



**DOCUMENTS REQUIRED FOR A FOUNDATION
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	
<ul style="list-style-type: none"> • A certified true copy of the Foundation Charter (deed of formation or other founding document) evidencing: <ul style="list-style-type: none"> ➤ The name and particulars of the Founder(s) ➤ The purposes and objects of the Foundation ➤ The foundation capital (funds/assets)/endowment of the property to the foundation ➤ The address of the registered office of the Foundation ➤ The procedure for the appointment, removal, period of office of the members of Council and the holding of its meetings ➤ The procedure for the appointment, removal of the Secretary (where applicable) ➤ The procedure for the appointment, removal of a protector or committee of protector and its or his/her powers and duties (where applicable) ➤ The name and address of the Secretary (where applicable) ➤ The beneficiary of the Foundation or the manner in which the latter may be appointed and/or removed (if applicable) 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<ul style="list-style-type: none"> • 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 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Certified true copy of the Articles/Regulations which may have been issued (where applicable): <ul style="list-style-type: none"> ➤ to appoint beneficiaries or description of such beneficiaries and the benefits related to any distribution made (if not included in the Charter); and ➤ for the regulation of the affairs of the Council. 	<input type="checkbox"/> <input type="checkbox"/>
<ul style="list-style-type: none"> • A certified true copy of Proof of Good/Current Standing (if the foundation has been in existence for more than one year) 	<input type="checkbox"/>
<ul style="list-style-type: none"> • 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 	<input type="checkbox"/>
Registered Agent/Council Secretary	
<ul style="list-style-type: none"> • A certified true copy of the Certificate of Incorporation 	<input type="checkbox"/>
<ul style="list-style-type: none"> • A certified true copy of the register of directors signed by either the Company Secretary or Registered Agent 	<input type="checkbox"/>
<ul style="list-style-type: none"> • 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 	<input type="checkbox"/>
Individual Council Secretary (Depending on the Jurisdiction)	
<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 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Original or certified true copy of a proof of current permanent residential address dated less than 3 months 	<input type="checkbox"/>
Founder(s)	
<ul style="list-style-type: none"> • Identity documents of the Founder(s) 	<input type="checkbox"/>
Council Member(s)	
<ul style="list-style-type: none"> • Identity documents of the Council Member(s) 	<input type="checkbox"/>

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)	<input type="checkbox"/>
• 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	<input type="checkbox"/>
• A Declaration of Beneficial Ownership of entity duly signed by the Council	<input type="checkbox"/>

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)	<input type="checkbox"/>
• Identity documents of all authorised persons	<input type="checkbox"/>

Authorised Signatories	
• Identity documents of all authorised persons	<input type="checkbox"/>

Other Information	
• Undertaking from the Council Member(s)/Secretary to inform the Bank of any material change in the foundation or in its operations	<input type="checkbox"/>
• Form "F 2064 - Self Certification Form for Entities"	<input type="checkbox"/>

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).