

CHECKLIST OF REQUIRED DOCUMENTS FOR ACCOUNT OPENING

BUSINESS /INSTITUTIONS

- Original documents to be submitted to the Bank for verification , Copy of documents to be certified/ attested by a Notary for re-registered foreign companies.
- 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 document and the Bank's internal policy and procedures, the latter shall prevail

For Company Accounts				
			Customer	
Tick	Document Type	Document Name	New	Existing
	Original	Account Opening Form for Businesses/Institutions (company stamp should be placed on all pages)	Yes	Yes
	Original	Information Form for Businesses/Institutions <u>Note:</u> This Form is required for the company and EACH shareholding entity	Yes	No*
	Original	Information Form for Individuals <u>For private companies:</u> Directors, shareholders, signatories and company secretary (secretary should be a Maldivian) <u>For Public companies:</u> directors, signatories and company secretary (Secretary should be a Maldivian) <u>Note:</u> Identification documents mentioned below should be attached with each form	Yes	No*
	Copy	Identification for Maldivians: ID Card (original to be submitted for verification)	Yes	No*
Identification documents for other Nationalities				
	Copy	Passport (original to be submitted for verification)	Yes	No*
	Copy	Visa document (if residing in the Maldives) - This includes Work Visa & Marriage Visa (original to be submitted for verification)	Yes	No*
	Original	Letter from employer, confirming employee's full name (as in the Passport)and Passport Number, employee's permanent address, present address, designation & gross salary amount. (if holding Work Visa)	Yes	No*
Additional Documents Required				
	Original	Company profile information sheet from Economic Ministry	Yes	No*
	Copy	Certificate of incorporation or Registration (Original must be submitted for verification)	Yes	No*
	Copy	Memorandum & Articles of Association (MOA & AOA) including any amendments thereto	Yes	No*
	Original	Board Resolution <u>Note:</u> This should be in line with "FORMAT" provided by the Bank	Yes	No*
	Copy	Latest Audited Financial Statement (Applicable for companies which is in Business for more than 1 year)	Yes	No*
	Copy	Tax Registration Certificate - BPT, GST, TGST & Green Tax (where applicable)	Yes	No*
Foreign and Multi-National Companies (additional documents required)				
	Original	Address of the Head office (if company does not operate at its registered address in its country of incorporation) <u>Note:</u> This document to be signed by registered legal representative of the company	Yes	No*
	Original	List of trading Names used overseas (if the company operates in a name other than its registered name anywhere in the world) <u>Note:</u> This document documents to be signed by registered legal representative of the company	Yes	No*

	Original	List of countries and Head office address where company conducts business (where applicable) <u>Note:</u> Above documents to be signed by registered legal representative of the company	Yes	No*
	Copy	For Tourism related: Consent Letter from Ministry of Tourism, For other sectors, Foreign Investment Agreement signed between customer and Government of Maldives (Original must be submitted for verification)	Yes	No*
	Copy	Certificate of registration (re-registration) in Maldives (Original must be submitted for verification)	Yes	No*
	Copy	Certificate of incorporation in the country of incorporation (The document(s) must be certified as true copy of the originals by a Notary or signatory to the account)	Yes	No*
	Copy	MOA/AOA or the equivalent document (authorized by the registrar of companies in the country of incorporation) <u>Note:</u> The document(s) must be certified as true copy of the originals by a Notary or signatory to the account	Yes	No*
	Copy	Share structure of the company (authorized by the registrar of companies in the country of incorporation) <u>Note:</u> Share structure not required, if the shareholders details are included in MOA/AOA (authorized by the registrar of companies in the country of incorporation). The document(s) has to be 'certified as true copy of the originals' by a Notary or signatory to the account.	Yes	No*
	Copy	List Shareholders of the re-registered company signed by a Notary or signatory to the account	Yes	No*
	Copy	List of Board of Directors of the company signed by a Notary or signatory to the account	Yes	No*
	Original	Information form for Individual for each Director, Shareholder, Signatory	Yes	No*

For Institutions

	Original	Account Opening Form for Businesses/Institutions	Yes	Yes
	Original	Information Form for Businesses/Institutions - shareholding entity <u>Note:</u> This form is required for the Institution and EACH shareholding entity"	Yes	No*
	Original	Information Form for Individual <u>Note:</u> This form is required for EACH Director, Office Bearer, Executive, Signatory and below identification documents must be submitted for each individual	Yes	No*
	Copy	Identification for Maldivians: ID Card (Original to be submitted for verification)	Yes	No*

Identification documents for other Nationalities

	Copy	Passport (original to be submitted for verification)	Yes	No*
	Copy	Visa document (if residing in the Maldives) - This includes Work Visa and Marriage Visa (original to be submitted for verification)	Yes	No*
	Original	Letter from employer, confirming employee's full name (as in the Passport) and Passport Number, employee's permanent address, present address, designation & gross salary amount	Yes	No*

Additional Documents Required

	Copy	Certificate of Incorporation or Registration (original must be submitted for verification)	Yes	No*
	Copy	Registration document of the Institution's seal, flag, colour and / or motto (where applicable)	Yes	No*
	Copy	Governing Rules or Regulation or Memorandum and Article of Association (MOA & AOA) including any amendments thereto	Yes	No*
	Copy	List of steering committee from a relevant Government Authority	Yes	No*
	Original	List containing names of Directors/Office Bearers/ Executives/ Signatories <u>Note:</u> The list must be signed by an Executive Member	Yes	No*
	Original	Steering Committee Resolution <u>Note:</u> This should be in line with the FORMAT provided by the Bank	Yes	Yes

For Partnership				
	Original	Account Opening Form for Businesses & Institutions	Yes	Yes
	Original	Information Form for Individual <u>Note:</u> This form is required for EACH Partner, Ultimate Beneficial Owner, Signatory and below identification documents must be submitted for each individual	Yes	No*
	Copy	Identification for Maldivians: ID Card (Original to be submitted for verification)	Yes	No*
Identification documents for other Nationalities				
	Copy	Passport (Original to be submitted for verification)	Yes	No*
	Copy	Visa document (if residing in the Maldives) - This includes Work Visa and Marriage Visa (Original to be submitted for verification)	Yes	No*
Additional Documents required				
	Original	Partnership Profile information sheet from Economic Ministry	Yes	No*
	Copy	Partnership Deed/ Agreement	Yes	No*
	Copy	Certificate of Registration (Original must be submitted for verification)	Yes	No*
	Original	Resolution regarding the operation of the account. <u>Note:</u> This resolution must include account authorization/signature mandate information, a declaration that foreign Partners/ Office Bearers/ Executive/ Signatories are Resident/Non-resident & for GIA accounts, the principal and benefit disposal outline	Yes	Yes
	Copy	Tax Registration Certificate - GST & BPT, TGST & Green Tax (where applicable)	Yes	No*

For Sole Proprietor				
	Original	Account Opening Form for Businesses & Institutions	Yes	Yes
	Original	Information Form for Individual <u>Note:</u> This form should be submitted for all the individual, including the Sole Proprietor and the mandate holders.	Yes	No*
	Original	Information Form for Business/Institutions	Yes	No*
	Original	Mandate form with signing instructions (If the owner wants to give mandate to another person)	Yes	No*
	Original	Passport size photo for each fingerprint signatory	Yes	No*
	Copy	Identification for Maldivians: ID Card (Original to be submitted for verification)	Yes	No*
	Copy	Certificate of Registration (Original must be submitted for verification)	Yes	No*
	Copy	Trade License (Permit to sell import goods, where applicable)	Yes	No*
	Copy	Business Name Registration (where applicable, Original must be submitted for verification)	Yes	No*
	Copy	Tax Registration Certificate - GST & BPT, TGST & Green Tax (where applicable)	Yes	No*

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