



**DOCUMENTS REQUIRED FOR FOREIGN COMPANIES
ACCOUNT OPENING AND OTHERS**

This form can be filled in on a computer; alternatively, use black ink and CAPITAL letters.

Tick (✓) where documents have been supplied

Statutory Documents	
(i) Certified true copy of Certificate of Incorporation or equivalent	<input type="checkbox"/>
(ii) Certified true copy of Constitution/Memorandum & Articles of Association (or equivalent) of the Company	<input type="checkbox"/>
(iii) Certificate of current standing from relevant authorities	<input type="checkbox"/>
(iv) Certified true copy of Register of Shareholders and Directors duly signed by the Registered Agent/Company Secretary or Certificate of incumbency mentioning who the directors and shareholders of the company are	<input type="checkbox"/>
Shareholders & Ultimate Beneficial Owners	
• Significant Shareholders (holding 20% or more of capital or voting rights):	
(i) For individuals, identity documents and CV as mentioned below	<input type="checkbox"/>
(ii) For non-individuals/corporate	<input type="checkbox"/>
➤ Certified true copy of the Certificate of Incorporation	<input type="checkbox"/>
➤ Certified true copy of licence for regulated entities (if applicable)	<input type="checkbox"/>
➤ Certified true copy of Register of Directors duly signed by the Registered Agent/Company Secretary or Certificate of incumbency listing the directors of the company	<input type="checkbox"/>
➤ Certified true copy of Register of Shareholders duly signed by the Registered Agent/Company Secretary or Certificate of incumbency listing the shareholders of the company	<input type="checkbox"/>
• Ultimate Beneficial Owners:	
(i) Identity documents	<input type="checkbox"/>
(ii) A detailed CV of the settlor(s) 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)	<input type="checkbox"/>
Director(s)	
(i) Identity documents of the Director(s)	<input type="checkbox"/>
Company secretary/Registered Agent	
• Corporate Company Secretary:	
(i) Certified true copy of the Certificate of Incorporation of the Registered Agent/Secretary	<input type="checkbox"/>
(ii) Register of Directors	<input type="checkbox"/>
(iii) Any applicable licence/authorisation,	<input type="checkbox"/>
(iv) List of persons authorised to sign/certify documents when acting as the Registered Agent/secretary together with passport copies and specimen signatures	<input type="checkbox"/>
• Individual Registered Agent/Secretary:	
(i) Identity documents	<input type="checkbox"/>
(ii) Any applicable licence/authorisation	<input type="checkbox"/>

Persons who have Authority to Act on Behalf of the Company

(i) Identity documents of all authorised persons



Authorised Signatories

(i) Identity documents of all authorised signatories (if they are not already registered at the Bank)



Other Information

(i) Board Resolution (you may refer to template attached)



(ii) A business plan clearly stating the expected yearly transaction flows with amounts (if the company is recently incorporated/registered) or recent audited financial statements/financial summary



(iii) A structure chart establishing clearly the ownership structure (as may be required)



Identity documents are:

- (i) Certified true copy of valid passport, identity card with clear photographic image (the designation of the person/authority certifying the copy must be indicated).
- (ii) Certified copy of a proof of residential address (utility bill, bank statements, bank reference dated less than 6 months).
- (iii) Reference from a reputable bank (dated less than six months).