

Non Individual Account Opening Check List

		Private Limited Company	Partnership incl. Limited Liability Partnerships (LLPs)	Sole Proprietorship	Trust / Association / Society/Clubs	MCST	Representative Offices
BANK FORMATS	Account Opening Form	✓	✓	✓	✓	✓	✓
	FATCA Form	✓	✓	✓	✓	✓	✓
	CRS Self Declaration	✓	✓	✓	✓	✓	✓
	Annexure to AOF - Mandatory Forms	<ul style="list-style-type: none"> Original Board resolution approving opening of account and its authorised signatories* 	<ul style="list-style-type: none"> Partnership Letter 	<ul style="list-style-type: none"> Sole Proprietor Letter 	<ul style="list-style-type: none"> Original Board resolution approving opening of account and its authorised signatories* 	<ul style="list-style-type: none"> Original Board resolution approving opening of account and its authorised signatories* 	<ul style="list-style-type: none"> Original Board/partners resolution approving opening of account and its authorised signatories*
	Annexure to AOF - Optional Forms	<ul style="list-style-type: none"> Fax indemnity Resolution Deed of Indemnity Letter of Indemnity 	<ul style="list-style-type: none"> Fax indemnity Resolution Deed of Indemnity Letter of Indemnity 	<ul style="list-style-type: none"> Deed of Indemnity Letter of Indemnity 	<ul style="list-style-type: none"> Fax indemnity Resolution Deed of Indemnity Letter of Indemnity 	<ul style="list-style-type: none"> Fax indemnity Resolution Deed of Indemnity Letter of Indemnity 	<ul style="list-style-type: none"> Fax indemnity Resolution Deed of Indemnity Letter of Indemnity
CUSTOMER DOCUMENTS	ACRA or Equivalent Document for entities incorporated in Singapore	Latest ACRA Report	Latest ACRA Report	Latest ACRA Report	Letter from registry of Society	Latest ACRA Report	Certificate of Incorporation of parent company (certified true copy)
	Verified copies of NRIC/Passport(with at least 3 months validity as on the date of account opening) of <i>*for foreigners residing in Singapore, valid Singapore ID also to be collected</i>	All Authorised Signatories, Minimum 4 Directors (in case of more than 4 directors in the company) and Ultimate Beneficial Owners	All Partners and all Authorised Signatories	Sole Proprietor and all Authorised Signatories	Key Office Bearers and all Authorised Signatories	Key office bearers and all Authorised Signatories	Key Office bearers and all Authorised Signatories
	Certified True copy of Constitutional Documents	Memorandum and Articles of Association or ACRA Constitution Document	Partnership Deed		Trust Deed / Constitution / Bye Law	Memorandum and Articles of Association/ constitution/ bye laws	Memorandum and Articles of Association or ACRA Constitution Document of parent company
	Proof of Residential Address (dated within 3 months of account opening) of	All Authorised Signatories and Ultimate Beneficial Owners	All Authorised Signatories and Ultimate Beneficial Owners	All Authorised Signatories and Ultimate Beneficial Owners	All Authorised Signatories and Ultimate Beneficial Owners	All Authorised Signatories and Ultimate Beneficial Owners	All Authorised Signatories and Ultimate Beneficial Owners
	Crossed Cheque for Minimum Balance Amount - <i>Alternatively cash deposit or funds transfer within 5 business days after account opening</i>	✓	✓	✓	✓	✓	✓
	Additional documents if incorporated outside Singapore/representative office	<ul style="list-style-type: none"> Letter of Introduction from SBI Overseas Branch/existing Bankers domiciled in FATF member country Certificate of Incorporation / Registration Register of Directors Register of Shareholders Latest audited Financial statements 	<ul style="list-style-type: none"> Letter of Introduction from SBI Overseas Branch/existing Bankers domiciled in FATF member country Certificate of Incorporation / Registration 	<ul style="list-style-type: none"> Letter of Introduction from SBI Overseas Branch/existing Bankers domiciled in FATF member country 	Not Applicable	Not Applicable	<ul style="list-style-type: none"> Letter of approval from International Enterprise Singapore. Register of Directors of parent company Register of Shareholder of Parent company Certificate of Incumbency

* In case of an extract should be certified as true copy by the Chairman or authorised signatory