

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

<b>Statutory Documents</b>	
• A certified true copy of the Foundation Charter (deed of formation or other founding document) evidencing:	
➤ The name and particulars of the Founder(s)	<input type="checkbox"/>
➤ The purposes and objects of the Foundation	<input type="checkbox"/>
➤ The foundation capital (funds/assets)/endowment of the property to the foundation	<input type="checkbox"/>
➤ The address of the registered office of the Foundation	<input type="checkbox"/>
➤ The procedure for the appointment, removal, period of office of the members of Council and the holding of its meetings	<input type="checkbox"/>
➤ The procedure for the appointment, removal of the Secretary (where applicable)	<input type="checkbox"/>
➤ The procedure for the appointment, removal of a protector or committee of protector and its or his/her powers and duties (where applicable)	<input type="checkbox"/>
➤ The name and address of the Secretary (where applicable)	<input type="checkbox"/>
➤ The beneficiary of the Foundation or the manner in which the latter may be appointed and/or removed (if applicable)	<input type="checkbox"/>
• A certified true copy of the certificate of registration or confirmation on the current registration of the foundation with the Registrar of Foundations or such relevant authority	
• Certified true copy of the Articles/Regulations which may have been issued (where applicable):	
➤ to appoint beneficiaries or description of such beneficiaries and the benefits related to any distribution made (if not included in the Charter); and	<input type="checkbox"/>
➤ for the regulation of the affairs of the Council.	<input type="checkbox"/>
• A certified true copy of Proof of Good/Current Standing (if the foundation has been in existence for more than one year)	
• A duly dated and signed business plan or certified true copy thereof (or equivalent document), clearly detailing out the activities of the Foundation and including the sources and application of funds and estimated volume of inflows and outflows	
<b>Registered Agent/Council Secretary</b>	
• A certified true copy of the Certificate of Incorporation	
• A certified true copy of the register of directors signed by either the Company Secretary or Registered Agent	
• Resolution (original or certified true copy), appointing the persons authorised to sign on behalf of the Corporate Registered Agent/Council Secretary, together with their specimen signatures	
<b>Individual Council Secretary (Depending on the Jurisdiction)</b>	
• 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	
<b>Founder(s)</b>	
• Identity documents of the Founder(s)	

**Council Member(s)**

- Identity documents of the Council Member(s)

**Beneficiaries**

- 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)
- Identity documents of all named beneficiaries. In the event that there are no named beneficiaries, a letter of undertaking from the Council that the name(s) of beneficiaries and CDD documents will be furnished to the Bank at the time of appointment
- A Declaration of Beneficial Ownership of entity duly signed by the Council

**Executor/Protector/Administrator or Other Persons who have the Authority to Operate and Transact for and on Behalf of the Foundation, Together with their Specimen Signatures (if Not Included in the Charter)**

- Resolution (original or certified true copy) of the Council authorising its signatories to open and operate accounts on its behalf (together with the specimen signatures)
- Identity documents of all authorised persons

**Authorised Signatories**

- Identity documents of all authorised persons

**Other Information**

- Undertaking from the Council Member(s)/Secretary to inform the Bank of any material change in the foundation or in its operations
- Form "F 2064 - Self Certification Form for Entities"

**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 6 months) or letter of authority, for non-residents/individuals.
- A Curriculum Vitae (CV) of the founder(s)/beneficiary(ies) clearly mentioning the qualifications & work experience and the timeframe relating to same and providing a clear indication of the individual's source of funds/wealth (or documentary evidences in respect of the above).