

LOCALLY INCORPORATED NON – LISTED COMPANIES

	Document	
1.	<p>A. A certified true copy of Certificate of Incorporation issued by the Registrar of Companies of Mauritius. OR</p> <p>B. An electronic certificate of incorporation (e-Certificate) issued by the Registrar of Companies of Mauritius. OR</p> <p>C. A certified true copy of Certificate of Registration by Continuation issued by the Registrar of Companies for foreign companies registered by continuation.</p>	M
2.	<p>A. Extract of file (dated less than 3 months) bearing the seal of the Registrar of Companies (manual or electronic). OR</p> <p>B. Particulars of Company at Incorporation for companies incorporated less than 3 months bearing the seal of the Registrar of Companies (manual or electronic) signed by any director or company secretary.</p>	M
3.	A certified true copy of Business Registration Card	NB
4.	<p>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:</p> <ul style="list-style-type: none"> the operation of the accounts; and the signing of documents. <p>Resolution may be in the form of:</p> <p>(a) A written resolution signed by all directors; or</p> <p>(b) An extract of minutes signed by the Company Secretary or any director.</p>	M
5.	<p>CDD documents on all directors, authorized signatories, significant shareholders and beneficial owners, as follows:</p> <ul style="list-style-type: none"> 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 (Valid Driving Licence accepted for Mauritian Non-Residents (foreign driving licence) and foreigners). 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 non resident/ non-citizen 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). 	M M NB NB
6.	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.	M
7.	<p>A. A duly dated and signed business plan or certified true copy thereof, clearly detailing out the business activities of the Company and including the sources and application of funds and estimated volume of inflows and outflows.</p> <p>The business plan may be signed by either the Management Company, the Registered Agent, a director, the company secretary, an accountant, the beneficial owner or signatories as per Acts and Deeds.</p> <p>OR</p> <p>B. A certified true copy of the latest financial summary or audited accounts/financial statements.</p> <p>NOTE: For companies limited by guarantee (non-trading), a duly dated and signed statement of income & expenditure/financial summary (forecast for newly set up or less than 18 months).</p>	M
8.	A certified true copy of Company's Memorandum & Articles of Association or Constitution or a written confirmation attesting the non-adoption of a Constitution/ Memorandum & Articles of Association (where appropriate).	NB

	Document	
9.	<p>A certified true copy of the licence, where company is licensed or regulated by relevant authorities (e.g. BoM, FSC, Ministry of Health & Quality of Life, National Land and Transport Authority, Ministry of Tourism & Leisure, etc.), if applicable.</p> <p>NOTE: The licence is mandatory for companies that are already in operation. This includes management companies which want to establish business relationship with the Bank.</p> <p>For applicants who are already in operation in the Contract Car and/or Contract Bus Business, a licence issued by the National Land and Transport Authority will be required. For applicants who are starting this business and who have not yet been issued such a licence, a letter of grant issued by the NLTA must be provided, prior to account opening, subject to an undertaking that the NTLA Licence will be submitted to the Bank upon receipt of the same.</p>	NB
10.	<p>A duly dated and signed shareholding structure (where appropriate), clearly mentioning the percentage shareholding interest held. The structure should go back to the ultimate beneficial owner(s).</p> <p>The document may be signed by either the Management Company, the Registered Agent, a director, the company secretary, an accountant or the beneficial owner.</p>	NB
11.	Form "F2064 – Self Certification Form for Entities".	M
12.	<p>For companies holding accounts (currently or previously) with other banks: A bank reference letter (dated less than 3 months) and statements of accounts for the last 6 months are required.</p> <p>NOTE:</p> <p>(a) Only bank statements will be required for customers who:</p> <ul style="list-style-type: none"> • Have been contacted by a Relationship Manager to open an account with the bank. For such cases, the RM needs to insert a recommendation note and sign on the account opening form; or • Have a turnover of less than MUR 5million or equivalent in FCY. <p>(b) Bank Statements and bank reference letter will be required for existing businesses where annual turnover exceeds MUR 5million or equivalent in FCY.</p>	NB

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.