

Annex I - Documents required to open a bank account

Seychelles Credit Union

Individual

- Valid ID/Passport
- Passport sized photo
- Utility bill or letter from DA to support address
- Proof of employment/Source of income

If Minor Additionally:

- Birth certificate of minor
- Letter of consent from parent/legal guardian

Businesses

All account opening requires the following information:

- Valid ID/Passport
- Passport sized photo
- Utility bill or letter from DA to support address
- Proof of employment/Source of income

If Business Additionally:

- Business Registration
- Tax Identification
- Business license

Absa Bank (Seychelles) Ltd

Account opening is done face-to-face and customer needs provide the below documents to confirm

1. Identity
2. Physical Residential Address
3. Source of funds

Documents required.

1. Valid Identification Card or Passport (passport is compulsory for non-Seychellois to confirm nationality).

2. Document confirming your Physical Residential address. Anyone of the documents listed as an acceptable/approved form of address verification:

- Utility Bill (including internet Bill) (P O Box not accepted) (documents should not be older than 3 months old)
- Telephone Bill (but not mobile phone bill) (documents should not be older than 3 months old)
- Checking an official register such as the electoral roll. This only applies if the individual is a Seychellois national
- Bank or other financial institution statement or credit card statement (not Absa statement) (documents should not be older than 3 months old)
- Bank reference (not Absa)- (documents should not be older than 3 months old)
- Valid Insurance Policy document which includes a residential address
- valid Lease or rental agreement.
- District Administrator or Members of National Assembly -(documents should not be older than 3 months old)
- Letter from employer on company letterhead confirming address.
- Valid Government / Local Authority Bill (document should not be older than 3 months old).

3. Document confirming source of funds

- Recent Salary slips
- Letter from employer
- Self-employed individuals can provide business registration and other corporate documents confirming ownership company.

Mauritius Commercial Bank (Seychelles) Ltd.

SOLE TRADER/PARTNERSHIP ACCOUNT

Letter from Sole trader to request account opening/accounts OR

- Complete SEYF1709 Opening of non-individual account Single signatory form (For Sole traders only).
- Written Resolution from Partners to request account opening, providing signatory mandate instruction for the operation of the account(s) and the currency/number of accounts required.
- Registered Business Name Certificate and change of name document (If applicable) AND/OR
- SENPA Business Registration Certificate/Card (if applicable)
- Partnership Deed or Agreement (if applicable) AND/OR
- Registered Business Name Certificate and change of name document (If applicable) AND/OR
- SENPA Registration Certificate (if applicable)
- Utility Bill in the name of the applicant for business (not more than 3 months) OR
- Valid Tenancy agreement/Lease contract OR
- If residential address is provided any other address document approved by SEYF 1205 accepted "Document required" List.
- If trading for more than one year to provide six months account statement AND/OR
- Business Plan & Cash flow forecast (if applicable) OR
- Last financial audited accounts (if applicable)
- Valid Trade or operating license of business - from Seychelles Licensing Authority or equivalent regulatory body (if applicable) Business - Proof of tax jurisdiction and TIN
- Seychelles Revenue Commission Business Tax Identification Number (TIN) registration letter or from other equivalent regulatory body (if applicable)
- SEYF2064 Tax Entity Self Certification Form (If applicable for TIN outside of Seychelles)
- Complete SEYF 1205 Form for Sole trader/Partners/Authorised signatory/ies and Internet banking users
- Proof of Identity: Valid Seychelles National Identification card OR Passport

Additional documents required for non-residents:

- A Bank Reference from country of residence (less than three months)/Curriculum Vitae/Applicable Permit
- Proof of Address: Utility Bill in personal name (not more than 3 months) OR any other address document approved by the SEYF 1205 accepted "Document required" List.
- SEYF1596A Creation of customer - Sole trader & Partnership Form
- SEYF1710 Opening of non-individual account Multiple signatory form and provide Specimen Signature (For Partners only).
- Safe Watch screening for ALL Seychelles residents/passport holders
- World Check screening for ALL Foreign residents/passport holders

CLUB/ASSOCIATION/ORGANISATION

Letter from Head of Club/Association/Organisation requesting account opening and the mandate instruction with currency/number of accounts required AND/OR

- Letter from relevant Ministry/Religious Body/Organisation/Company authorizing to account opening (if applicable)
- Registered Business Name Certificate (If applicable) AND/OR
- Registered Constitution of the Association (if applicable).
- Registered Certificate of Amendment from the Registrar of Associations mentioning any changes to Constitution & Regulations and any change of name, (if applicable).
- Copy of by Laws/Rules/Regulations (if applicable).
- Minutes of meeting OR Extract of minutes of meeting that confirm appointment of senior, authorised officials
- Utility Bill in the name of the applicant for business (not more than 3 months) OR
- Valid Tenancy agreement/Lease OR
- If residential address is provided any other address document approved by SEYF 1205 accepted "Document required" List.
- If trading for more than one year to provide six months account statement AND/OR
- Business Plan & Cash flow forecast (if applicable) OR
- Last financial audited accounts (if applicable)
- Valid trade or operating licence of Club/Organisation/Association from Seychelles Licensing Authority or equivalent regulatory body (if applicable)
- Seychelles Revenue Commission Business Tax Identification Number (TIN) registration letter or from other equivalent regulatory body (if applicable)

- SEYF2064 Tax Entity Self Certification Form (If applicable for TIN outside of Seychelles)
- Complete SEYF 1205 Form for Senior Officials/Authorised signatories/Internet banking users
- Proof of Identity: Valid Seychelles National Identification card OR Passport Additional documents required for non-residents:
- A Bank Reference from country of residence (less than three months old)/Curriculum Vitae/Applicable Permit
- Proof of Address: Utility Bill in personal name (not more than 3 months) OR any other address document approved by the SEYF 1205 accepted “Document required” List.
- SEYF1710 Opening of non-individual account Multiple signatory form and provide Specimen Signature
- Safe Watch screening for ALL Seychelles residents/passport holders
- World Check screening for ALL Foreign residents/passport holders

COMPANY

Board Resolution (original or certified true copy) authorising the opening of the accounts, providing authority to the signatories for the operation of the account (s) and also confirming currency/number of accounts required. Resolution may be in the form of: a) Written Resolution signed by all directors; OR b) An extract of minutes signed by Company Secretary/two directors.

- Registered Certificate of incorporation or certificate of registration by continuation (for foreign companies registered by continuation).
 - Registered Business Name (if applicable).
 - Registered Memorandum & Articles of Association OR a written confirmation attesting the non/standard adoption of Articles of Association signed by the Directors of the Company (if applicable).
 - Registered Particulars of Directors OR a confirmation of the particulars of Directors signed by either the Company Secretary or Registered Agent
 - Register of Shareholders OR equivalent document signed by either the Company Secretary or Registered Agent.
 - Certificate of Good standing from equivalent competent authority in relevant jurisdiction (if applicable).
 - Certificate of Amendment confirming any change of registered name/shareholding (if applicable)
 - Declaration of Beneficial Ownership duly signed by the director(s). (Mandatory for Global Business Licence companies).
 - Registered address document must be provided for Company AND/OR
 - Proof of business address document such as lease agreement or utility bill (note more than 3 months) if different from registered address.
 - If trading for more than one year to provide six months account statement AND/OR
 - Business Plan & Cash flow forecast (if applicable) OR
 - Last financial audited accounts (if applicable)
 - Valid trade or operating licence of Company from Seychelles Licensing Authority or equivalent regulatory body (if applicable)
 - Seychelles Revenue Commission Business Tax Identification Number (TIN) registration letter or from other equivalent regulatory body (if applicable)
 - SEYF2064 Tax Entity Self Certification Form (If applicable for TIN outside of Seychelles)
 - Complete SEYF 1205 Form for Shareholders/Directors/Authorised signatory/ies and Internet banking users
 - Proof of Identity: Valid Seychelles National Identification card OR Passport
- Additional documents required for non-residents:
- A Bank Reference from country of residence (note more than three months old)/Curriculum Vitae/Applicable Permit
 - Proof of Address: Utility Bill in personal name (not more than 3 months) OR any other address document approved by the SEYF 1205 accepted “Document required” List.
 - SEYF1710 Opening of non-individual account Multiple signatory form and provide Specimen Signature (For Partners only).
 - Safe Watch screening for ALL Seychelles residents/passport holders

TRUST/FOUNDATION

- Resolution of trustee(s) authorising the opening of accounts and giving the authority to the signatories (as well as listing the signatories’ specimen signatures) for the operation of the accounts; and the signing of documents.
- A certified true copy of Extracts of the original trust instrument/deed (Declaration of trust or Deed of Settlement) or any other founding document. (Document needs to evidence appointment of the trustee(s)/Protector/Enforcer and their powers, classes and name(s) of the beneficiaries, settlor(s)/initiator, the nature/type, law and the purpose of the trust.)
- A certified true copy of Certificate of Registration of the trust (if applicable)

- A certified true copy of Deed of Retirement and Appointment or documentary evidence pertaining to the appointment of the current trustees (if applicable).
- A certified true copy of the Deed(s) of variation (if applicable).
- Undertaking from the Trustee(s) to inform the Bank of any material changes in the trust or in its operations.
- A Declaration of Beneficial Ownership of the entity duly signed by Trustee(s) of the applicant.
- A certified true copy of Certificate of registration or confirmation on the current registration of the foundation with applicable Registrar OR
- In case of re-domiciliation, a certified true copy of the Certificate of re-domiciliation (if applicable)
- A certified true copy of the Foundation Charter (deed of formation or other founding document) evidencing:
 - The particulars, purposes, objects and foundation capital of the Foundation
 - The address of the registered office of the Foundation with Secretary details
 - The procedure for the appointment, removal, period of office of the members of Council, Protector, Secretary and the holding of its meetings
 - The beneficiary of the Foundation or the manner in which the latter may be appointed and/ or removed (if applicable)
- A certified true copy of Good/Current Standing (if the foundation has been in existence for more than one year)
- Undertaking from the Council Member(s)/Secretary to inform the Bank of any material change(s) in the foundation or in its operations.
- A Declaration of Beneficial Ownership of the entity duly signed by the Council
- Certified true copy of registered address document must be provided for Trust/Foundation
- For a newly established Trust OR Foundation a duly dated and signed business plan or document detailing the business activities of the trust and including the sources and application of funds and estimated volume of inflows and outflows.
- A recent financial statement (detailing out the income and assets of the Trust/Foundation) if the trust has been established for more than one year.
- A duly dated and signed statement of income & expenditure of the Trust/Foundation. The business plan/statement of income & expenditure may be signed by either the Management Company (qualified trustee), the trustees (other than the qualified trustee) or an accountant.

INDIVIDUAL CUSTOMER/OPENING OF ACCOUNTS

RESIDENT OF SEYCHELLES

Seychelles National Identity (Seychelles Citizen)

Valid Passport (Foreign Citizen/Seychelles Citizen)

Utility bill or other acceptable document bearing applicant's address. (Document should not be older than 3 months)

Utility bill or other acceptable document bearing relative's residential address + evidence of relationship

Utility bill or other acceptable document bearing landlord's or spouse residential address

Evidence of revenue (E.g. Salary slip)

if a minor: (all the above) Proof of identity and address in the name of the applicant + birth certificate of the minor

NON-RESIDENT (FACE TO FACE CONTACT)

Valid Passport

OR

National Identity Card

Proof of Residential Address

A utility bill in the name of the applicant

OR

A bank statement or credit card statement, issued by an institution based in the applicant's country of residence, addressed

to the applicant at his current residential address

FOREIGN WORKERS

In addition to proof of Identity

Proof of address in Seychelles

Work permit

Letter from employer

Bank of Baroda**In case of Sole Trader / Single Partner firm**

- Business registration certificate
- Operating license, if applicable
- Proof of Business address
- Business Plan (in case of new firm) or

Latest audited financial report (in case of existing business)

- Latest photograph of sole trader
- Identity Proof of Prop. (NIN/Passport)
- Address Proof of Prop. (Latest Utility Bill which should not be older than 3months or letter from District Administration)
- Reference letter from existing banker of the firm

In case of Partnership Firm

- Business registration certificate
- Operating license, if applicable
- Proof of Business address
- Business Plan (in case of new firm) or Latest audited financial report (in case of existing business)
- Latest colour passport size photograph of all partners
- Identity Proof of all partners (NIN/Passport)
- Address Proof of all partners (Latest Utility Bill which should not be older than 3 months or letter from District Administration)
- Reference letter from existing banker of the firm

In case of Company

- Certificate of Incorporation
- Registered Memorandum & Article of Association
- List of Shareholders & directors
- Documentary proof of registered office
- Operating License, if applicable
- Business Plan, in case of new company or Latest audited financial report for existing business
- Board resolution to open account with Bank of Baroda with operating instructions
- Reference letter from existing banker of the company
- Identity proof of all shareholders &/or directors
- Address Proof of all shareholders &/or directors (Latest Utility Bill which should not be older than 3 months or letter from District Administration)
- Reference letter from existing banker of the company

For Association/Clubs etc.

- Registration Certificate
- Constitution / Bye-laws of the association
- Proof of physical office address of the association
- Resolution to open account with Bank of Baroda with operating instructions
- List of members with their NIN as on date of account opening
- Detailed Income & Expenditure account with source of funds
- Reference letter from existing banker of the association

For Resident Seychellois/es

- Duly filled in Application form
- One Latest colour Passport Size Photograph
- Identity Proof (National Identity Card or Passport)
- Proof of Address (Latest PUC Bill or Letter from District Administration)

• Source of Fund (pay slip, letter from employer, tax return etc.)
For Non-Resident Seychellois/es • Duly filled in Application form with ECDD form • One Latest colour Passport Size Photograph • Seychelles Passport • Overseas proof of Address (Latest Utility bill / latest bank statement) • Proof/Declaration of local address in Seychelles • Work permit / VISA • Source of Fund (Pay slip, tax return etc)
For Expatriates • Duly filled in Application form with ECDD form • One Latest colour Passport Size Photograph • Overseas Passport • Gainful Occupation Permit and Seychelles National Identity card • Overseas proof of address (if not mentioned on passport/ different from passport) • Proof of address in Seychelles (Letter from Employer on letter head) • Source of fund (Letter from Employer on letter head or pay slip)

Nouvobanq

For Individual •Valid National Identity Card or passport (for Seychellois) •Valid Passport for Non-Seychellois •Proof of residential address not more than 3 months old (utility bill, letter from District Administration, confirmation from a lawyer or notary, confirmation of address from employer – if employer is a Nouvobanq customer, Valid tenancy agreement, Tax Authority Statement) •Source of income - pay slip or letter from employer •Internal declarations for PEP, CRS and FATCA If a Minor •Birth Certificate for minor •KYC information of parents or guardian (as specified above)
Corporate •Certificate of Incorporation •Memorandum of Association •Articles of Association (where available) •Identification and proof of address of Authorized, Signatories, Directors, and Shareholders (UBO) (including Name, Nationality, Country of residence and date of birth) •Board resolution for open the account and appointment of signatories •Shareholders certificate •Copy of Beneficial Owner register •TIN confirmation •Licence •Business Plan •Source of funds
Partnership •Partnership agreement, if available •Registration document •identification and proof of address of partners (including Name, Nationality, Country of residence and date of birth) •Copy of BO register

•TIN •Licence (if applicable) •Business Plan •Source of funds
Associations •Certificate of Incorporation •Constitution/ Charter •Board Resolution •Identification and proof of address of office bearers (including Name, Nationality, Country of residence and date of birth) •Board resolution •Source of funds
Sole Proprietorship •Business Registration Number •Identification and proof of address of Beneficial Owner (UBO) (including Name, Nationality, Country of residence and date of birth) •TIN confirmation •Licence, if applicable •Business Plan •Source of funds

Seychelles Commercial Bank

Personal Account Documentations Checklist

Proof of Identity

- Valid Seychelles national ID card or
- Valid Passport

For minors (in addition to the above)

- Birth certificate &or
- legal proof of custody
- Valid GOP for non-Seychellois residents

Proof of Address

- Utility bill in own name OR
- Account or credit card statement issued by another bank OR
- Insurance policy or letter from insurance company OR
- Tax bill/receipt issued by the SRC OR
- Certificate of registration as a Voter issues by EC OR
- Letter from District Administration OR
- Notarised affidavit signed by 3rd party OR

Where accommodation is provided by another person/entity

- Letter from landlord/parents/partner/spouse/employer accompanied by a proof of address in their name

Proof of Source of Funds

If you are employed

- Salary Slip OR
- Letter from employer

If you are a pensioner

- Letter from SPF

If you are receiving allowance or benefits from SSF

- Letter from SSF

If you are receiving an allowance from parents/guardian/partner

- Letter from parents/partner

Business Account Documentations Checklist

Sole-trader or partnership

- Individual Customer Details Form for the proprietor(s) and any 3rd party signatories AND
- Business name certificate AND
- License certificate (if applicable) AND
- Tax registration certificate AND
- Latest Business Tax return AND/OR 3-year cash flow forecast
- Utility bill or statement of accounts from another bank

Companies including public companies

- Resolution of the Board of Directors to initiate a banking relationship with the bank and to open accounts AND
- Individual Customer Details Form for all individual shareholders, directors and 3rd party signatories AND/OR
- Business Customer Details Form for all corporate shareholders and directors AND
- Incorporation certificate AND
- Articles & Memorandum of Association AND
- Latest return lodged with the Registrar of Companies OR the below documents (latest registered) if no return lodged
- Notification of registered address AND
- Particulars of directors AND
- Register of Shareholders AND/OR
- Transfer of shares if any transfer of shares has taken place since lodging or return AND
- License certificate (if applicable) AND
- Tax registration certificate (if applicable)
- Latest copy of annual report AND/OR latest Business Tax return AND/OR 3-year cash flow forecast AND
- Utility bill or statement of account from another bank

Notes

All the documents must be provided as original or as clear and legible copy certified by an attorney or notary, embassy/consulate, accountant/auditor or other professional person. The name, signature, position and contact details of the person certifying the document(s) must be clearly stated and accompanied by a company stamp. Account or credit statement should bear the bank's letterhead/logo. Registered address should be of a physical location NOT P.O. Box (however mailing address may be a P.O Box)

Al Salam Bank Seychelles Limited

(Domestic Employed Customer)

Personal Identification (must not be older than 10 years)

-ID card or Passport (with clear photograph, expiry date and signature)

Salary Slip (Not Exceeding 3 Months)

Proof of Address – The below Documents may serve as Proof of Address: (Must not be older than 3 months and in customer's name).

- Home telephone bill Cable & Wireless, Airtel or Intelvision bills (landline only)

- Letter from employer containing full address, stamp and signed by the HR manager or equivalent

-Lease Agreement in customer's name, dated and signed by relevant parties.

-3 Months Bank Statement of Account provided on Headed paper or stamped and signed by a Banks officer

Note: Customer can also provide Letter from employer pertaining the below information's:

- Monthly earnings

- Current post held and date of commencement

- Confirmation of Residential Address

The Letter should be provided on the Company Headed paper or Stamped with the Company Stamp signed by the Human Resource Manager

(Domestic Self-Employed Customer)

Personal Identification (must not be older than 10 years)

- ID card or Passport (with clear photograph, expiry date and signature)

Business Documents:

- Valid Business License
- Business Registration
- Business TIN

Proof of Address – The below Documents may serve as Proof of Address: (Must not be older than 3 months and in customer's name).

- Home telephone bill Cable & Wireless, Airtel or Intelvision bills (landline only)
- Letter from the Office of Seychelles Electoral Commission confirming address
- Lease Agreement in customer's name, dated and signed by relevant parties.
- 3 Months Bank Statement of Account provided on Headed paper or stamped and signed by a Banks officer

Expatriates Employed in the Seychelles:

Personal Identification (must not be older than 10 years)

- ID card and Passport (with clear photograph, expiry date and signature) ☐ G.O. P (Valid)

Salary Slip (Not Exceeding 3 Months)

Proof of Address – The below Documents may serve as Proof of Address: (Must not be older than 3 months and in customer's name).

- Home telephone bill Cable & Wireless, Airtel or Intelvision bills (landline only)
- Letter from employer containing full address, stamp and signed by the HR manager or equivalent
- Lease Agreement in customer's name, dated and signed by relevant parties.
- 3 Months Bank Statement of Account provided on Headed paper or stamped and signed by a Banks officer

Note: Customer can also provide Letter from employer pertaining the below information's:

- Monthly earnings
- Current post held and date of commencement
- Confirmation of Residential Address

The Letter should be provided on the Company Headed paper or Stamped with the Company Stamp signed by the Human Resource Manager

SOLE TRADER:

Registration of Business Name

Valid Business License

TIN Registration (Optional)

Letter requesting for Account opening with the bank with the below information:

- Purpose of Account
- Currency to be opened
- Anticipated monthly credit and debit
- Anticipated number of inward and outwards
- Anticipated annual turnover

Original Valid Identity card or passport (Same has to be visible)

Bank Reference from existing operating financial institution. (If the business is operational)

Proof of address can be any of the following documents bearing the applicant name and same should not exceed 3 months to date.

- Utility bill
- Landline Telephone bills Cable & Wireless or Airtel
- Signed Lease Agreement
- Intel vision Bill
- Bank statement from existing Financial Institution bearing company's stamp or Letter Head.

COMPANIES:

Certificate of Incorporation

Memorandum of Association

Articles of Association

Board Resolution mentioning:

- The authorization for the opening of an account in the name of the company with Al Salam bank- Seychelles
- Designated signatories for the company's account & the number of authorized signatures required to operate the account.

- Anticipated monthly credits and debits and number of anticipated transactions

- Anticipated annual Turnover

Declaration of Compliance with the Companies Act (optional)

Bank Reference from existing operating financial institution. (If the business is operational)

Latest Bank Statements, if company is already in operation
 Latest Financial Statements, if company is already in operation
 Valid Operating License
 Business TIN
 Valid ID card or passport of each authorized signatory and Directors
 Proof of address for Signatories/Directors and Shareholders can be any of the following documents bearing their name and same should not exceed 3 months to date.
 - Utility bill
 - Landline Telephone bills Cable & Wireless or Airtel
 - Signed Lease Agreement
 - Intel vision Bill
 - Bank statement from existing Financial Institution bearing company's stamp or Letter Head.
 Registered Office Document
 Particulars of Director

CLUBS / ASSOCIATIONS/ COOPERATIVE SOCIETIES:

Rules and Regulations
 Certificate of Registration
 Minutes of general meeting to show appointment of members and their capacities
 Minutes of meeting mentioning the opening of a bank account
 Bank Reference from existing operating financial institution. (If the business is operational)
 The authorization for the opening of a bank account in the name of the Association/Club with Al Salam Bank-Seychelles
 - Designated signatories for the Account
 - Anticipated monthly turnover,
 - Anticipated credit and debits and number of transactions
 - Anticipated annual turnover
 Registration of Office Bearers/Directors/Secretary
 Valid ID card passport of each authorized signatory/ies
 Official letter from relevant authority or Ministry
 Proof of address for Signatory/ies/Secretary/Directors can be any of the following documents bearing the applicant name and same should not exceed 3 months to date.
 - Utility bill
 - Landline Telephone bills Cable & Wireless or Airtel
 - Signed Lease Agreement
 - Intel vision Bill
 - Bank statement from existing Financial Institution bearing company's stamp or Letter Head

Bank of Ceylon

Personal Account

savings account

- i. a copy of the ID/a copy of passport
- ii. a document to prove the monthly income, pay slip
- iii. if a self-employed person, a letter indicating the occupation of the person and monthly income
- iv. a document to prove the residency
- v. duly completed FATCA form
- vi. G.O.P
- vii. dully filled application

personal current

- i. a copy of the ID/a copy of passport
- ii. a document to prove the monthly income, pay slip
- iii. if a self-employed person, a letter indicating the occupation of the person and monthly income
- iv. a document to prove the residency

- v. duly completed FATCA form
- vi. G.O.P
- vii. dully filled application

minor account

- i. a copy of the child's ID/ birth certificate - a copy of parent's ID
- ii. a document to prove the monthly income, pay slip of the parent
- iii. if a self-employed person, a letter indicating the occupation of the person and monthly income
- iv. a document to prove the residency
- v. duly completed FATCA form
- vi. G.O.P
- vii. dully filled application

For a sole trader or partnership

- i. partnership agreement if any/ bank's reference
- ii. business registration
- iii. license permit
- iv. immediate past financial year audited accounts, if it is an existing company
- v. business plan, current average monthly income and expected income and the related sources
- vi. a document to prove the residency of the directors
- vii. duly completed FATCA form
- viii. copies of ID/ passport of the directors of the company
- ix. a letter to indicate the monthly income

Business current account

- no of directors
- i. memorandum bank's reference
- ii. articles of association
- iii. license permit
- iv. certificate of incorporation
- v. director certificate
- vi. shareholder certificate
- vii. immediate past financial year audited accounts, if it is an existing company/business structure
- viii. copies of ID/ passport of the directors of the company
- ix. no of directors
- x. business plan, current average monthly income and expected income and the related sources
- xi. a document to prove the residency of the directors
- xii. a letter to indicate the monthly income
- xiii. duly completed FATCA form
- xiv. company board resolution to open an account at bank of Ceylon/signing power
- xv. the companies act 1972 – section 169(4)
- particulars of directors & secretaries