

Corporate Account Opening Checklist

COMPANY NAME:	DATE:		CREATED BY:
DOCUMENTS REQUIRED	SUBMITTED	REJECTED	COMMENTS
1. Account Application Form <ul style="list-style-type: none"> Signed by 2 authorised signatories to deal on behalf of the company with Company Stamp 	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	
2. Authorised Personnel Specimen Signature <ul style="list-style-type: none"> Signed by Director(s) and/or Company Secretary with Company Stamp on Company Letter Head 	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	
3. Certificate of Board Resolution <ul style="list-style-type: none"> Signed by Director(s) and/or Company Secretary with Company Stamp on Company Letter Head 	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	
4. Clear copies of NRIC / Passport of Director(s), Authorised Person(s), Principal Shareholder(s) and Ultimate Beneficial Owner(s) <ul style="list-style-type: none"> Certified true copy by a Notary Public, Commissioner of Oath, Director(s) or Company Secretary <input type="checkbox"/> To provide true copy 	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	
5. Certificate of Incorporation <ul style="list-style-type: none"> Certified true copy by 2 authorised signatories and please include Certificate of Change of Name (if applicable) <input type="checkbox"/> To provide true copy 	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	
6. Latest Audited or Management Accounts <ul style="list-style-type: none"> Compulsory and certified true copy by 2 authorised signatories <input type="checkbox"/> To provide true copy 	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	
7. Memorandum & Articles of Association <ul style="list-style-type: none"> Certified true copy by 2 authorised signatories <input type="checkbox"/> To provide true copy 	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	
8. Updated Bizfile Instant Information Print-Out (for local incorporated companies) <ul style="list-style-type: none"> Certified true copy by 2 authorised signatories <input type="checkbox"/> To provide true copy 	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	
9. Particulars of Directors/Secretary (for foreign incorporated companies) <ul style="list-style-type: none"> Certified true copy by 2 authorised signatories Include name, nationality, NRIC/PP number, residential address and date of appointment of directors/secretary <input type="checkbox"/> To provide true copy 	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	
10. Certificate of Good Standing and Certificate of Incumbency (for tax haven countries) <ul style="list-style-type: none"> From a law firm <input type="checkbox"/> To provide true copy 	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	
11. Letter of Guarantee <ul style="list-style-type: none"> Applicable to tax haven countries <input type="checkbox"/> To provide true copy 	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	
12. W-8BEN Form <ul style="list-style-type: none"> Required if you wish to trade in the US Market <input type="checkbox"/> To provide true copy 	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	

COMMENTS

Reviewed by:

Date:

Vetted by:

Date: