|  |  |  |
| --- | --- | --- |
|  |  | Wholesale Bank Branch, BahrainPO Box. 5466, Manama, BahrainFax: +973-17224692, 17212714 Tel: +973-17505156, 17505175Email: wbbbah@statebank.com SWIFT: SBINBMBH, Web: sbibahrain.com  |
| **Section V** |
| **Enclosures Checklist** |

|  |  |
| --- | --- |
| Customer Name |  |
| Customer ID |  |

|  |  |  |
| --- | --- | --- |
|  | **Legal Entities – Documents Enclosed** | **Remarks** |
| 1 | Certificate of Incorporation – Certified Copy | □ Yes |  |
| 2 | Commercial Registration / Trade License – Certified Copy | □ Yes |  |
| 3 | Memorandum of Association – Certified Copy | □ Yes |  |
| 4 | Articles of Association – Certified Copy | □ Yes |  |
| 5 | Membership / Registration with Chamber of Commerce – Certified Copy | □ Yes |  |
| 6 | Board resolution seeking the banking services (only necessary in the case of private or unlisted companies) - Certified Copy | □ Yes |  |
| 7 | Board resolution authorizing the signatories to open and operate the account at SBI Wholesale Bank Branch, Bahrain | □ Yes |  |
| 8 | List of authorized signatories of the Company for the account – Certified Copy | □ Yes |  |
| 9 | Identification documentation of the authorized signatories to the account (Identity & Address) - Certified Copy | □ Yes |  |
| 10 | Certified copy Share Register/Share Certificates | □ Yes |  |
| 11 | Certified copy of Register of Directors/Appointment of Directors | □ Yes |  |
| 12 | List of main shareholders holding more than 10% of the issued capital | □ Yes |  |
| 13 | Latest audited financials. If there is material adverse changes in financials since the last audit , then latest financials to be taken | □ Yes |  |
| 14 | FATCA Information Sheet & Undertaking for Company / Entity | □ Yes |  |
|  | **Documents for each Individual / Authorised Signatory / Beneficial Owner / Director** |
| 15 | Photographs | □ Yes |  |
| 16 | Passport Copy | □ Yes |  |
| 17 | Telephone Bill (PO Box Address is not sufficient) | □ Yes |  |
| 18 | Electricity Bill (PO Box Address is not sufficient) | □ Yes |  |
| 19 | Bank Account Statement not more than 3 months old | □ Yes |  |
|  | (Minimum One document from Items 17-19) |  |  |
| 20 | CPR / Iqama / National ID Card / Government ID Card | □ Yes |  |
| 21 | Employer ID Card | □ Yes |  |
|  | (Minimum One document from Items 20-21) |  |  |
| 22 | FATCA Information Sheet & Undertaking for Individuals / Authorised Signatories / Directors / Beneficial Owners | □ Yes |  |
| 23 | If US PERSON, Supporting Documents Enclosed(Documents listed in Annx-4, Section-IV–Individuals/Corporates/FIs) | □ Yes |  |
|  |  |  |  |
|  | **Exchange Companies (in addition to above)** |
| 24 | AML Compliance Review by External Auditors | □ Yes |  |
| 25 | AML KYC Compliance Policy and Procedure | □ Yes |  |
| 26 | Corporate Centre Approval to open account at SBI WBB Bahrain | □ Yes |  |
| 27 | Exchange Company Registration with Central Bank of host country | □ Yes |  |
| 28 | Agreement between SBI & Exchange Co. for DDA | □ Yes |  |
| 29 | Agreement between SBI & Exchange Co. for GLS - Speed Remittance | □ Yes |  |
|  |  |  |  |
|  | **Trusts / Partnerships / Clubs / Societies / Associations (in addition to applicable ones above)** |
| 30 | Trust Deed | □ Yes |  |
| 31 | Partnership Deed / Agreement | □ Yes |  |
| 32 | Bylaws of the Club/Society/Association | □ Yes |  |
|  |  |  |  |
|  | Note: In case additional documents are required as per the KYC requirements in Bahrain, they may be asked for. |