

Document checklist for Private Limited Companies

PARTIES THAT NEED TO BE PRESENT

Private Limited Companies

Please bring along your original IC OR valid passport and FIN card	2 directors and all Authorized Signers OR 1 director and 1 company secretary and all Authorized Signers OR 1 director and all Authorized Signers for single directorship companies
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Documents³ to bring for your visit

Private Limited Companies

Original IC/Passport of 2 Directors, all Authorized Signatories, IDEAL Approvers, IDEAL Administrators, POAs and Ultimate Beneficial Owners¹ - Original copy required, otherwise a bank staff, company secretary or notary public from FATF member country can certify	√
FATCA & CRS Form (click here to download) - To be signed by 2 directors OR highest signing mandate	√
Proof of Residential Address of All Authorized Signatories, IDEAL Approvers, IDEAL Administrators, POAs and Ultimate Beneficial Owners¹ - E.g. NRIC, Passport or Utility/Phone Bill, Bank Statement, Government Correspondence (dated within last 3 months) - Original copy required, otherwise a bank staff, company secretary or notary public from FATF member country can certify	√
Original Proof of Principal Place of Business² (if Principal Place of Business address is different from business registered address) - Original copy required, otherwise certified as true by 2 Directors OR 1 Director and 1 Company Secretary OR 1 Director for single directorship companies	√ (if Principal Place of Business is different from business registered address)
Resolution of Board of Directors (click here to download) - To be signed by 2 Directors OR 1 Director and 1 Company Secretary OR 1 Director for single directorship companies	√
Certified True Copy of Memorandum & Articles of Association - Certification to be done by a Director OR a Company Secretary	√
Proof of Ultimate Beneficial Ownership OR Declaration of Beneficial Ownership form	√
<u>If foreign incorporated:</u> Letter of Recommendation from our overseas branch or reputable bank	√
<u>If foreign incorporated:</u> Original or Certified True Copy of Certificate of Incorporation/Registration	√
<u>If foreign incorporated:</u> Original or Certified True Copy of Register of Directors/Certificate of Incumbency - Certification to be done by Company Secretary or Director of the Company - Dated within last 1 year	√

¹The Ultimate Beneficial Owner is an individual who ultimately owns or controls a company through the holding of shares or otherwise. Please provide independent and reliable documentary proof showing who your company's Ultimate Beneficial Owner is and how this person exercises control over your company e.g. he/she directly or indirectly (through shareholding in other companies) holds 51% or more shares in your company. Acceptable documents include documents from the government/ registration of companies, certificate of incumbency, company's annual report, audited financial reports etc (to be certified true copy)

²Principal Place of Business is the address of main operating office of the company or "mind and management", i.e. where senior management of the corporate customer is located

³All documents must be in English and the Bank may request additional documents depending on the set up of your company/organization

Document checklist for Clubs, Associations, Societies, Religious Organizations, Charities, MCST

PARTIES THAT NEED TO BE PRESENT	Clubs, Associations, Societies	Religious Organizations, Charities, Social Organizations, IPCs	MCST
Please bring along your original IC OR valid passport and FIN card	Any 2 key office bearers (i.e. Chairman, Treasurer, Secretary)	Any 2 key office bearers (i.e. Chairman, Treasurer, Secretary)	Any 2 key office bearers (i.e. Chairman, Treasurer, Secretary)
Documents ² to bring for your visit	Clubs, Associations, Societies	Religious Organizations, Charities, Social Organizations, IPCs	MCST
Original IC/Passport of all Authorized Signatories, IDEAL Approvers, IDEAL Administrators, POAs and Key Office Bearers (i.e. Chairman, Secretary, Treasurer) - Original copy required, otherwise a bank staff, company secretary or notary public from FATF member country can certify	√	√	√
FATCA & CRS Form (click here to download) - To be signed by Chairman and Secretary or highest signing mandate	√	√	√
Proof of Residential Address of All Authorized Signatories, IDEAL Approvers, IDEAL Administrators, POAs and Key Office Bearers - E.g. NRIC, Passport or Utility/Phone Bill, Bank Statement, Government Correspondence (dated within last 3 months) - Original copy required, otherwise a bank staff, company secretary or notary public from FATF member country can certify	√	√	√
Certified True Copy of Constitution/Bye-Laws - Original copy required, otherwise certified as true by Chairman or Secretary	√		
Certified True Copy of Certificate of Registration - Any of the following will do: Certificate of Registration or Publications of Notifications in the Government Gazette, or Letter from Registry of Society or Photocopy of Authorization/Approval Letter for Charities or Conferment Letter for Institutions of Public Character - Certified as true by Chairman or Secretary	√	√	
Certified True Copy of Resolution/Minutes of Meeting of Board of Committee (click here to download)	√ (To be signed by Chairman and Secretary)	√ (To be signed by Chairman and Secretary)	√ (To be signed according to MC's Constitution)
Certified Official Listing of Office bearers/Minutes of Meeting reflecting list of all current Office bearers - Document to be signed by Chairman or Secretary	√	√	√
Original Proof of Principal Place of Business¹ (if Principal Place of Business address is different from business registered address) - Original copy required, otherwise certified as true by Chairman or Secretary	√	√	√
Certified True Copy of Management Corporation Constitution or Letter - Constitution of MCST can be found under Building Maintenance and Strata Management Act (Chapter 30C) – Part V - Certified to be true by Chairman or Secretary			√
Certified True Copy of Constitution of Management Corporation - Can be obtained from Singapore Land Authority - Certified to be true by Chairman or Secretary			√
Certified True Copy of Memorandum & Articles of Association, Constitution or Trust Deed - Certified to be true by Chairman or Secretary		√	

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Document checklist for Sole Proprietor, Partnership, Limited Partnership, Limited Liability Partnership

PARTIES THAT NEED TO BE PRESENT	Sole Proprietor	Partnership	Limited Liability Partnership/Limited Partnership
Please bring along your original IC OR valid passport and FIN card	Sole Proprietor	All Partners	All Partners
Documents ² to bring for your visit	Sole Proprietor	Partnership	Limited Liability Partnership/ Limited Partnership
Original IC/Passport of Sole Proprietors, Partners, All Authorized Signatories, IDEAL Approvers, IDEAL Administrators and POAs - Original copy required, otherwise a bank staff, company secretary or notary public from FATF member country can certify	√	√	√
FATCA & CRS Form (click here to download) - To be signed by all partners or Sole Proprietor	√	√	√
Proof of Residential Address of All Authorized Signatories, IDEAL Approvers, IDEAL Administrators and POAs - E.g. NRIC, Passport or Utility/Phone Bill, Bank Statement, Government Correspondence (dated within last 3 months) - Original copy required, otherwise a bank staff, company secretary or notary public from FATF member country can certify	√	√	√
Original Proof of Principal Place of Business¹ (if Principal Place of Business address is different from business registered address) - Original copy required, otherwise certified as true by Sole Proprietor or any one Partner	√ (if Principal Place of Business is different from business registered address)	√ (if Principal Place of Business is different from business registered address)	√ (if Principal Place of Business is different from business registered address)
Certified True Copy of Resolution/Minutes of Meeting of Board of Partners/Sole Proprietor	√	√	√
Partnership Agreement (if applicable) for Partnership/Limited Partnership		√	√
Limited Liability Partnership Agreement for Limited Liability Partnership - To be signed by all partners			√
<u>If foreign incorporated:</u> Letter of Recommendation from our overseas branch or reputable bank	√ (if foreign incorporated)	√ (if foreign incorporated)	√ (if foreign incorporated)
<u>If foreign incorporated:</u> Original or Certified True Copy of Certificate of Incorporation/Registration - Certification to be done by Sole Proprietor or any one Partner	√ (if foreign incorporated)	√ (if foreign incorporated)	√ (if foreign incorporated)
<u>If foreign incorporated:</u> Register of Partners (OR Business Registry Search from Country of Incorporation)		√ (if foreign incorporated)	√ (if foreign incorporated)
<u>If foreign incorporated:</u> Legal counsel's opinion from a reputable legal firm stating that: - Partnership has been lodged with the relevant authorities - Partnership is not prevented from opening an account overseas by prevailing regulations in the home country - Not required if account is purely for deposits and no credit facilities offered	√ (if foreign incorporated without an establishment in SG)	√ (if foreign incorporated without an establishment in SG)	√ (if foreign incorporated)

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² All documents must be in English and the Bank may request additional documents depending on the set up of your company/organization