

DOCUMENT CHECKLIST FOR OPENING OF ACCOUNT

- Original documents should be produced to bank staff for verification.
- Kindly initial on every page of the account opening documentation which is not signed.
- All signatures (including all authorised signatories and director's signature in the board resolution) are to be verified by SBI official.
- The Bank may request for additional documents depending on the set up of the entity.

Establishment		Document Required
Club / Society / Association	1.	Completed Account Opening Form with signature of authorized signatories under specimen signature attested by SBI officials
	2.	Certified True Copy of Certificate of Registration (if registered) OR
		Certified True Copy of Publications of Notification in Government Gazette OR
		Certified True Copy of Letter from Registry of Society for Application via ROS system
	3.	Certified True Copy of Constitutional Documents e.g. Memorandum & Articles of Association or Constitution or Bye-Law
	4.	Original Resolution of the Managing Body sanctioning the opening of the account and Signatories to the account (format enclosed). In case of an EXTRACT, it should be Certified as a True Copy by the Chairman or authorized signatory, whose signature is verifiable by SBI officials
	5.	Photocopies of the Identity IC/Passport of all authorized signatories to be attested by SBI official
		<i>Items 6-8 are Optional Documents for facility of giving instructions over fax: (formats enclosed)</i>
	6.	Original Resolution of the Managing Body sanctioning the fax indemnity. In case of an EXTRACT, it should be Certified as a True Copy by the Chairman or authorized signatory, whose signature is verifiable by SBI officials
	7.	Letter of Indemnity signed by authorised signatories authorising the Bank to act on facsimile or telex instructions or order
	8.	Letter of Indemnity signed by authorised signatories for disclosure of account details over phone