

INDICATIVE DOCUMENTS CHECKLIST - ADDITIONAL DOCUMENTS MAY BE REQUESTED

DOMESTIC COMPANY

- ☐ Board Resolution authorising the opening of account/s, signing instructions and names of all directors / signatories
- ☐ Certificate of Incorporation
- ☐ Business Plan
- ☐ UBO declaration form
- ☐ Application for Incorporation of a Company / Memorandum & Articles of Association / Constitution and any amending resolutions
- ☐ List of Shareholders holding 20% or more of shares / Beneficial Owners / Ultimate Beneficial Owners / Directors / Authorised Signatories and their ID Cards / Current valid Passports / Recent Proof of Address i.e. Recent
- ☐ Paid Utility Bills / Bank or Credit Card Statement / - Bank Reference (for foreigner/non resident)
- ☐ CV Structure chart until UBO
- ☐ Business Registration Card (as applicable)
- ☐ Business Licence (as applicable)
- ☐ Latest Audited Financial Statements (where applicable) Last Annual Return to Registrar of Companies (if applicable)
- ☐ Fax & Email Indemnity Letter (at the client's discretion)

LISTED COMPANY

- ☐ Documents proving listed status Latest Annual Reports and Accounts
- ☐ Board Resolution authorising the opening of account/s, signing instructions and names of all signatories
- ☐ List of Authorised Signatories and their ID Cards / current valid Passports / Recent Proof of Address i.e.
- ☐ Recent paid Utility Bills / Bank or Credit Card Statement / - CV Bank Reference (for foreigner/non resident)
- ☐ Business Registration Card (as applicable)
- ☐ Fax & Email Indemnity Letter (at the client's discretion)
- ☐ Proof of listing

PARTNERSHIP / SOCIETE

- ☐ Resolution authorising the opening of account/s, signing instructions and names of all partners
- ☐ Partnership Agreement / Deed of Societe
- ☐ Certificate of Registration
- ☐ Latest Financial Statements (where applicable)
- ☐ List of Partners holding 20% or more of shares / Administrators / Authorised Signatories / Gerants and their ID Cards / current valid Passports / Recent Proof of Address i.e. Recent paid Utility Bills / Bank or Credit Card
- ☐ Statement / - Bank Reference (for foreigner/non resident) / CV Fax & Email Indemnity Letter (at the client's discretion)

PARASTATAL BODIES

- ☐ Act of Parliament
- ☐ Board Resolution authorising the opening of account/s, stating currency/ies, signing instructions and names of signatories
- ☐ List of signatories and their ID Cards / Passports
- ☐ Fax & Email Indemnity Letter (at the client's discretion)

INDICATIVE DOCUMENTS CHECKLIST (CONTINUED) - ADDITIONAL DOCUMENTS MAY BE REQUESTED

INTERNATIONAL COMPANY

- ☐ Board Resolution authorising the opening of the account, signing instructions and names of all directors / signatories
- ☐ Global Business Licence*
- ☐ Certificate of Incorporation*
- ☐ Memorandum and Articles of Association / Constitution*
- ☐ Register of Shares, Directors & Secretaries*
- ☐ Background information (Prospectus / Annual Report / Financial Statements).
- ☐ Eligible Introducer Certificate - Structure chart until UBO
- ☐ List of Shareholders holding 20% or more of shares - Directors, Beneficial Owners, Ultimate Beneficial Owners and Authorised Signatories: *
 - ID Cards / current valid Passports
 - Recent Proof of Address i.e. Recent paid Utility Bills / Bank or Credit Card Statement
 - Bank Reference
 - CV
- ☐ Business Plan* * To be certified true copy by the Introducer
- ☐ Fax & Email Indemnity Letter (at the client's discretion)

INVESTMENT FUNDS

- ☐ Private Placement Memorandum / Constitution
- ☐ Certificate of Registration
- ☐ Board Resolution authorising the opening of account/s, stating currency/ies, signing instructions and names of signatories
- ☐ List of Promoters / Directors / Authorised Signatories and their ID Cards / current valid Passports / Recent Proof of Address i.e. Recent paid Utility Bills / Bank or Credit Card Statement / - Bank Reference (for foreigner/non resident) / CV
- ☐ Business Licence
- ☐ Undertaking from Administrator/Promoter/Investment Manager that due diligence is carried out on the investors
- ☐ Fax & Email Indemnity Letter (at the client's discretion)

If Investment Fund holds a GBC licence above list of documents referred under International Company is also applicable

CLUB / ASSOCIATION

- ☐ Resolution authorizing the opening of account
 - to be signed by all Authorised Signatories as stated in the Committee Minutes of Meeting
- ☐ Certificate of Registration
- ☐ Approval letters from an appropriate authority approving the formation of the Club, Society or Association
- ☐ Committee Minutes of Meeting signed by the Chairman advising the signatories on behalf of the Club or Association
- ☐ Rules and Regulations of the Club or Association
- ☐ Security Bond (Registered)
- ☐ List of Elected Members / Authorised Signatories and their ID Cards / current valid Passports / Recent Proof of Address i.e. Recent paid Utility Bills / Bank or Credit Card Statement/- Bank Reference (for foreigner/non resident)/ CV
- ☐ Fax & Email Indemnity Letter (at the client's discretion)

NOTE: All proof of address and Bank Reference should not be older than 3 months

Documents to be either in original or duly certified as a true copy by a lawyer, accountant or other professional persons, who clearly adds to the copy (by means of a stamp or otherwise) his name, address and profession.