

## 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

All directors and all Authorized Signers **OR**  
1 director and all Authorized Signers for single directorship companies

### Documents<sup>1</sup> to bring for your visit

### Private Limited Companies

**Original IC/Passport of all Directors, all Authorized Signatories, IDEAL Approvers, IDEAL Administrators, POAs and Beneficial Owners<sup>2,4</sup>**

√

**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 and POAs<sup>2,4</sup>**

- E.g. NRIC, Passport or Utility/Phone Bill, Bank Statement, Government Correspondence (dated within last 3 months)

√

**Original Proof of Principal Place of Business<sup>3,4</sup> (if Principal Place of Business address is different from business registered address)**

√ (if Principal Place of Business is different from business registered address)

**Resolution of Board of Directors ([click here to download a sample template to use](#))**

- To be signed by 2 Directors OR 1 Director and 1 Company Secretary OR 1 Director for single directorship companies

√

**Memorandum & Articles of Association**

√

**Proof of Ultimate Beneficial Ownership OR Declaration of Ownership and Company Structure Form**

√

**If foreign incorporated: Letter of Recommendation from our overseas branch or reputable bank**

√

**If foreign incorporated: Original or Certified True Copy of Certificate of Incorporation/Registration**

- Certification to be done by external certifier or bank staff<sup>4</sup>

√

**If foreign incorporated: Original or Certified True Copy<sup>4</sup> of Register of Directors/Certificate of Incumbency**

- Dated within last 1 year

√

**If foreign Beneficial Owner<sup>3</sup> : At least 1 Beneficial Owner is a foreigner (not SG citizen or PR), additional documents are required ([click here to download](#))**

√

<sup>1</sup> All documents must be in English and the Bank may request additional documents depending on the set up of your company/organization

<sup>2</sup> The 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 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 25% 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)

<sup>3</sup> Principal 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

<sup>4</sup> Original copy required, otherwise a copy certified true\* by the following external certifiers (e.g. not a company's employee): Solicitor/Lawyer/Notary Public/Certified Public or Professional Accountant/Auditor/Chartered Secretary from a FATF member country OR a Bank Staff  
Please refer [here](#) for the list of FATF member countries

\* The following information is required:

A. Insert wording: "Certified True Copy"	D. Name of certifier's Firm/Company	G. Professional Registration/ID number of certifier (where applicable)
B. Name and Signature of certifier	E. Date	
C. Occupation/Title of certifier	F. Country of practice of certifier	

## 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 <sup>1</sup> 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) <sup>3</sup>	√	√	√
FATCA & CRS Form ( <a href="#">click here to download</a> ) - To be signed by Chairman and Secretary or highest signing mandate	√	√	√
Proof of Residential Address of All Authorized Signatories, IDEAL Approvers, POAs and Key Office Bearers <sup>4</sup> - E.g. NRIC, Passport or Utility/Phone Bill, Bank Statement, Government Correspondence (dated within last 3 months)	√	√	√
Certified True Copy of Constitution/Bye-Laws	√		
Certified True Copy of Certificate of Registration <sup>4</sup> - 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 True Copy of Resolution/Minutes of Meeting of Board of Committee ( <a href="#">click here to download a sample template to use</a> )	√ (signed by Chairman and Secretary)	√ (signed by Chairman and Secretary)	√ (signed according to Constitution)
Certified Official Listing of Office bearers/Minutes of Meeting reflecting list of all current Office bearers <sup>4</sup>	√	√	√
Original Proof of Principal Place of Business <sup>2,4</sup> (if Principal Place of Business address is different from business registered address)	√	√	√
Certified True Copy of Management Corporation Constitution - Constitution of a Management Corporation can be found under Building Maintenance and Strata Management Act (Chapter 30C) – Part V			√
Certified True Copy of Constitution of Management Corporation <sup>4</sup> - Can be obtained from Singapore Land Authority			√
Certified True Copy of Memorandum & Articles of Association, Constitution or Trust Deed		√	
If foreign Beneficial Owner <sup>3</sup> : At least 1 Beneficial Owner is a foreigner (not SG citizen or PR), additional documents are required ( <a href="#">click here to download</a> )	√	√	√

<sup>1</sup> All documents must be in English and the Bank may request additional documents depending on the set up of your company/organization

<sup>2</sup> Principal 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

<sup>3</sup> The 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 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 25% 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<sup>4</sup>)

<sup>4</sup> Original copy required, otherwise a copy certified true\* by the following external certifiers (e.g. not your organisation’s employee): Solicitor/Lawyer/Notary Public/Certified Public or Professional Accountant/Auditor/Chartered Secretary from a FATF member country OR a Bank Staff  
Please refer [here](#) for the list of FATF member countries

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B. Name and Signature of certifier	E. Date	
C. Occupation/Title of certifier	F. Country of practice of certifier	

## 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 <sup>1</sup> 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 <sup>4</sup>	√	√	√
FATCA & CRS Form ( <a href="#">click here to download</a> ) - To be signed by all partners or Sole Proprietor	√	√	√
Proof of Residential Address of All Authorized Signatories, IDEAL Approvers and POAs <sup>4</sup> - E.g. NRIC, Passport or Utility/Phone Bill, Bank Statement, Government Correspondence (dated within last 3 months)	√	√	√
Original Proof of Principal Place of Business <sup>2,4</sup> (if Principal Place of Business address 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 - To be signed by all partners		√	√
Limited Liability Partnership Agreement for Limited Liability Partnership - To be signed by all partners			√
<b>If foreign incorporated:</b> Letter of Recommendation from our overseas branch or reputable bank	√ (if foreign incorporated)	√ (if foreign incorporated)	√ (if foreign incorporated)
<b>If foreign incorporated:</b> Original or Certified True Copy of Certificate of Incorporation/Registration <sup>4</sup>	√ (if foreign incorporated)	√ (if foreign incorporated)	√ (if foreign incorporated)
<b>If foreign incorporated:</b> Register of Partners (OR Business Registry Search from Country of Incorporation) <sup>4</sup>		√ (if foreign incorporated)	√ (if foreign incorporated)
<b>If foreign incorporated:</b> 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 - <b>Not required</b> 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)
<b>If foreign Beneficial Owner<sup>3</sup>:</b> At least 1 Beneficial Owner is a foreigner (not SG citizen or PR), additional documents are required ( <a href="#">click here to download</a> )	√	√	√

<sup>1</sup> All documents must be in English and the Bank may request additional documents depending on the set up of your company/organization

<sup>2</sup> Principal 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

<sup>3</sup> The 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 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 25% 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<sup>4</sup>)

<sup>4</sup> Original copy required, otherwise a copy certified true\* by the following external certifiers (e.g. not a partnership's employee): Solicitor/Lawyer/Notary Public/Certified Public or Professional Accountant/Auditor/Chartered Secretary from a FATF member country OR a Bank Staff  
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B. Name and Signature of certifier	E. Date	
C. Occupation/Title of certifier	F. Country of practice of certifier	