

## Group Onboarding Checklist - Membership Groups [Association, Club, Society, Charity, Church (local)]

Refer to this checklist if you are responding for an unincorporated entity that is managed for the benefit of a group of members by a person(s) appointed by a membership group (e.g. savings club, 'special interest' society, church, sports team).

### Note:

- All documents submitted must be originals or original certified copies.
- Clarien may request additional information and/or additional supporting verification based on information received.
- Bank forms referenced may be accessed at [www.clarienbank.com/keeping-our-customers-safe](http://www.clarienbank.com/keeping-our-customers-safe)

### Nature of Business Declaration

A letter on letterhead, duly signed by authorized signatory/ies, which includes:

- Clear summary of the Assoc./Club/Society/Charity/Church operations, purpose, decision making structure and commencement date
- Address of physical operating location(s) &/or place of meeting &/or place of main activity
- Confirmation of decision making (governance) process for the Assoc./Club/Society/Charity/Church Confirmation of the number of members in the Assoc./Club/Society/Charity/Church
- Explanation of activities engaged in and overview of main income generating relationships
- Explanation of Source of Funds and Wealth that supported commencement of operations / activity
- Statement of the purpose of the account(s) at Clarien, including account types, currencies, expected turnover in/out monthly, and countries where payments will be made and received from and estimated recipients /payees.

### Customer Information

- Completed Customer Information Form – for Entities
- Corporate Account Application Form (\*Only required for new accounts)
- Constitution &/or Bye-laws or equivalent alternative governance document for the Assoc./Club/Society/Charity
  - If none is in existence it must be implemented as a condition of continuing availability of the account
- Minutes of Meeting to conferring authority on designated persons to:
  - Serve as a decision-making board, council, executive for the Assoc./Club/Society
  - Serve as authorized signatories to operate the Clarien account(s)
  - Disclosure of Ultimate beneficial ownership
- Charities:
  - If a Registered Charity please provide the copy of the most recent charity status confirmation and copy of most recent financial statements.
  - If an unregistered organization with charitable purpose please provide a copy of the organization's mission statement and charitable operations plan.

### Identification and verification of Authorized Signatories of the Account(s)

- Completed Customer Information Form (Personal)
- Certified Copy of Passport (in lieu of a valid passport a certified copy of Driver's License and Birth Certificate is acceptable)
- Certified Copy of Utility Bill (must be less than 3 months' old and show name and address matching respondent's residence)

### Identification of Directors and Officers (or equivalent title for the Assoc./Club/Society/Charity/Church)

- Completed Customer Information Form (Personal)
- Certified Copy of Passport (in lieu of a valid passport a certified copy of Driver's License and Birth Certificate is acceptable)
- Certified Copy of Utility Bill (must be less than 3 months' old and show name and address matching respondent's residence)



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### Tax Information

- W8 BEN E - If Not a US Entity, Confirming FATCA Status
- W-9 required if US Entity

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The requested information/documentation should be submitted to:

Clarien Bank Limited  
Point House  
6 Front Street  
Hamilton HM 11  
Attn: Commercial Banking

Should you wish to make an appointment to discuss further, please contact our Clarien Service Centre team on 296-6969.