

# ACCOUNT OPENING CHECKLIST AND GUIDE

Please refer to the details of the checklist and requirements guide below to open an account.

Cargills Bank is required by its regulators and by applicable laws and regulations to identify its clients and verify their identity. The documentation required is contained within this checklist. Cargills Bank is unable to provide you with account services until receipt of these documents.

The documents required are prescribed by local laws and regulations and/ or international standards. The documentation requirements are designed to

- Make it more difficult for the financial services industry to be used for money laundering and terrorist financing
- Enable financial institutions to guard against fraud.
- Ensure that there is no legal barrier. E.g. Economic sanctions to providing products or services and
- Enable financial institutions to assist the law enforcement by providing available information on customers or activities being investigated.

This is to enable financial institutions to know their client, including its legal status, constitution and the controlling individuals. E.g. ultimate beneficial owners, directors, and signatories.

	Documents Provided by the Bank	Individual	Minor	Sole Proprietorship	Partnership	LLC Company	Clubs/ Associations/ Trusts and similar entities
1	Account Opening Form	✓	✓	✓	✓	✓	✓
2	General and Account specific Terms and Conditions (available in the Web or in physical form)	✓	✓	✓	✓	✓	✓
3	Signature Cards (where there are more than one party operating the account)	✓	x	✓	✓	✓	✓
4	Channel Application	✓	x	✓	x	x	x
5	Cash Deposit Slip	✓	✓	✓	✓	✓	✓
6	Directors Compliance Certificate	x	x	x	x	✓	x
7	Individual Compliance Certificate	x	x	x	✓	✓	x

Table 1

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	Licenses / Registration Certificates to be provided by the Customer	Individual	Minor	Sole Proprietorship	Partnership	LLC Company	Clubs/ Associations/ Trusts and similar entities
1	National Identification Card or Passport/ Driving License bearing the NIC No.	✓	✓ (Guardian)	✓ (Sole Prop.)	✓ (of all Partners)	✓ (of all Directors / Authorized signatories)	✓ (Committee Members / Authorized signatories)
2	Birth Certificate	NA	✓	NA	NA	NA	NA
3	Proprietorship/ Partnership registration document as per the Business Names Registration Ordinance	NA	NA	✓	✓	NA	NA
3	Certificate of Incorporation (Form 2)	NA	NA	NA	NA	✓	NA
4	Certificate of Name Change (Form 4)	NA	NA	NA	NA	✓	NA
5	Notice of change of Company's Registered address (Form 13)	NA	NA	NA	NA	✓	NA
6	Notice of change of Directors (Form 20)	NA	NA	NA	NA	✓	NA
7	Certificate of Re-registration (Form 41)	NA	NA	NA	NA	✓	NA
8	Overseas Company Certificate of Registration (Form 42)	NA	NA	NA	NA	If overseas company only	NA
9	NGO / Charity Registration	NA	NA	NA	NA	NA	✓

Table 2

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	Documents to be provided by the Customer (in addition to the Registration/ License documents)	Individual	Minor	Sole Proprietorship	Partnership	LLC Company	Clubs/ Associations/ Trusts and similar entities
1	Address verification documents (Utility bill within the immediate past 3 months, Confirmation letter from employer, Grama Niladhari, Tax invoice etc)	✓	✓ (Guardian)	✓ (Sole Prop.)	✓ (of all Partners/ authorized persons to the account)	✓ (of all Directors / Authorized signatories / Beneficial owners)	✓ (Office Bearers / Trustees/ Beneficiaries/ Authorized signatories/ Principals)
2	Letter of Introduction	For Current accounts	NA	✓	✓	On request	On request
3	Rubber Seal	NA	NA	✓	✓	✓	✓
3	Memorandum and Articles of Association	NA	NA	NA	NA	✓	NA
4	Board Resolution / Resolution to open account	NA	NA	NA	NA	✓	✓
5	Certificate to commence business	NA	NA	NA	NA	✓	NA
6	Signature Cards (together with operating instructions)	NA	NA	NA	✓	✓	✓
7	Latest Audited accounts (on request)	NA	NA	NA	NA	On request	NA
8	Rules / Constitution/ Trust Deed	NA	NA	NA	NA	NA	✓
9	Power of authority (with appropriate authorizations to open and operate the account)	✓	✓	✓	✓	NA	NA
10	Export Development Board approved letter, if EDB approved company	NA	NA	NA	NA	✓	NA
11	List of Trustees / Board of Management	NA	NA	NA	NA	NA	✓

Table 3

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## Guidelines

- The accepted identification documents are the National Identity Card, valid Passport Copy, Driving License, and the address verification will be with a utility bill (within the immediate past three months), Bank statements, Grama Niladhari certificate etc.,
- All documents pertaining to corporates have to be certified as “Certified as True Copy” by a Company Director, Company Secretary, Public Accountant, Notary Public, Lawyer or Commission for Oaths. The designation of the certifier and date of certification should be annotated clearly.
- If translations are provided all translated documents should contain the translators name, designation and date of translation
- If a Power of Attorney is granted, it should be duly notarized.
- The following information should be obtained from the customer
  - Full Name with any other names used(i.e. maiden name, abbreviated names etc, should be provided)
  - Permanent Address, which could be different from the residential address or the correspondence address should be provided. P O Box Addresses are not applicable
  - Citizenship – including current and previous if citizenship has changed, record from when the change has taken place and the duration should be provided
  - Occupation, business, public position held and the name of the employer to be included
  - Title. Please specify the related party’s role in the customer (i.e. Director, Director and Shareholder, Partner and Principal etc.,