Account Opening Check List

Personal		Sole Proprietor		Non Profit Organisation		Partnership		Limited	
1.	One recent	1.	One recent	1.	One recent	1.	One recent	1.	One recent
	passport		passport		passport		passport		passport
	photograph		photograph		photograph		photograph		photograph
2.	Mandate	2.	Two Referees	2.	Two Referees	2.	Two Referees	2.	Two Referees
	forms	3.	Certificate of	3.	Certificate of	3.	Certificate of	3.	Memo/Articles of
3.	Utility Bill		registration		Incorporated		Registration		Association
4.	Two	4.	Utility Bill		Trustees	4.	Partnership	4.	Certificate of
	Referees	5.	Mandate	4.	Extract of		Agreement		Incorporation
			Forms		Meeting	5.	Resolution to	5.	Particulars of
				5.	Authorized		open account/		Directors
					Signature		Authorised	6.	Two Copies of
				6.	Constitution		Signatories		Board Resolution
				7.	Mandate Forms	6.	Trust Deed	7.	Mandate Forms
				8.	Utility Bill of	7.	Mandate	8.	Utility Bill of
					Authorised		Forms		Authorised
					signatory				signatory