

CHECKLIST OF REQUIRED DOCUMENTS FOR ACCOUNT OPENING

INDIVIDUAL / JOINT ACCOUNT

- Additional documents may be required for the account opening upon request from the Bank
 - This check list and guideline is for reference only and the requirements stated may change from time to time. Should there be any inconsistencies between these documents and the Bank's internal policy and procedures, the latter shall prevail

For Individual & Joint Accounts				
			Customer	
Tick	Document Type	Document Name	New	Existing
	Original	Account Opening Form for Individual/Joint Account	Yes	Yes
	Original	Supplementary Form for Joint Accounts	Yes	Yes
	Original	Information Form for Individuals <u>Note:</u> This form is required for each individual and Joint Account Holder and below documents are to be submitted for each individual	Yes	No*
	Original	Passport size photo for each fingerprint signatory	Yes	No*
	Original	Identification for Maldivians: ID Card	Yes	No*
Identification documents for other Nationalities				
	Original	Passport	Yes	No*
	Original	Visa document (if residing in the Maldives) - This includes Work Visa and Marriage Visa <u>Note:</u> Spouse ID copy is required.	Yes	No*
	Original	Letter from employer, confirming employee's full name and Passport number (as in the Passport), employee's permanent address, present address, designation & gross salary amount. (if holding Work Visa) <u>Note:</u> If employed by an individual, an ID copy of the individual is required..	Yes	No*
Kids Accounts (Additional Documents Required)				
	Original	Information Form for Individual - completed by Parent or Legal Guardian operating the account	Yes	No*
	Original	ID Card of Child <u>Note:</u> If ID Card of the child does not show the name of parent, submit copy of Birth Certificate.	Yes	No*
	Original	ID Card of the parent or Legal Guardian	Yes	No*
	Original	Court documents assigning guardianship, if the Legal Guardianship of the Child is not the parent	Yes	No*

NO* - if applicant has previously submitted these documents and the previously submitted documents are valid. In all other cases, the documents submitted to Bank or information provided needs to be updated