

## Corporate account – application checklist

Name of corporation/business:

Business owner/director/representative:

### CLIENT GUIDE

DOCUMENTS/INFORMATION REQUIRED	ENGLISH VERSION	NOTARIZED	SUBMITTED (YES/NO)	REMARKS/COMMENTS
<b>Legal status and nature of business</b>				
(a) Name of the business				
(b) Address of registered office				
(c) Name and address of local agent or agents, if and where applicable				
(d) Country of incorporation		✓		
(e) Articles of incorporation or continuance		✓		
(f) Certificate of incorporation		✓		
(g) Company by-laws		✓		
(h) Most recent annual return		✓		
(i) Partnership agreement, where applicable (LLC, LLP)		✓		
(j) A signed Director's Statement or a certificate by the Company's Secretary outlining the nature of the company's business (the term Director refers to any person that holds the positions above).				
<b>Key functionaries within the business</b>				
(a) Names of all Directors, Company's Secretary, other senior officers and authorized signatories for the account.				
(b) One (1) <b>coloured</b> copy of identification* for Directors, the Company's Secretary and the authorized signatories for the account.				
(c) Names and identification documents for all partners of a partnership and sole proprietor.				

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<b>Financials</b>				
(a) Management accounts for the last three (3) years for self-employed persons and businesses which have been in operation for more than three (3) years; <b>or</b>				
(b) Three (3) year <b>estimates</b> of income for self-employed persons and businesses which have been in operation for less than three (3) years.				
(c) If you cannot provide the documentation stated in (a) and (b) above, kindly provide other forms to prove the source of funds to be used for the transactions.				
<b>Ownership and structure of business</b>				
(a) Provide an organizational chart of company including parents, affiliates and subsidiaries.				
(b) Attach a list of all beneficial owners who own or control, direct and indirect interest in the company.				
<b>Other documents</b>				
(a) Copies of deeds or instruments, powers of attorney or other authorities affecting the operation of the account in relation to the business.		✓		
(b) Evidence of the authority to enter the business relationship (for example a copy of the Board Resolution authorizing the investment).				
(c) A reference letter from bank including date opened, type of account(s); credit facilities granted. In the event a bank reference cannot be submitted, kindly submit copies of bank statements for the last six (6) months.				
(d) Information on the purpose and intended nature of the business relationship.				
(e) If you require any license/charter to operate your business, please explain in remarks/comments section. Otherwise indicate n/a				

\* Passport, national identification, driver's license

- Please note that all documents are required to be in English.
- Foreign language documents must be translated by a certified translator.
- Ensure that the notary public has signed the copy document (printing his/her name clearly below, on the document).
- Clearly indicate his/her position or capacity, together with appropriate contact information, including an address and a phone contact.