

This section details the requirements for the different entity types and individual as a related party to the entity being onboarded

Requirements	Description	Documents submitted
<b>1. Individual/s</b> Customer or Related Party Director, Signatory, Shareholder, Partner, Online user, Settlor, Beneficiary, Trustee, Protector, Founder, Ultimate Beneficial Owner etc	Duly certified current valid passport	
	Duly certified national identity card	
	Duly certified current valid driving license	
	Duly certified army ID	
	<b>Acceptable proof of current residential address in name of the individual dated less than 3 months as follows:</b> <ul style="list-style-type: none"><li>Duly certified utility bills in the form of water, electricity, gas or telephone bill</li><li>Duly certified credit card statements, bank statements or bank reference letter</li></ul>	
	<b>Additional requirements for ultimate beneficial owner</b> A detailed curriculum vitae(CV) with the background of the individual	
<b>2. Corporate signatory</b>	Duly certified proof of registration	
	Duly certified proof of registered address	
	A duly signed resolution listing the individuals authorised to act for and on behalf of the entity along with their identification and proof of address documents	
<b>3. Corporate director</b>	Duly certified proof of registration	
	Duly certified proof of registered address	
	A duly signed resolution listing the individuals authorised to act for and on behalf of the entity along with their identification and proof of address documents	
<b>4. Nominee shareholder</b>	Duly certified proof of registration	
	Duly certified proof of registered address	
	Duly certified signed and certified nominee agreement and duly certified KYC documents for the natural persons mandated/authorised to act for and on behalf of the nominee shareholder	

## Requirements

## Description

Documents  
submitted

### 5. Private limited company (domestic/GBC or foreign) – non listed

Duly certified copy of the certificate of incorporation/any certificate of change on name or any acceptable proof of legal existence of the country of incorporation (or any independent search from a reputable source)

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Duly certified copy of the proof of the registered address not older than 3 months or any independent search from a reputable source

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Duly certified signed and dated share register

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Duly certified KYC documents for the natural persons mandated/authorised to act on behalf of the entity and the ultimate beneficial owner

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### 6. Public limited company (domestic/GBC or foreign)

Duly certified copy of the certificate of incorporation/any certificate of change on name or any acceptable proof of legal existence of the country of incorporation or any independent search from a reputable source

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Duly certified copy of the proof of registered address not older than 3 months or any independent search from a reputable source

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Duly signed and dated share register or any other acceptable document demonstrating the list of relevant shareholders or latest annual report

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### 7. Partnership – limited partnership & limited liability partnership

Duly certified copy of the partnership deed, amended or restated (as applicable)

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Duly certified copy of the certificate of registration as a partnership

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Duly certified KYC documents for the limited partner and general partner as per entity type will be applicable

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Duly certified KYC documents for the natural persons mandated/authorised to act for and on behalf of the general partner/limited partner and the ultimate beneficial owner

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### 8. Financial institution

Duly certified copy of the certificate of incorporation/any certificate of change on name or any acceptable proof of legal existence of the country of incorporation or any independent search from a reputable source or online registry

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Duly certified copy of the proof of registered address not older than 3 months or any independent search from a reputable source or online registry

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Share register from a reputable source/online registry

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Copy of the latest audited financials

## Requirements

## Description

Documents  
submitted

### 9. Open ended fund

Duly certified copy of the certificate of incorporation/any certificate of change on name or any acceptable proof of legal existence of the country of incorporation

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Duly certified copy of the private placement memorandum (PPM)

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Duly certified proof of the registered address not older than 3 months

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Duly certified KYC documents for the investors (as applicable)

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Duly signed and dated AML/CFT questionnaire as per the bank's template

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Duly certified KYC documents on the entity/individual controlling the fund

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### 10. Closed ended fund

Duly certified copy of the certificate of incorporation/any certificate of change on name or any acceptable proof of legal existence of the country of incorporation

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Duly certified copy of the private placement memorandum (PPM)

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Duly certified proof of the registered address not older than 3 months

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Duly certified KYC documents for the investors (as applicable)

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Duly signed and dated AML/CFT questionnaire as per the bank's template

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Duly certified KYC documents on the entity/individual controlling the fund

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### 11. Discretionary trust/ purpose trust

#### **Duly certified extract of trust deed detailing the following:**

- Name of the trust
  - Appointment of current trustee
  - Date the trust was set up
  - Registered address of the trust
  - Name of the settlor
  - Powers and duties of the trustee
  - Nature and purpose of the trust
  - Schedule of beneficiaries
  - Schedule of protectors and enforcers
  - Termination and signing page
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#### **Duly signed undertaking letter by the current trustee confirming:**

- That they are themselves aware of the true identity of the underlying principals
- There are no anonymous principals and they have adequately assessed and established the relationship between the settlor and the beneficiaries

## Requirements

## Description

Documents  
submitted

### Discretionary trust/ purpose trust (continue)

- The details of the named beneficiaries including the following:
  - Full name and surname
  - ID/passport number
  - Passport expiry date
  - Date of birth
  - Nationality
  - Current residential address

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Duly certified KYC documents on the settlor/donor, trustee, protector, enforcer and named beneficiaries

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For corporate settlor, donor, protector, enforcer and trustee, refer to below sections 12 and 13 as applicable

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A duly signed letter of undertaking mentioning that the bank will be advised of future distribution to the named beneficiaries as well as any changes to the list of the named beneficiaries and that full KYC will be provided on the new beneficiaries

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### 12. Corporate trustee

If the corporate trustee is a regulated company service provider (TCSP), only identification requirements (i) and verification (iv) will apply

If the corporate trustee is not a regulated company service provider (TCSP), identification and verification requirements (i – iv) will apply

#### Identification:

- (i) The name of the corporate trustee

#### Verification:

- (ii) Duly certified certificate of incorporation
  - (iii) Duly certified license to act as a corporate trustee
  - (iv) Duly certified KYC documents for the natural persons mandated/ authorised to act for and on behalf of the corporate trustee for the trust
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### 13. Corporate settlor/ protector/enforcer

If the corporate trustee is a regulated company service provider (TCSP), only identification requirements (i) and verification (iv) will apply

If the corporate trustee is not a regulated company service provider (TCSP), identification and verification requirements (i – iv) will apply

#### Identification:

- (i) The name of the corporate settlors and protectors and enforcer

#### Verification:

- (ii) Duly certified certificate of incorporation
- (iii) Duly certified license to act as a corporate settlors, protectors and enforcers (if applicable in the jurisdiction of incorporation for TCSP)
- (iv) Duly certified KYC documents for the natural persons mandated/ authorised to act for and on behalf of the corporate trustee for the corporate entity

## Requirements

## Description

Documents  
submitted

### 14. Limited liability company

Duly certified copy of the certificate of incorporation/any certificate of change on name or any acceptable proof of legal existence of the country of incorporation

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Duly certified proof of the registered address not older than 3 months

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Duly signed and certified share register

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Duly certified KYC documents for the natural persons mandated/ authorised to act for and on behalf of the entity and for the ultimate beneficial owner

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### 15. Pension plan

Duly certified membership certificate

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Duly certified certificate of incorporation/any certificate of change on name or any acceptable proof of legal existence of the country of incorporation

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Duly certified KYC documents on the pension member in case he/she is the ultimate beneficial owner

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### 16. Protected cell company

Duly certified approval letter from FSC to create the cell

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Duly certified copy of the latest FSC receipt or signed confirmation from the Mmanagement company that the fees for the current financial year have already been paid

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Duly certified copy of the supplement private placement memorandum (PPM)

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A duly signed letter confirming the list of directors and shareholders

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Duly certified KYC documents for the natural persons mandated/ authorised to act for and on behalf of the entity and for the ultimate beneficial owner

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### 17. Charitable/ non charitable foundation

Duly signed and certified copy to the foundation charter

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Duly certified certificate of registration (if applicable)

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Proof of the source of funding or list of significant donors

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Duly certified KYC documents of the founder, council members, officers of the foundation, the protector and beneficiaries

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