



Dear Sir/Madam,

Re: Banking Documentations Required

Herewith, please find attached the list of documents that are necessary for submission to our Bank:

☐	1.	Memorandum and Articles of Associations / Partnership Agreement / Trust Deed	会社定款	Certified True Copy by Company Secretary*
☐	2.	Certification of Incorporation	法人登記通知	Certified True Copy by Company Secretary*
☐	3.	Latest Company Registrar Documents - within a year validity - to provide ID documents / ID numbers of Directors / Members / Commissioners	-	Certified True Copy by Company Secretary*
☐	4.	Copy of Passport or Identity Document (NRIC) for authorized signatories / beneficial owners (BO*) *BO refers to an individual who owns more than 25% shareholding voting rights or ultimately owns and have significant control over the company.	銀行取引におけるサイン権限者のパスポートコピー	Certified True Copy by Company Secretary*
☐	5.	Consent to act as Directors (Form 45) Consent to act as Company Secretary (Form 45B)	取締役の誓書 秘書役の宣誓書	(Form 45) Certified True Copy by Company Secretary* (Form 45B) Certified True Copy by Director
☐	6.	Latest Shareholder Proof - within a year validity E.g. Company Registry / Register of Shares / Certificate of Incumbency, etc.	株式持ち主を証明できる書類 (e.g. 株式持ち主の構造図)	Certified True Copy by Company Secretary*
☐	7.	Copy of Residence Address Proof - for authorized signatories / beneficial owners (BO*) (Not applicable if Singapore NRIC is provided, as address is indicated on NRIC) - such as utility / telco bills, bank statements, government correspondence - latest copy of ACRA Business Profile if signer is a director - within 6 months validity	サイナーの住所が証明できるもの 例: 運転免許証、公共料金の明細等	Certified True Copy by Company Secretary*
☐	8.	Power of Attorney (POA) /Board Resolution <i>Passed on or before execution of Application for Opening of Current Account / Time Deposit and T&C Relating to Current and Other Accounts</i>	代行権限委任状 / 取締役会議事録	Original
☐	9.	Specimen Signature Card	署名鑑	Original
☐	10.	Application for Opening Current Account, Time Deposit & HYDD - Corporate	口座開設依頼書	Original
☐	11.	Tax Residency Self Certification	法人用 Tax 居住地自己申告書	Original
☐	12.	General Terms and Conditions relating to Current and Deposit Accounts for Corporate Customers (with Appendix)	口座約款	Original
☐	13.	Alternative Communication Indemnity	電話/FAX/電子メールによる取引指示約款	Original
☐	14.	Electronic Bank Statements Delivery (eAST) Application with Terms n Conditions	電子メールによる入出金通知書及び銀行移動明細書の配信サービスについての約款	Original
☐	15.	Latest Audited Financial Statement	直近の決算書 (監査済のもの)	Original
☐	16.	Tax Questionnaire	-	Original
☐	17.	AML / Wolfsberg Questionnaire - for Financial Institutions - for Non-Bank Financial Institutions (where there is a Correspondent Banking Relationship)	-	Original
☐	18.	Sanctions Declaration (where sanctions exposure is present)	-	Original

***Certified True Copy** が必要な書類については、原本のコピーに下記いずれかの方による署名をお願い致します。Corporate Secretary/Notary Public/Lawyers/Certified Public Accountant or Chartered Accountant 若しくは、弊行職員が原本とコピーを同時に確認の上、正しく原本の複写である旨確認済の署名を致します

Should you require further clarifications, please do not hesitate to contact us further for assistance. Thank you.

For and on behalf of **Mizuho Bank, Ltd. Singapore.**



Onboarding Questionnaire

Please assist to fill in the form below.

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Part 1. Current Account Service

1. **Intended Purpose** for current account service: _____

e.g. park funds for deposit placement, remittance etc, accounts receivables

2. **Expected Frequency** of using current account service: _____

e.g. per month/annual basis

3. **Expected Transaction Volume** under current account service: _____

Please state currency/amount

☐

Part 2. Source of Wealth/ Source of Funds

Part 2(1): Source of Wealth (SOW)

SOW: Choose an item.

If Others: _____

Country of SOW: _____

Please provide more details on activities generating SOW:**

Part 2(1): Source of Funds (SOF)

SOF: Choose an item.

If others/more than one source, please state in blank below:

Country of SOF: _____

Please provide more details on activities generating SOF:**

****Please describe your nature of business and the main activities which generate the revenue.**

In terms of revenue, please provide the breakdown in terms of percentage and the countries where the revenue is generated (the total percentage should add up to 100%). e.g. Singapore 70%, Malaysia 30%

Other e.g. Property Investment in which country, dividend income from subsidiaries XXXX, revenue received from sales of product to subsidiaries XXX, Salary Credited From Current Employer etc.



Part 3. Top 5 Buyers/ Suppliers

Please list down the Top 5 Buyers/Suppliers and the following information as per table below.
You may provide an estimated price value/ tenor of payment terms if exact figures are not available.

Main Buyers	Business Nature of Buyer	Country	Goods and Services traded	Average Price of Goods transacted (Please state currency)	Payment terms (No. of days?)

Main Suppliers	Business Nature of Supplier	Country	Goods and Services traded	Average Price of Goods transacted (Please state currency)	Payment terms (No. of days?)



Part 4.Sanctions Acknowledgement

- It is the bank's policy to highlight to you that dealings with sanctioned countries/parties/entities/individuals directly or indirectly is strictly prohibited under the bank's policy and Singapore law , unless prior approval is obtained.

Kindly confirm your acknowledgement to the above statement. (Yes / No) Choose an item.

Company name:

Name:

Title:

Date:

Information Required For New Mizuho Global e-Banking (MGeB)

Mizuho Global e-Banking (MGeB) 導入に必要な情報について

1. Full name and email address of Super User.

スーパーユーザーの氏名とメールアドレス。

Super User is an administrator [non-transactional function] for sub user(s).

スーパーユーザーはサブユーザーの管理者になります（取引機能はございません）

The role is to create/modify/delete sub user, set approval limit, enable menu and initialize password for sub user.

スーパーユーザーの役割は、サブユーザーの作成/変更/削除、承認制限の設定、メニューの有効化、サブユーザーのパスワードの初期化になります。

No	Full Name	Email Address

2. Full name of Sub-User with Payment Authority (Approver)

Approverとなるサブユーザーの氏名とメールアドレス

Please provide the full legal names of the MGeB sub-users listed below and provide the required documents stated below:

Approverとなる方のフルネームをご記載ください。また、以下ご本人さまの確認資料のご提出をお願いします

- Identification document (e.g., passport with at least 6 months validity, national ID card, any other document(s) that the bank deems acceptable.)
本人確認書類（例：残存有効期間が6か月以上のパスポート等、当行が適切と認める書類）
- Proof of address (e.g., driving license, utility bill issued within the past 6 months, any other document(s) that the bank deems acceptable.)
住所証明書類（例：運転免許証、発行日から6か月以内の公共料金の領収書等、当行が適切と認める書類）

No	Full Name of MGeB Sub-User with payment authority

The Bank would require a Certified True Copy of such identification for our verification check.

Only specified individuals in this section can perform the certification.

These individuals are assessed to be suitably qualified based on their independence and qualifications.

a) Corporate secretary

b) Notary Public

c) Lawyers

Scoping Sheet for New MGeB Customer – Super User and Sub-User

d) Bank Staff

e) Certified Public Accountant or Chartered Accountant

本人確認書類および住所証明書類は、必ず認証済み写し（Certified True Copy）をご提出いただくようお願いいたします。

認証者に関しましては、以下のいずれかの資格を有する方のみ認証が可能です。

a) 会社秘書役

b) 公証人

c) 弁護士

d) 銀行職員

e) 公認会計士またはチャータード会計士

For point 3-6, please indicate "X" on the appropriate box.

3-6 につきましては、該当する欄に "X" をご記入ください。

3. Single Super User Approval

単独のスーパーユーザーの承認

Whether one Super User can create new user ID/reset password solely (Yes),

スーパーユーザーが単独で新しいユーザー ID の作成/パスワードのリセットを実行できるか (Yes)、
or another Super User is required to approve the action taken (No).

または、別のスーパーユーザーが実行されたアクションを承認する必要があるか (No)。

Yes	No

Note: If No is selected, fill up at least 2 Super Users on above point 1.

注: [No] を選択した場合、上記の 1 の欄で少なくとも 2 人のスーパーユーザーの記入をお願いします。

4. Single Sub User Approval

単独のサブユーザーの承認

Can the makers approve the payment he / she prepares himself / herself.

サブユーザーが、自身で準備した支払いを承認できるか。

Yes	No

5. Approval Workflow

承認ワークフロー

Need 1	Need 2	Group

Note: Group can be used where there is 1) requirement on the approval sequence, or 2) more than 2 layers of approvers, or 3) requirement to segregate account access based on user groups

注: グループを選択された場合、スーパー ユーザーはアカウントとグループワークフローを割り当てる必要があります。

Scoping Sheet for New MGeB Customer – Super User and Sub-User

6. Payment / Remittance Template

支払い・送金テンプレート

Template Mandatory function will require approver to check beneficiary information and approve the template.

テンプレート機能を必須 (Mandatory) にしますと、承認者が受益者情報を確認し、テンプレートを承認する必要があります。

If Mandatory is chosen, Preparer cannot prepare transaction without an approved template. [Mandatory] が選択されている場合、作成者は承認されたテンプレートがなければ、取引を準備できません。

Optional	Mandatory

7. Software Token setup

ソフトウェアトークンの導入

Appoint one super user as a representative to receive the activation code:

アクティベーションコードを受け取るスーパーユーザーを任命してください。

Email address to receive activation code アクティベーションコードを受け取るメールアドレス	
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Note:

- a. The appointed Super user representative (1 Super user of MGeB) is to receive the activation codes for him/herself as well as codes for the other Super user(s) and Sub-users

任命されたスーパーユーザーが、スーパーユーザーとサブユーザーのアクティベーションコードを受け取ることになります。

- b. The appointed Super user is required to share each activation code to users who will use the software token.

任命されたスーパーユーザーは、アクティベーションコードを使用するソフトウェアトークンユーザーに共有する必要があります。

- c. Please note that the activation codes will expire in 30 days.

アクティベーションコードの有効期限は30日です。

- d. Install Software Token App "Mizuho Global eBanking OTP" onto mobile device. If the user's location is not Singapore, please confirm available countries to Mizuho staff.

ご利用のスマートフォンなどのモバイル端末に "Mizuho Global eBanking OTP" のアプリをインストールしてください。ユーザーの居住国がシンガポールでない場合には、利用可否をお問い合わせください。

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