

CHECKLIST FOR FUND/COLLECTIVE INVESTMENT SCHEMES ACCOUNT OPENING AND OTHERS

This form can be filled in on a computer; alternatively please print and tick (~) where documents have been supplied.

Statutory Documents		
· · · · · · · · · · · · · · · · · · ·		
•	A certified true copy of Certificate of Incorporation or an electronic certificate of incorporation (e-Certificate) or equivalent document establishing the existence of the entity.	
•	A certified true copy of the Global Business Licence (GBL) issued by the Financial Services Commission (FSC) (where applicable).	
•	A certified true copy of CIS Licence or authorisation, issued by the relevant authorities (Financial Services Commission (FSC) for local CIS).	
•	Prospectus/Private Placement Memorandum/Offering documents or an original or certified true copy of a duly dated and signed business plan, clearly detailing out the business activities of the Company and including the sources and application of funds or a certified true copy of the latest financial summary or audited accounts/financial statements.	
•	A Declaration of Beneficial Ownership of entity duly signed by any director/company secretary or authorised signatories as per acts and deeds of the applicant.	
•	A certified true copy of Company's Memorandum & Articles of Association or Constitution.	
	OR	
•	A written confirmation signed by either the Management Company, the Registered Agent, the Company Secretary or a director, attesting the non-adoption of a Constitution/Memorandum & Articles of Association (where appropriate).	
•	A duly completed and signed AML/CFT questionnaire signed by the Company Secretary or any director.	
•	List of investors holding 20% or more at the time of on-boarding, signed by a member of the governing body of the Fund (e.g. director, fund manager).	
•	A letter of undertaking to provide list of investors holding 20% or more, signed by a member of the governing body of the Fund (e.g. director, fund manager), where such percentage interest is reached by any investor.	
•	Form "F2064 – Self Certification Form for Entities" duly signed by any director/authorised signatories as per acts and deeds of the applicant.	
•	A letter of reference from a reputable bank or other acceptable financial institution (dated less than 3 months) from the Applicant (if the Applicant has been incorporated for more than 6 months).	
Directors		
•	A certified true copy of the register of directors signed/certified by either the company secretary or Registered Agent of the applicant.	
•	Identity documents of all the directors of the company.	
Shareholders		
•	Register of Shareholders (or equivalent document) signed/certified by Management Company or Director of Applicant.	
•	Identity documents of all significant shareholders and beneficial owners, investors holding more than 20% in the fund.	
Authorised Signatories		
•	Resolution (original or certified true copy), authorising the opening of accounts and giving the authority to the signatories (as well as listing the signatories' specimen signatures) for:	
	the operation of the accounts; and	
	the signing of documents.	
•	Identity documents of all authorised signatories.	

Identity documents are:

- Original or certified true copy of a proof of identity in the form of a valid passport or identity card with clear photographic image, bearing the individual's specimen signature.
- Original or certified true copy of a proof of current permanent residential address dated less than 3 months.
- A letter of reference from a reputable bank or other acceptable financial institution (dated less than 3 months) or letter of authority, for non-resident/non-citizen beneficial owners.
- For significant shareholders and beneficial owners, a copy of curriculum vitae (CV), providing a clear indication of his/her profile (qualifications, work experience and timeframe related to same).

The Mauritius Commercial Bank Limited may request for further information and/or documents, deemed necessary, to complete its due diligence process from a risk based approach.