

## Account Opening Checklist – Groups & Businesses

Branch		Date of application	___/___/___		
Entity Names					
Account No.		Sales Person's PF Code			
<b>Category</b>	<b>Areas to confirm</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>	
<b>Application Form</b>	<input type="checkbox"/> Application correctly and appropriately completed by the applicants	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/> Cancellation/overwriting counter signed in full by the applicant/s	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/> Terms & Conditions duly signed by all signatories and customer signature(s) witnessed by sales staff.	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/> Signatories in accordance with the submitted resolution or mandate	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/> Passport photos (with true likeness) for each signatory obtained and attached on the front page of the application.	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/> Duly filled additional applicant forms obtained with details of each individual signatory	<input type="checkbox"/>	<input type="checkbox"/>		
<b>KYC and Compliance</b>	<b>Identification:</b>				
	<input type="checkbox"/> Certified copies of registration/incorporation certificate, Memorandum & Articles of Association/bye-laws/ constitution/ partnership deed and resolution to open account obtained. Also certified by sales staff as a "true copy of the original".	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/> KYC documentation obtained for all shareholders with a 5% and above shareholding for companies	<input type="checkbox"/>	<input type="checkbox"/>		
	<b>Nationality:</b>				
	<input type="checkbox"/> Individual copies of acceptable IDs (National ID and Passport) obtained and certified by sales staff as a "true copy of the original." <i>*Valid passport, work permit and entry visa required for foreigners.</i>	<input type="checkbox"/>	<input type="checkbox"/>		
	<b>AML &amp; FATCA</b>				
	<input type="checkbox"/> AMLOCK screening report(s) duly stamped and attached. <i>*For any positive match, requisite compliance approval is required.</i>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/> Ascertained any linkage to US citizenship or residence?	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/> Attached relevant FATCA form(s) for US citizens or residents. <input type="checkbox"/> W-8BEN attached <input type="checkbox"/> W8BEB-E attached <input type="checkbox"/> W-9 attached	<input type="checkbox"/>	<input type="checkbox"/>		
	<b>Key Facts Document:</b>				
<input type="checkbox"/> Duly signed respective KFD attached.	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/> Copy of the KFD given to the customer/applicant.	<input type="checkbox"/>	<input type="checkbox"/>			
<b>Others</b>	<input type="checkbox"/> Image scan uploaded successfully.	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/> KYC information for all related parties captured in the system.	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/> Entity search fees paid and corresponding search process initiated.	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/> Customer enrolled on digital channels as per application.	<input type="checkbox"/>	<input type="checkbox"/>		
	<b>Staff Names</b>	<b>Signature</b>	<b>Date</b>		
Branch Sales Person			___/___/___		
Branch Supervisor/BOM			___/___/___		
Reviewing Officer			___/___/___		