

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 |
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| Private Limited Company in Singapore (including LLC) | 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 Certificate of Incorporation of Company |
| | 4. | Certified True Copy of Memorandum & Articles of Association |
| | 5. | Original Board of Director's Resolution (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 |
| | 6. | Photocopies of individual Identity IC/Passport for the Authorised Signatories to be attested by SBI official |
| | | <i>Items 7-9 are Optional Documents for facility of giving instructions over fax: (formats enclosed)</i> |
| | 7. | 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) |
| | 8. | 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 |
| | 9. | Letter of Indemnity, signed by Authorised Signatories for disclosure of account details over phone |
| 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 |

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| | 8. | Customer Declaration for Withholding Tax Purposes (format enclosed) |
| | | Items 9-11 are Optional Documents for facility of giving instructions over fax: (formats enclosed) |
| | 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 |
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| Company incorporated outside Singapore | 1. | Completed Account Opening Form with signature of authorized signatories under specimen signature attested by SBI officials |
| | 2. | Certified True Copy of Certificate of incorporation of Company |
| | 3. | Certified True Copy of Certificate of Registrar of Joint Stock Companies that the company is entitled to commence business (if applicable) |
| | 4. | Certified True Copy of Memorandum & Articles of Association of Company |
| | 5. | Certified True Copy of Register of Directors and Shareholders (or equivalent) of Company. • If certificate of Incumbancy is provided, this is not required |
| | 6. | Original Board of Director's Resolution (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 |
| | 7. | Photocopies of individual Identity IC/Passport for the Authorised Signatories to be attested by SBI official |
| | 8. | Latest audited financial statements (if applicable) |
| | 9. | Letter of Introduction from SBI branch or existing bankers |
| | 10. | Customer Declaration for Withholding Tax Purposes (format enclosed) |
| | | Items 11-13 are Optional Documents for facility of giving instructions over fax: (formats enclosed) |
| | 11. | 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) |
| | 12. | 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 |
| | 13. | Letter of Indemnity, signed by authorised signatories for disclosure of account details over phone |
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| 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 |

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| | 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 |
| | | Items 8-10 are Optional Documents for facility of giving instructions over fax: (formats enclosed) |
| | 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. |
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| 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 |
| | | Items 6-8 are Optional Documents for facility of giving instructions over fax: (formats enclosed) |
| | 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 |
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| Trusts | 1. | Completed Account Opening Form with signature of authorized signatories under specimen signature attested by SBI officials |
| | 2. | Certified True Copy of the Trust Deed / Agreement creating the Trust |
| | 3. | Photocopies of IC/Passport of all the Trustees to be attested by SBI official |
| | 4. | Original Resolution of the Board of Trustees 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 |

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| | | is verifiable by SBI officials |
| (Trust for administration of bequeathed Property) | 5. | Certified True Copy of Letters of administration /Probate |
| | | Items 6-8 are Optional Documents for facility of giving instructions over fax: (formats enclosed) |
| | 6. | Original Resolution of the Board of Trustees sanctioning the fax indemnity (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 |
| | 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 |
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| 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 |
| | | Items 8-10 are Optional Documents for facility of giving instructions over fax: (formats enclosed) |
| | 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) |
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| 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 |

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| | | all authorised signatories attested by SBI official/bankers |
| | | Items 5-7 are Optional Documents for facility of giving instructions over fax: (formats enclosed) |
| | 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 |
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| 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. |
| | | Items 8-9 are Optional Documents for facility of giving instructions over fax: (formats enclosed) |
| | 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 |