

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
MCST		
If MCST Committee is not formed	1.	Completed Account Opening Form with signature of authorized signatories under specimen signature attested by SBI officials
	2.	Original Resolution (same format as Singapore company) is to be passed by the directors of the developer company sanctioning the opening of the account and the signatories to the account.
	3.	Latest ACRA Search on developer Company
	4.	Certified True Copy of Certificate of Incorporation of developer Company
	5.	Certified True Copy of Memorandum & Articles of Association of developer company
	6.	A letter from Building and Construction Authority to the developer requesting for the opening of account for the collection of maintenance fund
	7.	Photocopies of individual Identity IC/Passport for the Authorised Signatories to be attested by SBI official
		<i>Items 8-10 are Optional Documents for facility of giving instructions over fax: (formats enclosed)</i>
	8.	Board of director's resolution (same format as Singapore company) for giving fax indemnity (In case of an EXTRACT, it should be certified as a TRUE COPY by an official of the company whose signature is verifiable by SBI official)
	9.	Deed of Indemnity (Affixed with the Common Seal of the Company), signed by Authorised Signatories authorising the Bank to act on facsimile or telex instructions or order (same format as Singapore company)
	10.	Letter of Indemnity, signed by Authorised Signatories for disclosure of account details over phone (same format as Singapore company)
If MCST Committee is formed	1.	Completed Account Opening Form with signature of authorized signatories under specimen signature attested by SBI officials/bankers
	2.	Original Board of Committee's Resolution (format enclosed) sanctioning the opening of the account and the signatories to the account. The treasurer must be one of the authorised signatories. If not, the treasurer must be one of the parties signing off the board of committee's resolution. In case of an EXTRACT, it should be Certified as a True Copy by the Chairman or treasurer or authorized signatory, whose signature is verifiable by SBI officials
	3.	Certified True Copy of Certificate of Constitution of Management Corporation
	4.	Photocopies of IC/passport of the following persons: Chairman, Treasurer, Secretary and all authorised signatories attested by SBI official/bankers
		<i>Items 5-7 are Optional Documents for facility of giving instructions over fax:</i>

		<i>(formats enclosed)</i>
	5.	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
	6.	Letter of Indemnity signed by authorised signatories authorising the Bank to act on facsimile or telex instructions or order
	7.	Letter of Indemnity signed by authorised signatories for disclosure of account details over phone