

## Corporate account – application checklist

Name of corporation/business:

Business owner/director/representative:

### CLIENT GUIDE

DOCUMENTS/INFORMATION REQUIRED	ENGLISH VERSION	NOTARIZED	SUBMITTED (YES/NO)	REMARKS/COMMENTS
Certificate of Incorporation / Registration				
Articles of Association / Continuance (optional)				
Proof of address of registered office				
Proof of address of operations (if different from registered office)				
Ownership Chart for Company with ultimate beneficiaries and subsidiaries. In addition to the full name; valid government-issued, photo-based Identification (must be clear with signature visible and in colour); proof of address (dated in the last 3 months in the individual's name) for all: a. Directors b. Owners				
Organizational Chart of Senior Executives of Company with relevant positions and names associated.				
For Sole Proprietors please submit a valid government-issued, photo-based Identification (must be clear with signature visible and in colour) Proof of Address (no more than 3 months old).				
Letters of Authorization for Authorized parties (persons who can do business or trade or sign on behalf of the company) with a valid government-issued, photo-based Identification (must be clear with signature visible and in colour).				
Most recent annual tax and company returns (where applicable)				
Proof of address of registered office				

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Proof of address of operations (if different from registered office)				
Articles of Association / Continuance (optional)				
Reference letter from bank including date opened, type of account(s), credit facilities granted (if applicable) and bank statements for the last 3 months.				
Any license or charter to operate your business (where applicable).				
Completed W8 Ben E form.				

- Please note that all documents are required to be in English.
- Foreign language documents must be translated by a Certified Translator.
- Ensure that the notary public has signed the copy document (printing his/her name clearly below, on the document).
- Clearly indicate his/her position or capacity, together with appropriate contact information, including an address and a phone contact.