

CHECKLIST FOR PRIVATE COMPANY

ABC BANKING CORPORATION LTD ("the Bank")

KYC CHECKLIST – DOMESTIC CLIENTS

In terms of the Guidance Notes in the Financial Intelligence and Anti-Money Laundering Act 2002 as issued by the Bank of Mauritius, and as per the Bank's internal Anti-Money Laundering and Know Your Customer (KYC) Policies, documents as per the Bank's KYC Checklist will need to be provided to the Bank prior to opening of account(s).

KYC documents are to be submitted to the Bank either in originals or certified true copies. In the event that copies of documents are provided, they should be duly certified as a true copy by a lawyer, accountant or any other professional person who, either by means of a stamp or otherwise, clearly adds his/her name, address and profession to the copy).

PRIVATE COMPANIES

- NOTE:
- All documents submitted should be either originals or certified true copies.
 - The list is only indicative and therefore is not exhaustive. Further or alternative documents may be required at the Bank's own discretion.
 - Significant shareholders mean shareholders with 20 % or more shareholding in the company.
 - Proof of residential address should be less than 3 months old.

Account Name

Account Number

Documentation List (Please tick where documents have been supplied)	Tick
1 Completed Account Opening Form	<input type="checkbox"/>
2 Certificate of Incorporation	<input type="checkbox"/>
3 Memorandum & Articles of Association/Constitution (if applicable)	<input type="checkbox"/>
4 Complete set of application for incorporation of the company	<input type="checkbox"/>
5 Valid Trade License	<input type="checkbox"/>
6 Business Registration Card	<input type="checkbox"/>
7 Board Resolution authorising the account opening, confirming list of signatories and their signing powers, as well as confirming who will be authorising SWIFT transfers, and that the Bank will be advised should there be any changes in the directors, authorised signatories, significant shareholders (shareholding of 20% or more), company secretary and ultimate beneficial owner(s).	<input type="checkbox"/>
8 "Certificate of Current Standing" issued by the Registrar of Companies for businesses with more than one year in operation.	<input type="checkbox"/>
9 Clear certified copies of Identity Cards/Passports and Proof of Residential address (less than 3 months old) of all directors, authorised signatories, significant shareholders and ultimate beneficial owner(s).	<input type="checkbox"/>
10 Recent Bank Reference of the directors and authorised signatories.	<input type="checkbox"/>
11 Audited Financial Statements for the past 3 years (if applicable).	<input type="checkbox"/>
12 Company's Business Plan outlining the business activities, name of directors and shareholders, types of transactions and projected cash flows.	<input type="checkbox"/>
Additional documents are required:	
13 If the company secretary is a body corporate, the list of authorised signatories, their specimen signatures, their proof of residential address and clear certified copies of their Identity Cards/Passports should be provided.	<input type="checkbox"/>
14 If the significant shareholder(s) is/are a body corporate, the Memorandum & Articles of Association/Constitution, the Certificate of Incorporation, the Business Registration Card, the list of significant shareholders and ultimate beneficial owner(s) together with their proof of residential address and clear certified copies of their Identity Cards/Passports should be provided.	<input type="checkbox"/>

Documentation List (Please tick where documents have been supplied)	Tick
15 If the significant shareholder(s) is/are a Trust, the Trust Deed or Declaration of Trust specifying the nature and purpose of the Trust, the names of the Settlor, Trustees and Beneficiaries should be provided. Clear certified copies of the Identity Cards/Passports and proof of residential address of the Settlor and Beneficiaries are also required.	<input type="checkbox"/>
16 Change of name certificate (if applicable)	<input type="checkbox"/>
17 Indemnity letter for instructions received (at the customer's discretion)	<input type="checkbox"/>

Office Use Only

Completed by	Signature	Date
.....
Verified by	Signature	Date
.....
Approved by	Signature	Date
.....