

## Account Opening Documentary Checklist - Companies

**Name:**

**Account Number:**

	Documentation Description	Tick
1	Completed Account Opening form signed by the authorised signatories	
2	Completed Account Signature cards for all authorised signatories	
3	Completed limited company mandate form signed by the Chairman and Secretary, Authorised Signatories of the Board meeting that authorised the opening of the account	
4	A certified copy of the company's board minutes authorising the opening of the account and confirming list of signatories and that the bank will be advised should directors, shareholders, secretary(*) and beneficial ownership change (see template BR)	
5	(a) A certified copy of the company's Certificate of Incorporation (b) A certified copy of Memorandum & Articles of Association/Constitution(if applicable) (c) Complete set of application for incorporation of the company	
6	A certified copy of "Certificate of Current Standing" issued by the Registrar of Companies for businesses in operation for over a year	
7	A compulsory strong, recent reference from the present banker(s) of the directors and signatories	
8	Certified copies of Identity Cards / Passports and Proof of residential address (less than 3 months) of all authorised signatories, Directors, shareholders (>10%) and/ or beneficial owners.	
9	Business Plan of the Company outlining activities, background of business, directors & shareholders, volume of business, expected flows, type of transactions	

\* Where a corporate body is appointed as company secretary, details of officers authorised to sign on its behalf, specimen signature, proof of address and identity should be provided.

**Notes**

- 1 The above information only serves as a general guideline
- 2 All documents should be originals or certified true copies by one of our branches (name & chop of Officer / Manager)
- 3 The Bank reserves the right to reject an application at its sole discretion, without stating any reason thereon
- 4 A copy of our tariff of charges is available on request
- 5 Proof of address can be provided in the form of utility bills/bank statement which should not be over 3months old

**Interviewed by:**

**Date:**

**Recommended by:**

**Date**

**Approved by:**

**Date**