

## SBI CORPORATE BANKING – ACCOUNT OPENING

### DOCUMENTARY CHECKLIST

Please find below the necessary supporting documents that you need to provide to facilitate the account opening process.

DOCUMENTS	PRIVATE LIMITED COMPANY	SOLE PROPRIETORS	PARTNERSHIPS & LLPs	MCST	ASSOCIATIONS / CLUBS / TRUSTS / SOCIETIES
Account Opening Form	✓	✓	✓	✓	✓
Photocopies of Individual NRIC / Passport for Authorised Signatories <sup>1</sup> (to be verified by SBI Official / Public Notary)	✓	✓	✓	✓	✓
Certified True Copy of Certificate of Incorporation / Registration / Partnership / Publications of Notification in Government Gazette / Letter from Registry of Society for Application via ROS system	✓	✓	✓	✓	✓
Latest ACRA Search	✓ <sup>5</sup>	✓	✓	✓	
Certified True Copy of Memorandum & Articles of Association / Constitution / Bye-law	✓			✓	✓
Certified True Copy of Register of Directors & Shareholders / Certificate of Incumbency <sup>#</sup>	✓				
Certified True Copy of Partnership Deed / Trust Deed / Agreement			✓		✓
Latest audited Financial Statements <sup>#</sup>	✓				
Confirmation Letter (Sole Proprietor / Partners) in original		✓	✓		
Letter of Introduction from SBI Branch / Existing bankers <sup>#</sup>	✓				
Customer declaration for Withholding Tax Purposes <sup>#</sup>	✓				
Original Board / Partners Resolution approving the Opening of the Account & its Authorised Signatories <sup>*</sup>	✓		✓		✓
Fax Indemnity Resolution (Optional)	✓		✓	✓	✓
Deed of Indemnity (Optional)	✓	✓	✓	✓	✓
Letter of Indemnity (Optional)	✓	✓	✓	✓	✓
Certified True Copy of Letters of Administration / Probate <sup>^</sup>					✓
<sup>1</sup> In case of MCST, Photocopies of Chairman, Treasurer, Secretary and all authorised signatories					
<sup>*</sup> In case of Extract, should be certified as True Copy by the Chairman or Authorised Signatory. In case of LLP, all partners to sign the resolution					
<sup>#</sup> Applicable in case of Companies incorporated outside Singapore.					
<sup>5</sup> Applicable in case of Companies incorporated in Singapore					
<sup>^</sup> Applicable in the case of Trust for administration of bequeathed property					

DOCUMENTS	REPRESENTATIVE OFFICES
Account Opening Form	✓
Photocopies of Individual NRIC / Passport for Authorised Signatories (to be verified by SBI Official / Public Notary)	✓
Certified True Copy of Certificate of Incorporation of Parent Company	✓
Letter of Approval from International Enterprise Singapore	✓
Certified True Copy of Memorandum & Articles of Association of Parent Company	✓
Certified True Copy of Register of Directors & Shareholders of Parent Company / Certificate of Incumbency	✓
Customer declaration for Withholding Tax Purposes	✓
Original Board / Partners Resolution approving the Opening of the Account & its Authorised Signatories	✓
Fax Indemnity Resolution (Optional)	✓
Deed of Indemnity (Optional)	✓
Letter of Indemnity (Optional)	✓

For further clarifications, kindly contact our SBI Corporate Banking Relationship Manager at Cecil Street Branch @ 6228 1165 / 1107