

Corporate Account Opening List

FOR COMPANIES INCORPORATED IN SINGAPORE

Required Docs	Limited Company	Sole Proprietorship	Partnership	Limited Liability Partnership	Club/Association/ Society and MCST
ACRA / Biz Profile (within last 3 months)	✓	✓	✓	✓	N.A.
Memorandum & Articles of Associations (M&A) / Constitution/ Bye-Laws*	✓				✓
Certified true copy of IDs by ONEPIP's Officer/ CPA/ Corporate Secretary/ Solicitor	All Authorised Signatories, 2 Directors AND Ultimate Beneficial Owners [^]	All Authorised Signatories AND Sole Proprietor	All Authorised Signatories AND All Partners	All Authorised Signatories AND All Partners	All Authorised Signatories AND Key Office Bearers (Chairman/President, Secretary, Treasurer)
Proof of residential address of all authorised signatories (within last 3 months)	✓	✓	✓	✓	✓
Limited Liability Partnership Agreement ¹				✓	
Certificate of Registration*					✓
Minutes of Meeting*					✓

ADDITIONAL DOCUMENTS FOR COMPANIES INCORPORATED OUTSIDE SINGAPORE

Letter of Recommendation from a Reputable Bank/ Bank Statements (within last 3 months)	✓	✓	✓	✓	N.A.
Certificate of Incorporation/ Registration ²	✓	✓	✓	✓	N.A.
Register of Partners/Directors ²	✓		✓	✓	N.A.
Register of Shareholders ²	✓				N.A.

*Documents to be certified true copy by Company Director OR Secretary/ Sole-Proprietor/ Partner/ Chairman OR Secretary. For M&A submission, it can be exempted as exceptional case if:

- Number of director(s) signing the onboarding forms is/are not less than the number of listed directors in ACRA.
- Directors have appointed representatives in a form of Bard of Resolution (original document) to act on behalf of the company.

^Ultimate Beneficial Owner is an individual who ultimately owns or controls a company through the holding of shares or otherwise. Directors are required to declare the Ultimate Beneficial Owner when there are multiple layers of ownership structure. In events whereby there is only one Director, it is sufficient to obtain the sole Director's ID copy; whereas all beneficial owners of 25% shareholding or more are required to provide their IDs. Directors who are NOT the beneficial owners of the company may certify the beneficial owners' IDs.

¹If there is no such agreement, please provide us a letter stating that the LLP has no such agreement, signed by all partners.

²Official document must be certified true copy by ONEPIP's Officer r external/independent public officials, such as CPA/Corporate Secretary/Solicitor/Auditor within validity period of 6 months.

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 true by a director.
- 2) All signatures are to be verified by ONEPIP's Officer.
- 3) We may request additional documents depending on the set up of your company.
- 4) The certifying party cannot certify his/her own copy of identification documents.