

## CHECKLIST OF DOCUMENTS REQUIRED

Documents required	Sole Proprietorship	Partnership	Limited Liability Partnership	Limited Company	Club/ Association and Society
Corporate Account Application Form	●	●	●	●	●
Resolution of Board of Directors/ Committee <sup>1</sup>				●	●
Certificate of Registration					●
Certified Official Listing of Office Bearers/ Minutes of Meeting reflecting List of Official Bearers					●
Certified True Copy of Memorandum & Articles of Associations/ Constitution/ Bye-Laws <sup>2</sup>				●	●
Proof of Ultimate Beneficial Ownership <sup>3</sup>				●	
Limited Liability Partnership Agreement <sup>4</sup>			●		
W8/ W9/ Self-Certification Form for Foreign Account Tax Compliance Act ("FACTA")	●	●	●	●	●
Certified True Copies <sup>5</sup> of Proof of Residential Address of All Authorised Signatories and POAs <sup>6</sup> (e.g.: Utility/Phone Bill, Bank Statement, Government Correspondence or National Identity Card). Document should be dated within the last three months.	●	●	●	●	●
Certified True Copies of IC/ Passport of <sup>2</sup>	Sole Proprietor	All Partners	All Partners	All Authorised Signatories, 2 Directors AND Ultimate Beneficial Owners	All Authorised Signatories AND Key Office Bearers (Chairman, Secretary, Treasurer)
<sup>2</sup> Certification of True Copies <sup>5</sup> to be done by (In case original documents are not produced)	Sole Proprietor	One of the Partners	One of the Partners	Company Director OR Secretary	Chairman OR Secretary
<b>ADDITIONAL DOCUMENTS IF ALL OF THE ABOVE TYPES OF COMPANIES IS INCORPORATED OUTSIDE SINGAPORE</b>					
Letter of Recommendation from our Overseas Branch or a Reputable Bank	●	●	●	●	
Certificate of Incorporation/ Registration	●	●	●	●	
Register of Partners/ Directors		●	●	●	
Register of Shareholders				●	

<sup>1</sup> Certified extract of resolution must be certified true copy by two Directors or one Director and the Company Secretary ( Chairman and Secretary for Associations/ Societies)

<sup>2</sup> Please prepare photo-copies of Memorandum & Articles of Association/ Constitution Bye Law and IC/ Passport.

<sup>3</sup> The 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).

<sup>4</sup> If there is no such agreement, please provide us a letter stating that the LLP has no such agreement, signed by all partners.

<sup>5</sup> The certifying party cannot certify his own IC/Passport Copies and Proof of Residential Address.

<sup>6</sup> POA- Power of Attorney

### IMPORTANT NOTES:

1) If your company is incorporated in tax haven countries, please provide a Certificate of Incumbency issued by Registered Agent, within the past one year from date of application.

2) For a foreign incorporated company with representative office in Singapore, please provide Letter of Approval from IE Singapore.

3) All documents submitted must be in English. Please ensure that all non-English documents are translated into English language by and official translator and certified correct by a director.

4) For proof of ownership, the company is required to submit Certified True Copies of:

- Official documents from the government/ Registrar of companies

- OR Certificate of Incumbency (must be less than 1 year old).

5) All signatures (including authorities signatories' and directors' signatures in the board resolution) are to be verified by DBS staff/ Notary Public

6) We may request additional documents depending on the set up of your company