

## CHECKLIST - Companies (Incorporated Entities)

### REQUIRED DOCUMENTS FOR ACCOUNT OPENING

Document Type	AC: Attested Copy - Must be attested by a Notary Public. Can be submitted digitally and will be verified virtually.
	C: Copy - Can be submitted digitally or submitted at a branch
	O: Original - Must be presented at our Branch for verification.

#### Note:

- Examples: Private Limited Company (Pvt Ltd / Ltd), Public Limited Company (PLC), State-Owned Enterprise (SOE), Inc., Pte. Ltd., LLC, S.A., GmbH, or an equivalent incorporated legal form.
- The Bank may request additional documents at its discretion as part of the account opening process.
- This checklist and guideline are provided for reference purposes only and may be amended from time to time. In the event of any inconsistency between these documents and the Bank's internal policies and procedures, the Bank's internal policies and procedures shall prevail.
- If applicable, Signatories and Authorized/Approved Persons will be digitally verified.

Tick	Document Type	Document Name
	O or C	Account Opening Form
	O or C	Entity Information Form (If applicable). To be separately filled by the business and additionally by any other entities that own the company/corporation.
	O or C	<b>Master Bank Resolution</b> This should include signatures/details of Authorized/Approved Persons who can open accounts and Signatories who can operate your accounts. If you have specific operating instructions for each account, these should be included as well within the resolution. A Sample Bank Resolution is provided for your reference and can be customized per your requirements.
	O or C	<b>Individual Information Form</b> For Public Companies/Corporations: To be completed separately by each Authorized/Approved Person and Authorized Signatory (as listed in the Master Bank Resolution). For Private Companies/Corporations: To be completed separately by everyone identified as a Shareholder / Ultimate Beneficial Owner / Controlling Person, and each Authorized/Approved Person and Authorized Signatory (as listed in the Master Bank Resolution).
	O or C	<b>Certificate of Incorporation</b> If you are a foreign business/institution, please provide the certificate of incorporation issued in your country of incorporation.
	O or C	<b>Memorandum of Association (MOA) &amp; Articles of Association (AOA) or equivalent constitutional documents</b> Must also include amendments if applicable. If you are a foreign corporation that registered as a separate legal entity in the Maldives, please provide MOA/AOA applicable to the Maldivian incorporated entity, in addition to the parent Institution's constitutional documents (or equivalent).
	O or C	<b>Company Registry Extract / Registration Profile</b> An official document issued by the company registry (e.g. company profile, commercial register extract, or equivalent).
	O or C	<b>Income Tax Registration Certificate in Maldives</b> Examples: BPT, GST, TGST, and Green Tax. If you are a foreign corporation, only provide this if you are operating in the Maldives.
	O or C	<b>Latest Financial Statements (if applicable)</b> Required if the business has been operating for more than one (1) year. If audited statements are not available, the Bank, at its discretion, will consider other types of financial statements.
	O or C	<b>Personal Identification for Maldivians</b> Copy of a valid National ID to be provided by all relevant individuals, including Ultimate Beneficial Owner(s), Directors (where applicable), and all Authorized/Approved Persons and Authorized Signatories listed in the Master Bank Resolution, as well as any other individual exercising control over the entity.
	AC or O	<b>Personal Identification for Foreign Individuals</b> For Public Companies/Corporations: Original or an attested copy of a valid passport, certified by a Notary Public, to be provided by all Approved Persons and Authorized Signatories listed in the Master Bank Resolution. For Private Companies/Corporations: Original or an attested copy of a valid passport, certified by a Notary Public, to be provided by all relevant individuals, including Ultimate Beneficial Owner(s), Directors (where applicable), and all Approved Persons and Authorized Signatories listed in the Master Bank Resolution
	O or C	<b>Valid Visa / Residency Permit</b> To be provided by Authorized Persons and Authorized Signatories (as listed in the Master Bank Resolution) who are foreign nationals residing in the Maldives.
	O or C	<b>FATCA - Individual</b> All individuals required to complete the Individual Information Form must, based on their declaration in the form, submit the relevant FATCA form applicable to them as follows: <ul style="list-style-type: none"> <li>• FATCA Form (U.S. Individual) - W-9</li> <li>• FATCA Form (Non-U.S. Individual) - W-8BEN</li> </ul>
	O or C	<b>FATCA - Entity</b> The Institution must, based on its declaration in the Entity Information Form, submit the relevant FATCA form applicable to it as follows: <ul style="list-style-type: none"> <li>• FATCA Form (U.S. Entity) - W-9</li> <li>• FATCA Form (Non-U.S. Entity) - W-8BEN-E</li> </ul>
	O or C	<b>CRS - Individual</b> All individuals required to complete the Individual Information Form must, based on their declaration in the form, complete the CRS section and provide their tax residency details and Tax Identification Number(s) (if applicable).

	O or C	<p><b>CRS – Entity</b></p> <p>The Company/Corporation must, based on its declaration in the Entity Information Form, complete the CRS section and provide its tax residency details and Tax Identification Number(s) (if applicable).</p>
<b>Additional Documents Required by Foreign Companies/Corporations</b>		
	O or C	<p><b>Company Re-registration Certificate</b></p> <p>Required only where your foreign company/corporation conducts operations in the Maldives, such as but not limited to providing goods or services locally, employing staff, maintaining premises, or entering local operating contracts. These are not required where the company does not operate in the Maldives and uses the account solely to hold or transfer its own funds.</p>
	O or C	<p><b>A letter issued on the company's official letterhead containing the requested information below:</b></p> <ul style="list-style-type: none"> <li>• Address of your Head Office and Address of your Principal Place of Business where the company's senior management and key decision-making functions are based. Only include if either of these or both are different from the registered address in your country of incorporation.</li> <li>• List of all trading names under which the company operates. This applies to all trading names used within your country of incorporation and/or any other country.</li> <li>• List of countries where your company operates (excluding your country of incorporation).</li> </ul> <p>Must be duly signed by an authorized legal representative of the company. Where none of the above apply, this letter may be omitted in full.</p>