

## CHECKLIST - Institutions

### 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:

- Institutions here include Associations, Councils, Societies (excluding Co-operative Societies), Clubs, Political Parties, Non-Governmental Organizations (NGOs), Non-Banking Financial Institution, Non-Profit Organizations, International Organizations, Intergovernmental Organizations, Cooperative Societies, Foreign Mission Offices (Embassies, High Commissions, Consulate Offices, Government Ministries, Government Authorities, Government Departments, Representative Office of a Government, or Other Institutions.
- 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
	O or C	Proof of Legal Existence Examples: Official Registry Extract (Preferred), Certificate of Establishment/Registration/Incorporation), Establishment Act/Decree/Charter, or equivalent official document.
	O or C	Constitutional / Governing Documents (including amendments) A copy of the entity's governing documents (including any amendments), confirming its governance structure, objectives, and permitted activities. Examples: Constitution, By-laws, Charter, Rules & Regulations, governing rules, or equivalent official governing document. This checklist item may be omitted in full where an Establishment Act/Decree/Charter was submitted under "Proof of Legal Existence" and includes the entity's governing framework.
	O or C	Master Bank Resolution 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 be customized per your requirements.
	O or C	Individual Information Form To be completed separately by each Authorized/Approved Person and Authorized Signatory (as listed in the Master Bank Resolution).
	O or C	Internet Banking Authorization (if applicable) A letter issued by the institution's competent authority approving access to Internet Banking services and nominating the authorized users/administrators. The letter must be signed in accordance with the institution's applicable governance and signing rules.
	O or C	Personal Identification for Maldivians Copy of a National ID to be provided by Board/Committee Members and Office Bearers, and Authorized/Approved Persons and Signatories per the Master Bank Resolution.
	O or AC	Personal Identification for Foreign Individuals An attested Passport copy, certified by a notary public, to be provided by Board/Committee Members and Office Bearers, Authorized Persons and Authorized Signatories per the Master Bank Resolution. Original here
	O or C	Valid Visa / Residency Permit 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	Income Tax Registration Certificate in Maldives Examples: BPT, GST, TGST, and Green Tax. If you are a foreign institution, only provide this if you are operating in the Maldives.
	O or C	Latest Financial Statements (if applicable) Required where the Institution has been operating for more than one (1) year and prepares financial statements. If audited statements are not available, the Bank may accept the latest management accounts or other supporting financial information.
	O or C	FATCA - Individual 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	FATCA - Entity 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	CRS - Individual 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	CRS - Entity The Institution 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).
	O or C	List of Directors / Office Bearers / Executives

		A complete list of the institution's current Directors / Committee Members / Office Bearers / Executives, including full names and roles/designations.
	O or C	<b>Board / Committee Appointment Evidence</b> Official document(s) confirming the appointment of the institution's current governing body members (e.g., appointment letter, official notice/circular, gazette, meeting minutes, or resolution confirming appointments).
	O or C	<b>Ownership / Control Structure (if applicable)</b> Where applicable, documentation confirming the institution's ownership and/or control structure, including any parent entity or ultimate controlling parties (e.g., ownership chart, governance structure, or equivalent official document).
	O or C	<b>Regulatory License / Permit (if applicable)</b> Where the institution carries out a regulated activity, a valid license/permit issued by the relevant regulator confirming authorization to operate.
	O or C	<b>A letter issued on the institution's official letterhead containing the requested information below:</b> <ul style="list-style-type: none"> <li>Address of your Head Office and Address of your Principal Place of Operations where the institution's senior management/board members and key decision-making functions are based. Only include if either address differs from the registered address in the Institution's home country</li> <li>Trading Names used by the Institution (if any), including those used within its country of registration and in any other country.</li> <li>List of countries where your company operates (excluding your home country).</li> </ul> Must be duly signed by an authorized legal representative of the institution. Where none of the above apply, this letter may be omitted in full.
	O or C	<b>Additional Documents for Non-Banking Financial Institutions (NBFIs) Only</b> <ol style="list-style-type: none"> <li>Institution-level AML/CFT Controls Confirmation</li> <li>Wolfsberg Group Financial Crime Questionnaire (FCCQ)</li> </ol>
<b>Additional Documents Required by Foreign Institutions</b>		
	O or C	<b>letter issued on the company's official letterhead containing the requested information below:</b> <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> 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.