

Please complete fields below in CAPITAL letters using black ink and tick (✓) where appropriate.

	Document	
1.	Letter from relevant Ministry/Organisation requesting the opening of account, listing signatories and mentioning the modus operandi, if entity is not registered with the Registrar of Associations.	<input type="checkbox"/>
2.	A certified true copy of the Business Registration Card for Cooperative Societies.	<input type="checkbox"/>
3.	<p><b>A.</b> 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><b>OR</b></p> <p><b>B.</b> A duly dated and signed statement of income and expenditure.</p> <p>The business plan/statement of income and expenditure may be signed by the office bearers (principals).</p>	<input type="checkbox"/>
4.	A certificate of Registration from Registrar of Cooperatives for Cooperative Societies.	<input type="checkbox"/>
5.	Rules and Regulations for Cooperative Societies bearing seal of Registrar of Cooperatives.	<input type="checkbox"/>
6.	Constitution or Rules for Clubs/Religious Bodies, if available.	<input type="checkbox"/>
7.	<p>CDD documents for all office bearers (the principals) and /or signatories:</p> <ul style="list-style-type: none"> <li>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 (<b>Valid Driving Licence accepted for Non-Residents from Equivalent Jurisdictions</b>).</li> <li>Original or certified true copy of a proof of current permanent residential address dated less than 3 months (e.g. a utility bill).</li> <li>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 office bearers and signatories*.</li> </ul>	<input type="checkbox"/>
8.	Document confirming address of Club / Religious Body, if not already available on other documents submitted.	<input type="checkbox"/>
9.	Form "F2064 – Self Certification Form for Entities".	<input type="checkbox"/>

\* Where cooperatives are applicants for accounts, those persons, quite often the board members as well as executives and account signatories, exercising control or significant influence over the organisation's assets should be considered the beneficial owners and therefore identified and verified.