



ACCOUNT OPENING DOCUMENTS CHECKLIST (INDIVIDUALS & CORPORATES)

Individuals

1. Passport and ID documents (at least one ID should contain a clear copy of the photograph and signature)
2. Residence Permit (for non-citizens of resident country)
3. Proof of Residential Address (evidence of a person's permanent address like electricity bill or other official document)
4. Proof of Employment or Business (provide certificate of employment or commercial registration of business showing ownership)
5. Salary Certificate / Business bank statement (Documentation outlining the customer's source of income)
6. Three (3) months personal bank statement (lasted certified copies issued by the bank and not online printouts)

Legal Persons (Corporate Bodies)

1. Certificate of Incorporation/Registration (certified copy issued by a government entity)
2. Memorandum of Association (certified copy issued by a government entity)
3. Articles of Association (certified copy issued by a government entity)
4. List of Shareholders along with % of ownership (certified copy issued by a government entity)
5. List of Board members (certified copy)
6. List of Members of Management (official document)
7. List of authorized signatories along with authority level (official document)
8. Board Resolution to open account (delegating authority) (official document)
9. Identification documents of authorized signatories/person(s)
10. Address Proof (electricity bill or other govt. official letter)
11. Certified copies of latest financial report (audited, where possible) *For Small entities without audited financials, 3 months bank statement*

Note: For those documents which are not obtained by an authorised official of the Bank in original form (e.g. due to a customer sending a copy by post following an initial meeting) must instead be certified by one of the following from a GCC or FATF member state:

- (a) A lawyer;
- (b) A notary;
- (c) A chartered/certified accountant;
- (d) An official of a government ministry;
- (e) An official of an embassy or consulate; or
- (f) An official of another licensed financial institution or of an associate company of the licensee.

Any of the above listed individual making the certification must give clear contact details (e.g. by attaching a business card or company stamp).



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Financial Institutions or Banks

1. Certificate of Incorporation/Registration
2. Banking License (issued from Regulator)
3. Memorandum of Association (certified copy issued by a government entity)
4. Articles of Association (certified copy issued by a government entity)
5. List of Shareholders along with % of ownership (certified copy issued by a government entity)
6. List of Board members (certified copy)
7. List of Members of Management (official document)
8. List of authorized signatories along with authority level (official document)
9. Certified copies of latest financial report (audited, where possible)
10. Copy of FATCA registration form (W-8B EN-E)
11. Copy of GIIN number (can be an extract from the IRS website)
12. BOKI's KYC & AML Questionnaire filled and stamped (The Wolfsberg group AML Questionnaire is acceptable)

Incase of Account Opening to be provided (Board Resolution to open the account)

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