

## Group Onboarding Checklist by Entity Type - Individual

### 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)

### Identification and Verification

- Completed Customer Information Form
- Government Photo ID
  - Valid Passport; or
  - Other Government Issued Photo ID may be accepted for Bermudians who do not hold valid passports**AND**
  - Birth Certificate
- Evidence of physical address (must be dated within the past 3 months);
  - E.g. Utility bill; Land tax statement; instruments of a court appointment; car registration letter; or current Bank Statement sent to the applicant's permanent residential address;
- US Tax Form (as applicable for FATCA), i.e.:
  - W8-BEN , If NOT a US individual
  - W-9, if a US individual
- Source of Funds and Wealth (if requested by the Bank)
- Evidence of Bermuda Residency Status or Economic Nexus (for Non-Bermudian residents)
  - Work Permit or;
  - Spousal Letter or;
  - Landing Permit or;
  - PRC Certificate or;
  - Marriage Certificate to a Bermudian/status holder or;
  - Letter from Human Resource Manager stating work permit status or;
  - Director of local company or;
  - Owning Bermuda property or;
  - Owning Local company

### Banking Services

- Completed Account Application Form
- Disclosure of Source of Initial & Future Deposit
- Intended Purpose of Account

### If utilizing Investment or Brokerage Services (Additional documentation required per the relevant checklist)

- Discretionary – Advisory Services - New Account Checklist (Clarien Investments Limited)
- Brokerage Services – New Account Checklist (Clarien Investments Limited)
- Brokerage Services – New Account Checklist (Clarien BSX Services Limited)

### 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.