

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
Partnership Firm/ Sole Proprietor/ LLP	1. Completed Account Opening Form with signature of authorized signatories under specimen signature attested by SBI officials
	2. Latest ACRA search
	3. Certified True Copy of the Certificate of Partnership or Certificate of Registration, as appropriate
	4. Photocopies of IC/Passport of all the Partners or the Sole Proprietor to be attested by SBI officials/bankers lawyers/ Notary Public/Indian embassy officials.
	5. Certified True Copy of the Partnership Deed/ Agreement (for Partnership or LLP account only)
	6. Original signed confirmation letter from sole proprietor or partners (format enclosed)
	7. In the case of LLP, an original Resolution (format enclosed) signed by all the partners, sanctioning the opening of the account and the authorized named persons to act on behalf of the LLP. All signatures to be verified by SBI officials
	<i>Items 8-10 are Optional Documents for facility of giving instructions over fax: (formats enclosed)</i>
	8. Letter of Indemnity, signed by Authorised Signatories authorising the Bank to act on facsimile or telex instructions or order
	9. Letter of Indemnity, signed by Authorised Signatories for disclosure of account details over phone
10. In the case of LLP, an original Resolution (format enclosed) signed by all partners, sanctioning the fax indemnity. All signatures to be verified by SBI officials.	
Law Firm (Sole Proprietor or Partnership)	1. Completed Account Opening Form with signature of authorized signatories under specimen signature attested by SBI officials
	2. Latest ACRA search
	3. Certified True Copy of the Certificate of Partnership or Certificate of Registration, as appropriate
	4. Photocopies of IC/Passport of all the Partners or the Sole Proprietor to be attested by SBI officials
	5. Original signed confirmation letter from sole proprietor or partners (format enclosed)
	6. Certified True Copies of the current and valid Practising Certificate(s) of the lawyer(s) forming the sole proprietorship/ partnership

	7.	Copy of the letter from the Law Society of Singapore confirming the name of the law firm and the person(s) named as sole proprietor/ partners of the law firm.
		<i>Items 8-9 are Optional Documents for facility of giving instructions over fax: (formats enclosed)</i>
	8.	Letter of Indemnity, signed by Authorised Signatories authorising the Bank to act on facsimile or telex instructions or order
	9.	Letter of Indemnity, signed by Authorised Signatories for disclosure of account details over phone