



Group Onboarding Checklist - Unincorporated Partnership (Local)

Refer to this checklist if you are responding for an unincorporated partnership that is owned by more than one person (e.g. XYZ Services a partnership between Mr. Andrew B. Smith and Ms. Jane J. Brown).

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

Nature of Business Declaration

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

- Clear summary of the business operations, organization, ownership structure and commencement of operations date
- Address of physical operating location(s)
- Confirmation of partnership arrangements between persons involved in the partnership (e.g. joint equal or other)
- 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)

Partnership Agreement - original or certified true copy

- Partnership agreement document between the account owners signed by each person involved.
 - Must specify the key terms of partnership for decision making, proportion of ownership.
 - If no agreement is in existence it must be implemented as a condition of continuing availability of the account.

For Each Account Signatory: 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)

For Each Account Owner

- 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)

Tax Information

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

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Other - For Bermuda trading businesses with employees:

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

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.