

DOCUMENTARY CHECKLIST FOR COMPANY ACCOUNTS

Name of Company:

	Document Description (NB All photocopied material must bear the wording "Original sighted)	(✓)
1.	Completed Account Opening form, signed as per authorised signatory instructions.	
2.	Board Minutes specifying type of account and currency required and signing instructions	
3.	Completed Account Signature Card, as per authorised signatory instructions.	
4.	A certified copy of the company's trading OR operating license OR registration card.	
5.	A certified true copy of the Certificate of Incorporation of the Company.	
6.	A certified true copy of the following documents (as applicable): (1) If incorporated prior to 2001, Memorandum & Articles of the company; OR (2) If incorporated as from 2001, Constitution and the Application for Incorporation, Consent & Certificate of Directors, Secretary and Consent of Shareholders; OR (3) If the company has elected not to draw a Constitution and hence governed by the Companies Act 2001, a formal undertaking by the Company Secretary is required.	
7.	Certified copies of proof of residential addresses and National Identity Card or valid passport of all the authorised signatories, directors, significant shareholders and company secretary	
8.	A reference from the present banker of the Company OR certified copies of bank statements over the last six months OR Latest audited financials.	