

## Group Onboarding Checklist - Company/Incorporated Entity

Refer to this checklist if you are responding for an incorporated entity account holder.

### 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 Company's purpose, business, organization, ownership structure and incorporation date
- Address of physical operating location(s)
- Explanation of activities engaged in and overview of main income generating relationships specifically stating countries where incoming funds are originating from.
- Explanation of Source of Funds / 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 international and exempted companies, provide reason for incorporating and/or establishing a relationship in Bermuda.

### Entity Information

- Completed Customer Information Form – for Entities
- Corporate Account Application Form (\*Only required for new accounts)
- Corporate Resolution to open the relevant account(s) with Clarien and conferring authority on the specified signatories to operate the account(s) with sample signatures.

### Corporate Documents

- Certified copy of Certificate of Incorporation or equivalent
- Certified copy of any change of name (if applicable)
- Certified copy of the Memorandum of Association or Article of Association
- Certified copy of the Register of Shareholders disclosing ultimate beneficial ownership or equivalent
- Certificate of Incumbency detailing all directors and officers of the Company, signed and dated by the Company Secretary, with Company seal affixed or equivalent
- Certified copy of the Certificate of Good Standing (for companies incorporated for longer than one year) or satisfactory evidence of Good Standing or equivalent. For Bermuda companies - e.g.:
  - Copy of Receipt from ROC of annual filings & fees, or
  - Copy of cheque and copy of annual filing
- Incorporated Charities are required to provide their Registered Charity number
- Bye Laws or equivalent (Certified Copies should be provided when originals are not available)
- For complex structures (more than 2 layers of ownership), organization chart showing the full ownership structure
- Proof of Address – Utility Bill stating the company name
- If your business deals in High Value Goods your registration number is required.

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

- 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)

## Group Onboarding Checklist - Company/Incorporated Entity

### Identification of Directors and Officers

- 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 and Verification of all Owners and Ultimate Beneficial Owners Owning 10% or more

- 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

### Other Financial Information

- Annual Report or latest management financial statements and/or auditors reports, or business plan
- In the case of Funds, copy of the prospectus/offering memorandum

### 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.