

# Individual account – application checklist

Employment Status	Requirements
Employed	<ul style="list-style-type: none"><li>✓ <b>Valid Identification:</b> One (1) form of valid identification with signature (Passport, National Photo Identification Card, State Identification Card, Driver's License).</li><li>✓ <b>Proof of Address:</b> Most recent utility bill, Credit Card statement or Mortgage statement not more than three (3) months old OR Signed and dated Lease agreement (unexpired), a recent bank statement.</li></ul>
Unemployed	<ul style="list-style-type: none"><li>✓ <b>Valid Identification:</b> One (1) form of valid identification with signature (Passport, National Photo Identification Card, State Identification Card, Driver's License).</li><li>✓ <b>Proof of Address:</b> Most recent utility bill, Credit Card statement or Mortgage statement not more than three (3) months old OR Signed and dated Lease agreement (unexpired), a recent bank statement.</li></ul>
Self Employed	<ul style="list-style-type: none"><li>✓ <b>Valid Identification:</b> One (1) form of valid identification with signature (Passport, National Photo Identification Card, State Identification Card, Driver's License).</li><li>✓ <b>Proof of Address:</b> Most recent utility bill, Credit Card statement or Mortgage statement not more than three (3) months old OR Signed and dated Lease agreement (unexpired), a recent bank statement.</li></ul>
Student	<ul style="list-style-type: none"><li>✓ <b>Valid Identification:</b> One (1) form of valid identification with signature (Passport, National Photo Identification Card, State Identification Card, Driver's License).</li><li>✓ <b>Proof of Address:</b> Most recent utility bill, Credit Card statement or Mortgage statement not more than three (3) months old OR Signed and dated Lease agreement (unexpired), a recent bank statement.</li><li>✓ <b>Guarantor:</b> Financial guarantor letter AND one (1) form of valid identification (Passport, National Photo Identification Card, State Identification Card, Driver's License).</li></ul>
Retirees	<ul style="list-style-type: none"><li>✓ <b>Valid Identification:</b> One (1) form of valid identification with signature (Passport, National Photo Identification Card, State Identification Card, Driver's License).</li><li>✓ <b>Proof of Address:</b> Most recent utility bill, Credit Card statement or Mortgage statement not more than three (3) months old OR Signed and dated Lease agreement (unexpired), a recent bank statement.</li></ul>

**Notes**

- The same document **cannot** be utilized to fulfil two different requirements.
- In accordance with jurisdictional requirements, Capital Markets Elite Group reserves the right to request additional documentation.
- Where a utility bill is not in your name, requirements are:
  - One (1) form of valid identification with signature (Passport, National Photo Identification Card, State Identification Card, Driver's License) AND a letter of authorization from the utility bill Holder.
- Letter of Authorization must be:
  - Addressed to Capital Markets Elite Group, signed, dated and granting permission to use the utility bill as your proof of address to conduct business at Capital Markets Elite Group