

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	
Non-Singapore Company with Representative office in Singapore	1.	Completed Account Opening Form with signature of authorized signatories under specimen signature attested by SBI officials	
	2.	Original Board of Director's Resolution of Parent Company (format enclosed) sanctioning the opening of the account and the signatories to the account. 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 officials	
	3.	Certified True Copy of Certificate of Incorporation of Parent Company	
	4.	Certified True Copy of Memorandum & Articles of Association of Parent Company	
	5.	Certified True Copy of Register of Directors and Shareholders (or equivalent) of Parent Company. • If certificate of Incumbancy is provided, this is not required	
	6.	Photocopy of Letter of Approval from International Enterprise Singapore	
	7.	Photocopies of individual Identity IC/Passport for the Authorised Signatories to be attested by SBI official	
	8.	Customer Declaration for Withholding Tax Purposes (format enclosed)	
		<i>Items 9-11 are Optional Documents for facility of giving instructions over fax: (formats enclosed)</i>	
	9.	Board of director's resolution 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)	
	10.	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	
11.	Letter of Indemnity, signed by Authorised Signatories for disclosure of account details over phone		