**COMPANY ACCOUNT - DOCUMENT CHECKLIST**



Customer Identification Documentation

• Certificate of Incorporation or equivalent, if applicable

• Certificate of incumbency or equivalent (which must be less than 6 months old)

• Proof of Registered Office address

• Business Registration or equivalent, if applicable

• Constitutional Documents (e.g. Articles of Association)

• Identification documents of all directors

• Identification document(s) of individual ultimate shareholder(s) / beneficial. owner(s) with shareholding or beneficial interest of more than 5%

• Residential address proof(s) of individual ultimate shareholder(s) / beneficial. owner(s) with shareholding or beneficial interest of more than 5%

• For clients with multiple layer ownership structure, an ownership chart describing the intermediate layers stating company name, place of incorporation and percentage of ownership for each layer. This must be certified by a current director

• Latest Bank Statement / financial statement

• Written authority (e.g. board resolution or authorization letter) to verify the individual(s) as Authorized Representative(s)

• Identification document(s) and residential address proof(s) of Authorized Representative(s)

• A full copy of the company’s AML program and compliance guidelines (see example attached) (If not available, we need a written attestation by an Attorney or CPA stating the legitimacy of the company’s business)

• The due diligence & AML questionnaire (see attached) completed and signed by the designated officer responsible for AML of Company, e.g. the compliance officer