality, <u>ID certificate information (including certificate type, number, date of expiry, issue country/region, certificate images)</u>, contact information, place of residence.</p> <p>(2) Personal education and working information: student identity card, certificate of student status, resume, education background and supporting documents, working experience and supporting documents, <u>the most recent monthly salary of last employment and other remuneration</u>, guidance document for host institutions on internship arrangements for foreign student (if applicable).</p> <p>(3) Background vetting information including: right to work check, <u>verification of identity, credit reference check (only applicable when you have resided in the relevant country/territory for a period of six months or more within the last five years and we are legally permitted to do so), dishonest check, criminal check (where legally permitted or required)</u>, verification of employment /assignment history, confirmation of highest educational qualification, <u>sanction check</u>, work references from previous employers, <u>any relationship with PEP and relevant information</u>, potential/existing conflicts of interest check in relation to the employment of relatives, any former employment with an external auditor and any external directorships held, <u>search of internal HSBC watch lists and external watch lists or database files provided by third parties, indicating no involvement in activities such as fraud, financial crime, money laundering or breach of sanctions, any negative news</u></p>

	<p><u>available on public social media;</u></p> <p>(4) Referees and their contact method, , and other personal information of connected relationships, including name, employer' name and position title (the connected relationship information herein is only applicable to connected hire);</p> <p>(5) <u>Correspondence and other communication record with us (video and audio record, call log, correspondence, and its content);</u></p> <p>(6) Any other personal information listed in the respective application document(s) filled out, submitted and/or confirmed by you or acquired or kept during the job application process or for the compliance of laws/regulations.</p>
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The above information is the basic information we must collect to process your job application. If you refuse to provide such information (or the information so provided is incomplete, inaccurate or untrue), we may be unable to process your job application.

Should you become our intern, we will use aforesaid information collected during job application process for the purpose of managing your internship relationship with us. Furthermore, we may collect the following additional information upon your consent or authorization:

Purposes or Functions	Information We May Need to Collect
Managing your internship relationship with us	<u>Information necessary to pay you e.g., bank account details.</u>

c) When you provide services to us in your capacity as our vendor's staff, we may collect the following information upon your or your employer's consent or authorization:

Purposes or Functions	Information We May Need to Collect
For the conclusion and performance of the agreement(s) concluded between HSBC and the third party vendor represented by you	<p>Personal basic information and identity information, including name, nationality, <u>ID certificate information (including certificate type, number, date of expiry, issue country/region, certificate images);</u></p> <p>As per the service nature, we may further collect background vetting information, including working experience, current residential address, <u>criminal check (where legally permitted or required), any negative news available on public social</u></p>

	<u>media, credit reference check (only applicable when you have resided in the relevant country/territory for a period of six months or more within the last five years and we are legally permitted to do so), confirmation of educational and other necessary qualification, sanction check, any relationship with PEP and relevant information, whether you are subject to any legal or regulatory restriction which may affect your provision of services.</u>
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3. For the purpose described in this Policy, we may receive and keep the personal information provided by yourself or by related parties, or, according to law, regulation, regulatory provision, your or relevant parties' authorisation or consent, collect, enquire, and verify by proper methods your and/or related parties' personal information from/with members of the HSBC Group or other third parties (including but not limited to credit reference agencies, information service providers, relevant authorities, employers, contact persons, close relatives and other entities/individuals). "HSBC Group" under this Policy means HSBC Holdings plc, and/or any of, its affiliates, subsidiaries, associated entities and any of their branches and offices (together or individually), and "member of the HSBC Group" has the same meaning.
4. The personal information we so collect may be in paper, electronic or any other forms.
5. You may be asked to provide information about any potential conflicts of interest with parties external to HSBC. If this is required, you will be notified.
6. **It is part of HSBC's recruitment policy that for certain positions you will be subject to certain employee vetting checks as required by HSBC. In such case, your application cannot progress unless the check is conducted.**

You may also be invited to supply some diversity information as part of your profile, including but not limited to your ethic, gender, or any disabilities if you wish. Refusal to provide such information will not adversely affect our evaluation of your job application. Such information, which you decide to provide, will be used only for reporting on the diversity of our candidate base across the organisation, or for providing you with additional assistance in the recruitment process.

You may also be invited to provide some interview/onboarding experience feedback information if you wish, which will be used only for improving our interview/onboarding process. Refusal to provide such information will not adversely affect our evaluation of your job application.

III. How We Use Your Personal Information



1. We may use your personal information for the following purposes:
 - (1) to realize the purposes and functions mentioned in above Article II of this Policy “How We Collect Your Personal Information” and below Article VI of this Policy “Special Circumstances for Information Processing”;
 - (2) to comply with any Applicable Laws (“Applicable Laws” refer to any applicable statute, law, regulation, ordinance, rule, judgment, decree, voluntary code, directive, sanctions regime, court order applicable to any member of the HSBC Group, agreement between any member of the HSBC Group and an authority, or agreement or treaty between authorities and applicable to HSBC or a member of the HSBC Group) and any order or requirement from any authority;
 - (3) to perform our and/or the HSBC Group’s compliance obligations (including regulatory compliance, tax compliance and/or compliance with any Applicable Laws or requirements of any authority), or to implement any policy or procedure made by us and/or the HSBC Group for the performance of compliance obligations;
 - (4) to manage HR administration and business operation of HSBC or HSBC group (including without limitation, to monitor and review our recruitment and/or outsourcing practices, globalize operation, develop system or products, and audit, etc.); and
 - (5) to facilitate our advice to you of other employment opportunities within HSBC Group which may interest you (only applicable to job applicant and intern).
2. **The above information collection and use in this Policy shall not impact our use of your personal information for the purposes as otherwise agreed between you and us.**
3. If we use your personal information for the purposes other than the purposes as set forth in this Policy or in other agreement between you and us, we shall inform you how we use this information and obtain your consent before using your personal information for such additional purposes as per applicable laws and regulations.
4. **We may use automated systems to help us make decisions, e.g. using online assessments as part of our recruitment processes. We may use technology that helps us identify the level of risk involved in your work for us, e.g. for fraud or financial crime reasons. You may have a right to certain information about how we make these decisions. You may also have a right to request human intervention and to challenge the decision.**

IV. How We Store Your Personal Information

Since we use global HR systems, which means that to the extent permitted by regulatory rules and applicable laws, your personal information may be transferred to and/or stored in the foreign jurisdictions, or be accessed from these jurisdictions.

If we transfer your information overseas, we will comply with applicable laws and regulations related to cross border data sharing. Whether it is processed domestically or overseas, in



accordance with applicable data protection legislation, your personal information will be protected by a strict code of secrecy and security which, we, other members of the HSBC Group, their staff and third parties are subject to.

When we collect or process your personal information, we will, according to applicable laws and regulations, regulatory, archival, accounting, auditing or reporting requirements, and the purposes as set forth in this Policy, store your personal information for a period as minimum as necessary to fulfill the purposes of information collection.

We have data retention policies. For example, if you have applied for a job with HSBC, and are unsuccessful, we will retain your personal information collected in line with local regulations or otherwise for a period of two years from the date your account was last active. After the retention period expires under relevant data retention policy, we will destroy, delete or anonymize relevant information. Alternatively, we will store your personal information in a safe and segregation way when it is impossible to destroy, delete or anonymize your personal information. **The exception is when the information that needs to be retained according to applicable laws and regulations, regulatory, archival, accounting, auditing or reporting requirements, special agreement between you and us, or for record check or enquiry from you, regulators or other authorities.**

V. To Whom We Share, Transfer and Publically Disclose Your Personal Information

1. Entrusted Processing and Sharing

For the purposes set out above in this Policy, we may provide or disclose all or part of your personal information to the following recipients under the preconditions that such provision or disclosure is necessary and is made with proper protective measures (please refer to Article I of this Policy “How We Protect Your Personal Information” for details) and the recipients may also, for the aforesaid purposes, use, process or further disclose the information they receive provided that corresponding protective measures are adopted pursuant to the applicable laws or our requirements:

- (1) any member of the HSBC Group;**
- (2) any contractor, subcontractor, agent, third party product or service provider, licensor, professional consultant or associated person of the HSBC Group (including their employees, directors, officers and recruitment agencies);**
- (3) any regulator of HSBC or any member of the HSBC Group or any other authority, or any organisation or individual designated by such regulators or authorities (for example, to regulator or other authority or their designates for purposes related to public health and safety, the prevention or detection of unlawful activities or to protect public interests);**
- (4) anyone acting on your behalf according to your authorisation (for example your legal advisers or referees of job applicant).**



Subject to applicable laws and regulations, we will seek your separate consent (if legally required) and notify you of the data sharing/transferring arrangement, including the data receiver's identity, contact information, purpose of processing, method of processing and the type of personal information.

In case of cross border personal information sharing, we will also conclude a data protection agreement with the offshore personal information recipient and, if required, in the format of standard data protection clause issued by Cyberspace Administration of China as well as specify your relevant personal information subject's right in your capacity as a third party beneficiary under said agreement pursuant to applicable laws and regulations, for example the manner and method of exercising your right towards the offshore personal information recipient. If you want to know more details about aforesaid data protection agreement, you may contact us to raise such request via the method listed in Article IX of this Policy "How to Contact Us".

2. Transfer

Without your separate consent, we will not transfer your personal information to any other company, organization or individual, except **in the case of business/asset transfer, restructure, disposal, merger, spin-off or acquisition transactions where the transfer is necessary. Where any personal information is transferred, we will inform you of the name and contact method of data recipient as per applicable laws and regulations as well as request the personal information recipient to continuously protect your personal information as per applicable laws and regulations. If the personal information recipient changes the data usage purpose and processing method, it shall obtain separate consent from you.**

3. Public Disclosure

We will not disclose your personal information to the public unless we have your separate consent.

VI. Special Circumstances for Information Processing

We will process your personal information (collection, storage, use, analysis, transfer, provision, disclosure) based on your consent. To the extent allowed by laws and regulations, we may process your personal information without your consent under the following circumstances:

- (1) **where it is necessary for entering into a contract or the performance of a contract to which you are the party;**
- (2) **where it is necessary for compliance with a legal obligation to which we are subject;**

- (3) where it is necessary in order to protect your or others' vital interests related to life and property in an emergency or respond to public health emergencies;
- (4) where it is within reasonable limits in order to carry out news coverage or media supervision for the public interest;
- (5) where it is within reasonable range according to law to process the information which has been legally made public or publicized by yourself.
- (6) other circumstances stipulated by laws and regulations.

VII. How We Use Cookies and Similar Technologies

1. Your visit, browse, use of any of our website or mobile device applications may be recorded for analysis on the number of visitors to the site and/or applications, general use patterns and your personal use patterns and improving your experience. Some of this information will be gathered through the use of "Cookies" and similar technologies. Such technologies can enable our website or applications to recognise your device and store information about your use of website and/or applications so to provide continuous services to you and to tailor the content of our website/applications to suit your interests and, where permitted by you, to provide you with promotional materials based on your use patterns. We will be able to access the information stored on the Cookies and similar technologies for aforesaid purposes.

The information collected by Cookies is anonymous aggregated data, and contains no personal information such as name, address, telephone, email and etc.

2. **Most local terminals are initially set to accept Cookies. You can manage or disable Cookies based on your own preference. Should you wish to disable the Cookies, you may do so by changing the setting on your local terminals. However, after changing the setting you may not be able to enjoy the convenience that Cookies bring, but your normal use of other functions of your local terminals will not be affected.** Different local terminals offer different methods for setting changes, and you can find information on how to manage cookie settings on certain browsers via the following links.

- [Cookie settings in Chrome](#)
- [Cookie settings in Firefox](#)
- [Cookie settings in Internet Explorer](#)
- [Cookie settings in Safari](#)

VIII. Your Rights Relating to Personal Information

1. You have the right to request us to protect and secure your personal information in accordance with the provisions of the laws, regulations, and this Policy. You have the right to exercise your rights of individual granted by applicable laws and regulations.

2. You have the right to check with us whether we hold your personal formation as well as to access and copy your personal information.
3. You have the right to change the scope of authorization or withdraw your consent, and exercise your right per the method listed in Article IX of this Policy “How to Contact Us”. We will not further process the related information once you change your authorization. Please note the withdrawal of consent will not affect the lawfulness of processing based on consent before its withdrawal.
4. **You have the right and obligation to update your personal information with us to ensure all information be accurate and up to date.** You have the right to request us to provide convenience for you to update your personal information with us and to correct any of your personal information that is inaccurate.
5. You have the right to request us to delete or otherwise properly dispose of your personal information that is beyond retention period in accordance with the applicable laws and regulations, this Policy, and other agreement between you and us. If we cease our operation, we will stop collecting any personal information from you in a timely manner, delete or anonymize all your personal information, and inform you of such operation cessation via courier or public announcement, except as otherwise provided by laws and regulations or where the personal information deletion is technically impossible.
6. Nothing in this Policy shall limit the rights you should have as a Personal Information Subject under applicable laws and regulations.

IX. How to Contact Us

1. Requests for access to, copy, correction or deletion of personal information, for change/withdrawal of authorisation or disposal of personal information beyond retention period, challenging automated decision results, for a copy of this Policy, enquiries about our practices regarding personal information protection or exercising other rights you are granted by the laws and regulations, should be addressed to such contact person as listed out in [Annex 1](#).
2. For security purpose, you may need to provide the request in written form or use other methods to prove your identity. We may request you to verify your identity before processing your request.
3. Upon the receipt of your request, we will reply to you within 15 working days or shorter period as prescribed by laws and regulations (if any).
4. We will not charge fees for the processing of your above-mentioned reasonable requests for checking, correcting or otherwise disposing of your personal information.

Notwithstanding the foregoing, we may reject illegal, noncompliant, unnecessarily repeated request, request which needs excessive technical means (for example, the need to develop information systems or fundamentally change current practices) or brings risks to the legitimate rights and interests of others, or is unreasonable or technically impracticable. Further, we may not be able to respond to part or all of your request under any of the following circumstances:

- (1) **Where the request is in relation to our legal and financial compliance obligation under laws and regulations;**
 - (2) **where the request is in direct relation to state security or national defence security;**
 - (3) **where the request is in direct relation to public security, public sanitation, or major public interests;**
 - (4) **where the request is in direct relation to criminal investigations, prosecutions, trials, execution of rulings, etc.;**
 - (5) **where there is sufficient evidence that you are intentionally malicious or abuse your rights;**
 - (6) **where the purpose is to protect you or other individual's life, property and other substantial legal interests but difficult to acquire your consent;**
 - (7) **where responses to your request will give rise to serious damage to your or any other individual or organisation's legal rights and interests; or**
 - (8) **where the request involves any trade secret.**
5. We may send you job advertisements and information on our vacancies. But we will not send you any financial product advertisement/promotion information or use your personal information or disclose your personal information to any third party for financial product advertisement/promotion purpose. You are entitled to notify us and exercise your right of choice, not to receive such job advertisement any more. If you so choose to reject job advertisement message, please contact us through the contact information listed in this Policy. After receipt of your request we will, as soon as practical (usually no later than 15 working days from your request), take relevant actions.
6. You may supervise or make suggestions for our practices regarding personal information protection, and lodge complaints or demand compensation according to law against us or our staff for any infringement of your rights and interests in your personal information.

If you have any query, complaint, feedback, comment, suggestion or any concern about automated decision results, you may contact us through the contact information listed in this Policy.

X. Formulation, Effectiveness, Update of this Policy and Others

1. **The Policy is made by us and published at our HR related websites and/or applications of HSBC and takes effect on the date of issuance.** The Policy may be

amended or updated from time to time, particularly in the events of major changes as follows:

- (1) Major changes in our recruitment methods or methods of managing information of third-party vendor's staff, such as changes in the purpose of processing personal information, changes in the types of personal information being processed, the use methods of personal information, etc.;
- (2) Major changes in our ownership structure, organisational structure, etc., such as changes as result of business adjustments, bankruptcy, mergers, etc.;
- (3) Changes in the main objects of personal information sharing, transfer or public disclosure;
- (4) Significant changes in your rights relating to personal information or in the methods to exercise such rights;
- (5) Changes of our contacts for personal information related requests/enquiries, changes of our contacts for complaint or feedback;
- (6) Other major changes which may significantly impact your interests in personal information.

We will post the changes to the Policy or the updated Policy through pop-ups, announcements, etc. on our HR related website and/or application. Changes to the Policy shall not diminish or limit the rights you should have as a Personal Information Subject under applicable laws and regulations.

2. **Where you provide to us personal information about another person, you should ensure that person acknowledges this Policy and, in particular, tell him/her how we may collect and use his/her information and obtain the consent of such person.** You should remind that person to read this Policy in advance and may also give him/her a copy of this Policy.
3. If you are also a customer of the HSBC Group, attention is drawn to the relevant personal information protection policy to customers.
4. Some links in our website may refer to websites of other companies, which may have their own privacy notices. The content may be different with ours. You need to make sure you are satisfied to their privacy notices when you are using other websites.
5. In case of discrepancy between the Chinese and English versions of this Policy, the Chinese version shall apply and prevail.



Annex 1

List of HSBC Group Entities in the Mainland China and Contact Information

	Entity Name	Mailing Address	Zip Code	Contact Person	E-mail	Telephone
1.	HSBC Bank (China) Company Limited	37/F HSBC Building, Shanghai IFC, 8 Century Avenue, Pudong, Shanghai, China	200120	Human Resources Department	talent.acquisition.admin@hsbc.com.cn	021-38883338 (8:30am - 5:30pm, Monday to Friday during the working days)
2.	Beijing Miyun HSBC Rural Bank Company Limited	No.126-1, Xin Dong Road, Miyun, Beijing, China	101500	Human Resources Department	rrb.hr.resourcing.support.cn@hsbc.com.cn	010-58120744 (8:30am - 5:30pm, Monday to Friday during the working days)
3.	Chongqing Dazu HSBC Rural Bank Company Limited	No.1 Beihuan Road(E) , Dazu, Chongqing, China	402360	Human Resources Department	rrb.hr.resourcing.support.cn@hsbc.com.cn	023-43711352 (8:30am - 5:30pm, Monday to Friday during the working days)
4.	Chongqing Fengdu HSBC Rural Bank Company Limited	No.107, Pingdu Avenue(E), Sanhe Town, Fengdu, Chongqing, China	408200	Human Resources Department	rrb.hr.resourcing.support.cn@hsbc.com.cn	023-70779412 (8:30am - 5:30pm, Monday to Friday during the working days)

5.	Chongqing Rongchang HSBC Rural Bank Company Limited	No. 3/5/7, Haitang Er Zhi Road, Changzhou Street, Rongchang, Chongqing, China	402460	Human Resources Department	rrb.hr.resourcing.support.cn@hsbc.com.cn	023-46776578 (8:30am - 5:30pm, Monday to Friday during the working days)
6.	Dalian Pulandian HSBC Rural Bank Company Limited	1-2/F, No. 3 Nanshan Road, Pulandian, Dalian, Liaoning, China	116200	Human Resources Department	rrb.hr.resourcing.support.cn@hsbc.com.cn	0411-82692383 (8:30am - 5:30pm, Monday to Friday during the working days)
7.	Fujian Yong'an HSBC Rural Bank Company Limited	1-3 Floor, No.1211, Yan Jiang Road, Yong'an, Fu Jian, China	366000	Human Resources Department	rrb.hr.resourcing.support.cn@hsbc.com.cn	0598-3808025 (8:30am - 5:30pm, Monday to Friday during the working days)
8.	Guangdong Enping HSBC Rural Bank Company Limited	No.44, Xin Ping Middle Road, Enping, Guangdong, China	529400	Human Resources Department	rrb.hr.resourcing.support.cn@hsbc.com.cn	0750-7131888 (8:30am - 5:30pm, Monday to Friday during the working days)
9.	Hubei Macheng HSBC Rural Bank Company Limited	No.56 Yurong Street, Macheng, Hubei, China	438300	Human Resources Department	rrb.hr.resourcing.support.cn@hsbc.com.cn	0713-2938386 (8:30am - 5:30pm, Monday to Friday during the working days)

10.	Hubei Suizhou Cengdu HSBC Rural Bank Company Limited	No205, Lieshan Avenue, Ceng Du, Suizhou, Hubei China	441300	Human Resources Department	rrb.hr.resourcing.support.cn@hsbc.com.cn	0722-3068029 (8:30am - 5:30pm, Monday to Friday during the working days)
11.	Hubei Tianmen HSBC Rural Bank Company Limited	Building 3, Yin Zuo Di Jing Wan, Tianmen New City, Tianmen, Hubei, China	431700	Human Resources Department	rrb.hr.resourcing.support.cn@hsbc.com.cn	0728-5299028 (8:30am - 5:30pm, Monday to Friday during the working days)
12.	Hunan Pingjiang HSBC Rural Bank Company Limited	Room 101-102, 106, 501-502, Commercial Pedestrian, Pingjiang, Yue Yang, Hunan, China	414500	Human Resources Department	rrb.hr.resourcing.support.cn@hsbc.com.cn	0730-6888419 (8:30am - 5:30pm, Monday to Friday during the working days)
13.	Shandong Rongcheng HSBC Rural Bank Company Limited	Room 2, No. 198, Chengshan Avenue (E), Rongcheng, Shandong, China	264300	Human Resources Department	rrb.hr.resourcing.support.cn@hsbc.com.cn	0631-7607169 (8:30am - 5:30pm, Monday to Friday during the working days)
14.	HSBC Electronic Data Processing (Guangdong) Limited	4-17/F, Office Tower 2 TaiKoo Hui, No. 381 Tianhe Road, Tianhe District,	510620	Human Resources Department	recruitment.china.gsc@hsbc.com.cn	020-38583304 (8:30am - 5:30pm, Monday to Friday during the working days)



		Guangzhou, Guangdong, China				
15.	HSBC Software Development (Guangdong) Limited	22/F, Office Tower 2, Taikoo Hui, No. 381 Tianhe Road, Tianhe District, Guangzhou, Guangdong, China	510620	Human Resources Department	recruitment.hsdc@hsbc.com.cn	020-38587252 (8:30am - 5:30pm, Monday to Friday during the working days)
16.	HSBC Technology & Services (China) Limited	31/F HSBC Building, Shanghai IFC, 8 Century Avenue, Pudong, Shanghai, China	200120	Human Resources Department	human.resources.htsc@hsbc.com.cn	021-38883338 (8:30am - 5:30pm, Monday to Friday during the working days)
17.	HSBC Life Insurance Company Limited	Unit 2101, 21F & Unit 2002, 20F, HSBC Building, 8 Century Avenue, Pudong, Shanghai, China	200120	Human Resources Department	human.resources.insh@hsbc.com.cn	021-38509012 (9am-6pm, Monday to Friday during the working days)
18.	HSBC FinTech Services (Shanghai) Company Limited	Room 406, No. 859-869, Huanhu West 1st Road, Lingang New Area, Pilot Free Trade Zone, Shanghai, China	200120	Human Resources Department	human.resources.pinf@hsbc.com.cn	021-38556888 (9am - 6pm, Monday to Friday during the working days)
19.	HSBC Insurance Brokerage	Room 201, 2F, Tower 3, No.12 Anxiang	101300	Human Resources Department	human.resources.pinb@hsbc.com.cn	010-59860039 (9am - 6pm, Monday to



	Company Limited	Street, Shunyi, Beijing, China				Friday during the working days)
20.	HSBC Corporate Services (Shanghai) Limited	35/F HSBC Building, Shanghai IFC, 8 Century Avenue, Pudong, Shanghai, China	200120	Human Resources Department	trista.b.s.hou@hsbc.com.cn	021-38882411 (8:30am - 5:30pm, Monday to Friday during the working days)
21.	HSBC Qianhai Securities Limited	Block 27 A&B, Qianhai Enterprise Dream Park, No. 63 Qianwan Yi Road, Shenzhen-Hong Kong Cooperation Zone, Shenzhen, Guangdong, China	518052	Human Resources Department	ibcnhr@hsbcqh.com.cn	0755-88983151 (9am - 6pm, Monday to Friday during the working days)
22.	HSBC Philanthropy Foundation Beijing	18/F Fortune Financial Center, No 5 Dongsanhuan Zhong Road, Chaoyang District, Beijing China	100020	Operation Department	hpfb-admin@hpfb.org.cn	010-59996577 (9am - 6pm, Monday to Friday during the working days)