



## Bank Requirements for Business Accounts

Sole Proprietor & Partnership	<ol style="list-style-type: none"> <li>1. Business License</li> <li>2. Business Registration Certificate</li> <li>3. Partnership Agreement (Partnership only)</li> <li>4. Identification documents for Proprietor and Signatories</li> <li>5. Minutes of meeting (Partnership only)</li> <li>6. Letter of Request to open account</li> <li>7. Business Tax identification Number (from IRD )</li> </ol>	<p>In Addition</p> <ul style="list-style-type: none"> <li>. Certificate of change of name</li> </ul>
Company	<p>Locally Owned</p> <ol style="list-style-type: none"> <li>1. Business License</li> <li>2. Certificate of Incorporation</li> <li>3. Memorandum of Association</li> <li>4. Articles of Association</li> <li>5. Copy of Directors Resolution (Certified)</li> <li>6. Company Extract</li> <li>7. Company TIN Letter (from IRD)</li> <li>8. Identification documents for Directors and Signatories</li> <li>9. Letter of Request to open account (signed)</li> </ol>	<p>In Addition</p> <ul style="list-style-type: none"> <li>. Certificate of Change of name</li> <li>. List of Directors and copy of latest annual certificate</li> <li>. Certified company statement of ultimate beneficiary.</li> </ul> <p>The later 2 are only required if such information cannot be found in the articles of association or if it differs from this document.</p> <ul style="list-style-type: none"> <li>. Minutes of Directors meeting (if more than one director)</li> </ul>
	<p>Foreign Owned</p> <ol style="list-style-type: none"> <li>1. Approval Certificate (Foreign Investment Board – FIB)</li> <li>2. Certificate of Incorporation</li> <li>3. Memorandum of Association</li> <li>4. Articles of Association</li> <li>5. Copy of Directors Resolution (Certified)</li> <li>6. Company Extract</li> <li>7. Company TIN Letter (from IRD)</li> <li>8. Identification documents for Directors and Signatories</li> <li>9. Letter of Request to open account (signed)</li> </ol>	<p>In Addition:</p> <ul style="list-style-type: none"> <li>. Certificate of Change of name (if applicable);</li> <li>. List of Directors and copy of latest annual certificate</li> <li>. Certified company statement of ultimate beneficiary.</li> </ul> <p>The later 2 are only required if such information can not be found in the articles of association or if it differs from this document.</p> <p><b>FOREIGN DIRECTORS TO PROVIDE:</b></p> <ul style="list-style-type: none"> <li>. Residential Permit (from Immigration)</li> <li>. Work Permit (from Labour)</li> </ul>
Association (Club/Foundation/Charity/ NGO)	<p>Registered</p> <ol style="list-style-type: none"> <li>1. Certificate of Registration</li> <li>2. Constitution</li> <li>3. Committee Resolution (original or certified copy).</li> <li>4. Identification documents for Committee Members and Signatories</li> <li>5. Letter of Request to open account (signed)</li> </ol>	<p>In Addition:</p> <ul style="list-style-type: none"> <li>. Certificate of Change of Name (if applicable).</li> <li>. List of Committee Members</li> </ul> <p>The later one is only required if such information cannot be found in the constitution or if it differs.</p>
	<p>Non Registered</p> <ol style="list-style-type: none"> <li>1. Constitution or Minutes of Meeting (latest)</li> <li>2. Committee resolution</li> <li>3. Identification for Committee Members and Signatories</li> <li>4. Letter of Request to open account from parent body</li> </ol>	
Church or Religious Congregation	<p>Registered</p> <ol style="list-style-type: none"> <li>1. Certificate of Registration</li> <li>2. Constitution</li> <li>3. Copy of Resolution (Certified)</li> <li>4. Identification documents for Committee Members and Signatories</li> <li>5. Letter of Request to open Account (Signed)</li> </ol>	<p>In Addition:</p> <ul style="list-style-type: none"> <li>. List of Committee Members</li> </ul> <p>The later one is only required if such information cannot be found in the constitution or if it differs.</p>
	<p>Non Registered</p> <ol style="list-style-type: none"> <li>1. Constitution</li> <li>2. Letter from Committee President</li> <li>3. Identification documents for Committee Members and Signatories</li> <li>4. Consent Letter from parent body who is registered (Signed)</li> </ol>	

<p>Political Party</p>	<ol style="list-style-type: none"> <li>1. Certificate of Registration</li> <li>2. Party Constitution/Statutes/By-Laws</li> <li>3. Resolution or letter to open the account (signed by party's official representatives) specifying: <ul style="list-style-type: none"> <li>- Names &amp; positions of signatories</li> <li>- Number of signatures required and mandates on the account</li> <li>- Place of the meeting, Officers present and person presiding the meeting</li> </ul> </li> <li>4. Identification documents for Committee Members and Signatories</li> </ol>	<p>In Addition:</p> <ul style="list-style-type: none"> <li>. List of Committee Members</li> <li>. Copy of the latest financial report (if any)</li> </ul> <p>When a party is a branch of a parent party</p> <ul style="list-style-type: none"> <li>- Confirmation by the parent party of the existence &amp; committee members authorized to represent the party</li> <li>- Copy of the parent party certificate of registration (if applicable)</li> </ul>
<p>MPs Rural Community Development Funds</p>	<ol style="list-style-type: none"> <li>1. Signed authorization letter from Government Caucus</li> <li>2. Minutes of Meeting</li> <li>3. Letter of Request to open account (from MP concerned)</li> <li>4. Identification documents for Committee Members &amp; Signatories</li> </ol>	<p>In Addition:</p> <ul style="list-style-type: none"> <li>. List of Committee Members</li> </ul>