

DOCUMENT CHECKLIST FOR ACCOUNT OPENING

Client Name :

Type of Client :

Date :

INDIVIDUALS			
No.	Documents	YES	NO
1.	Passport / National Registration Identity Card		
2.	Proof of address: Recent utility bill, bank statement, or official government document showing the client's residential address (dated within the last three months)		
	Optional		
3.	Other Personal Validation documents (selfie etc.)		
4.	Proof of Source of Funds/Income Declaration (e.g., employment letter, salary slip, or self-declaration form) Verifies the legitimacy of the funds the client will use or transact with.		
CORPORATE			
1.	Certificate of Incorporation		
2.	Memorandum and Articles of Association		
3.	Director and Shareholders Information		
4.	Particular of Ultimate Beneficial Owners (UBO) Declaration		
5.	Proof of Address Office and Changes		
6.	Board Resolution		
7.	Proof of Business Activity		
8.	Financial Statement/Audited Financial Statement		
9.	KYC/AML Document		
	Optional		
10.	Business License		
11.	Tax Identification Number (TIN)		
12.	Mandate/Representative Letter between Lawyer & Entity		
13.	Reference Letter		