

ACCOUNT APPLICATION CHECKLIST

Personal/Individual/Joint Accounts

- Completed and signed Account Opening Application
- Specimen of Signature(s) in the space(s) provided on the Application
- Completed Account Activity Information Form
- Current Original Personal Banker's reference
(Account Relationship with the Bank must be older than one year to the date of Account Application. Reference must be current and must be addressed to the Bank or to Ourselves or to WHOM IT MAY CONCERN).
- Two forms of government issued identification, one of which should be a Notarised copy of current valid passport for picture identification
- Copy of current utility bill listing a physical address for verification of address in your name.

Corporate/Companies Accounts

Authorized Signatories to the Account(s) and beneficial owners (where stated) are required to provide:-

- Original Personal banker's reference
(Account Relationship with the Bank must be older than one year to the date of Account Application. Reference must be current and must be addressed to the Bank or to Ourselves or to WHOM IT MAY CONCERN).
- Two forms of government issued identification, one of which should be a Notarised copy of valid passport for picture identification (also required for Beneficial Owner/s)
- Copy of current utility bill listing a physical address for verification of address (also required for Beneficial Owner/s)
- Completed and signed Account Opening Application Form
- Specimen of Signature(s) in the space(s) provided
- Completed and signed Appointment of Bankers Mandate given in the Application
- Completed Account Activity Information Form

Notarised copies of the following are to be enclosed:-

- Certificate of Incorporation
- Certificate of Good Standing (required annually)
- Memorandum and Articles of Association (with subscribers' seal or stamp).
- Original Board Resolution attesting to beneficial ownership, (bearing corporate seal)
- Registered or bearer shares (Director's Attestation to Beneficial Ownership required for bearer share companies)
- Subscribers' appointment of initial directors and any amendments thereafter

Trust Accounts

Authorized Signatories to the Account(s) are required to provide:-

- Original Personal banker's reference
Account Relationship with the Bank must be older than one year to the date of Account Application. Reference must be current and must be addressed to the Bank or to Ourselves or to WHOM IT MAY CONCERN).
- Notarised copy of valid passport for picture identification (also required for appointed Trustee/s)
- Copy of current utility bill listing physical address for verification of address (also required for appointed Trustee/s)
- Notarised picture identification of Settlor, Trustee, Protector and Beneficiary (ies)
- Completed and signed Account Opening Application
- Specimen of Signature(s) in the space(s) provided
- Completed and signed Appointment of Bankers Mandate
- Completed Account Activity Information Form

Notarised copies the following are to be enclosed:-

- Trust Deed (including evidence of Appointment of Trustee/s)
- Trustee's Declaration identifying Settlor, Protector and Beneficiary (ies) of the Trust
- Trustee's Declaration of Purpose of the Trust