



## Corporate Account Opening List 企業開戶列表

FOR COMPANIES INCORPORATED IN SINGAPORE					
	Limited Company	Sole Proprietorship	Partnership	Limited Liability Partnership	Club/Association and Society
Certified true copy of memorandum & articles of associations/ constitution/ bye-laws	✓				✓
Proof of ultimate beneficial ownership <sup>1</sup>	✓				
Certified true copies of ic/passport of	All Authorised Signatories, 2 Directors AND Ultimate Beneficial Owners	All Authorised Signatories, Sole Proprietor	All Authorised Signatories, All Partners	All Authorised Signatories, All Partners	All Authorised Signatories AND Key Office Bearers (Chairman, Secretary, Treasurer)
Certified true copies of proof of residential address of all authorised signatories and POAs (e.g.: national identity card, utility/ phone bill, bank statement, government correspondence) dated within the last 3 months	✓	✓	✓	✓	✓
Certification of true copies to be done by (in case original documents are not produced)	Company Director OR Secretary	Sole Proprietor	One of the Partners	One of the Partners	Chairman OR Secretary
Limited Liability Partnership Agreement <sup>2</sup>				✓	
Certificate of Registration					✓



#### ADDITIONAL DOCUMENTS IF ALL THE ABOVE TYPES OF COMPANIES IS INCORPORATED OUTSIDE SINGAPORE

<b>Letter of Recommendation from a Reputable Bank</b>	✓	✓	✓	✓
<b>Certificate of Incorporation/Registration</b>	✓	✓	✓	✓
<b>Register of Partners/Directors</b>		✓	✓	✓
<b>Register of Shareholders</b>				✓

<sup>1</sup>The Beneficial Owner is an individual who ultimately owns or controls a company through the holding of shares or otherwise. Please provide independent and reliable documentary proof showing who your company's Ultimate Beneficial Owner is and how this person exercises control over your company. Acceptable documents include documents from the government/ registration of companies, certificate of incumbency, company's annual report, audited financial reports, etc. (to be certified true copy).

<sup>2</sup>If there is no such agreement, please provide us a letter stating that the LLp has no such agreement, signed by all partners.

<sup>3</sup>The certifying party cannot certify his own IC/Passport Copies and Proof of Residential Address.

#### NOTES

- 1) All documents must be submitted in English. Please ensure that all non-English documents are translated into English language by an official translator and certified correct by a director.
- 2) For proof of ownership, the company is required to submit Certified True Copies of:
  - Official documents from the government/ Registrar of Companies OR
  - Certificate of Incumbency (must be less than 1 year old)
- 3) All signatures are to be verified by a Qualified CPA or Solicitor or ONEPIP's Officer.
- 4) We may request additional documents depending on the set up of your company.