

## Group Onboarding Checklist - Sole Proprietor

**Refer to this checklist if you are responding for an unincorporated business that is owned by a single person (e.g. John B. Doe trading as JBD Painting)**

### Note:

- All documents submitted must be originals or original certified copies.
- Clarien may request additional information and/or additional supporting verification of declarations 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)

### Business Information

- Completed Customer Information Form – for Entities
- Corporate Account Application Form (\*Only required for new accounts)
- Nature of Business Declaration
  - A letter on letterhead, duly signed by authorized signatory/ies, which includes, but not limited to:
  - Clear summary of the business operations, organization, ownership structure and commencement of operations date
  - Address of physical operating location(s)
  - 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.

### For Bermuda Trading Businesses with Employees:

- Payroll tax registration confirmation or
- Social Insurance registration or
- Bermuda Economic Development Corporation membership confirmation

### For the Account Owner and each account signatory:

- Completed Customer Information Form - Individual
- 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)
- US Tax Form (as applicable), i.e.:
  - W8-BEN , If NOT a US individual
  - W-9, if a US individual

### 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.