

Requirements	Description	Documents submitted
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Account application form

A duly signed account application form

Administrative documents

Certificate of registration

A duly certified copy of the certificate of incorporation or e-certificate issued by the companies registration department (CBRD)/any certificate of change in name

Registered address

A duly certified copy of the proof of the registered address if different from that on companies' registration department (CBRD)

Licence

A duly certified copy of the relevant trade licence or permit where applicable/FSC licence

Register of directors

A duly signed list of directors

Structure chart

A duly dated and signed structure chart detailing the shareholding structure up to the ultimate beneficial owner (UBO) with the relevant % shareholding duly signed and dated by the company secretary or third party (lawyer, accountant or notary)

Board resolution

A duly signed written resolution of directors or extract detailing the list of individuals acting on its behalf

KYC documents

Shareholders/intermediary owners & UBO

- For individual shareholders/intermediary owners and UBO: the duly certified proof of ID and proof of address as per below section covering notes for KYC
- For corporate entities: refer to related party section (as applicable)

Directors

- For individual director: the duly certified proof of ID and proof of address as per below section covering notes for KYC
- For corporate directors: refer to related party section (as applicable)

For individuals authorised to sign documents

The duly certified copy of the ID card/passport and proof of address and specimen signatures (as per below section covering notes for KYC documents)

Requirements

Description

Documents
submitted

KYC documents (continue)

Notes for KYC documents:

Clear and legible identification documents in the form of:

- A duly certified valid passport/national identity card/valid driving licence
 - A valid proof of current and permanent residential address not older than 3 months at time of receipt which may be in the form of a duly certified utility bill (water, electricity, gas and telephone bill) or duly certified credit card statements or a bank reference letter from a reputable financial Institution confirming the current residential address of the applicant from the country of residence
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Notes for certification:

Kindly [click here](#) with regards to our certification requirements

