



**HEC Paris  
Students Union**

## **OPENING A BANK ACCOUNT**



# Opening a bank account

- HPSU decided to join Société Générale as it offers the **best conditions**.
- Your bank account will be a branch account with **autonomous access** and functioning.
- If you decide to delegate power to the HPSU President and/or Treasurer, we will provide **administrative support** especially with the transfer of the bank account to a new leadership team every year.
- To open the club account, the president and treasurer will have to be **register themselves** as individual costumers of Société Générale.
- The HPSU **dedicated point of contact** is Charlotte de Villette.
- We advise you to contact her **by email** with the necessary documents specified on the next slide.

**Charlotte de VILLETTE**

Conseiller Grande école HEC

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<http://www.societegenerale.com>

# Opening a bank account

- Please provide the following documents **to open an individual bank account**:
  1. Official ID
  2. Housing certificate (phone bill, HEC Paris certificate...)
  3. Student ID
  
- Please provide the following documents **to open an HPSU club bank account**:
  1. Official ID of the club president and treasurer
  2. Housing certificate of the club president and treasurer (phone bill, HEC Paris certificate...)
  3. HPSU statutes in French available on the Student Portal (<https://portal.hec.fr/campus/en/student-engagement/hec-paris-students-union/Pages/default.aspx>)
  4. The official and signed minutes of the HPSU Steering Committee meeting validating the creation of your club
  5. The *Délégation de pouvoir*