Client Check Sheet – Company's, Trusts, Partnerships

We request that you take time to complete this check sheet to ensure that the account opening forms have been completed correctly and that all the necessary documentation is attached before submitting.

Forms

Page	Have You Completed	Client To Complete		Office Use Only	
11	Client Name	Yes	No	Yes	No
11	Residential Address	Yes	No	Yes	No
11	Signed and Dated	Yes	No	Yes	No
11	Has your signature(s) been witnessed	Yes	No	Yes	No
13	Full name of entity & registered address	Yes	No	Yes	No
13	Type of Business	Yes	No	Yes	No
13	Net Worth	Yes	No	Yes	No
13	Trading experience	Yes	No	Yes	No
13	Annual income	Yes	No	Yes	No
13	Investment objective	Yes	No	Yes	No
13	Your Bank details where funds are to sent	Yes	No	Yes	No
15	Authorised Signatories (Govt Photo ID & Bank Deposit Slip required for <u>each</u> signatory)	Yes	No	Yes	No
16	Corporate Board Resolution	Yes	No	Yes	No

Documents Required

Have You Included	Client To Complete		Office Use Only	
Copy of Certificate of Incorporation, Trust Deed or Partnership Agreement.	Yes	No	Yes	No
Copy of Company Constitution.	Yes	No	Yes	No
Certified copy of a Government issued photo ID i.e. passport for each Director, Trustee, Partner.	Yes	No	Yes	No
Copy of a Bank Deposit Slip that records the entities name and account number as well as a copy for each Director, Trustee, Partner.	Yes	No	Yes	No
Resident withholding tax exemption certificate or declaration confirming Non-Resident status	Yes	No	Yes	No