

Public Company Account Opening Checklist

For companies listed on a stock exchange

Customer Name: _____

Document Guidelines (See www.bcb.bm/information-centre/ for required forms)

- Please provide original or certified copies of documents pursuant to BCB's Certification Guidelines in **FORM J**
- Include this Checklist with your application forms

A - Account opening documents

- Complete Corporate Account Application Form
- Complete Certified Resolution Excerpt Authorising Bank Account Opening (**FORM D**) or submit equivalent Corporate Resolution of the Board of Directors (or other controlling parties).
- Complete Certified Resolution Excerpt Approving Authority to Manage Accounts (**FORM E**) or submit equivalent Corporate Resolution of the Board of Directors (or other controlling parties)
- Complete Authorised eBanking Users form (**FORM I**) (if applicable)
- Complete Authorised Signatories for Bank Account form (FORM H) to identify all "Authorised Signatories"
- Complete Call Back Authorised Contact Information (FORM F) for each Authorised Contact (e.g. Authorised Person, Authorised Signatory, Authorised ebanking User)
- Complete Facsimile (Fax)/Email Indemnity Form (**FORM G**) if you wish to instruct BCB via Fax or Email
- Complete Entity Self-Certification for Tax Purposes (**FORM P**)

B - Other required documents

- Complete Certificate of Incumbency (**FORM B**) or provide equivalent Certificate of Incumbency or Register of Directors & Officers

If Company is a Fund (mutual fund, hedge fund, private equity fund, pension fund, etc.)

- Administrator AML/ATF Certificate for due diligence effected on the investors - signed by the Administrator
- Evidence that the Fund Administrator is regulated (if applicable)
- Evidence that the Investment Manager is regulated (if applicable)
- Fund Prospectus and Offering Memorandum
- Fund Administration Agreement
- Investment Management Agreement

If Company is a regulated financial institution

- Evidence of regulated status from the regulatory authority website or certified copy of the applicable licenses showing regulatory body reference number

C - Account Signatories

- Complete Details of Owners and Controllers Form (**FORM C**) for each signatory

Verification of identity of each signatory

- For Non-Bermudian individuals only: Valid Passport
- For Bermudian Nationals only: Any one of the following National ID documents:
 - Passport;
 - Drivers' license;
 - Special Person Card

Verification of Residential Address for signatory (Document verifying P.O. Box address is not acceptable).

Document should be less than 3 months old at the time of account opening and in name of the signatory

- Any one original or certified copy of:
 - Utility bill which indicates a service address (excluding cell/mobile phone bills);
 - Bank or credit card statement from a recognized bank in Bermuda (excluding BCB) and not an electronic copy;
 - Letter from the tax department (land tax demand letter, bill or statement);

FOR BANK USE ONLY

Date Received in BCB:	Account Manager Name:
Customer Name:	CIF Number (if applicable):
Name of Reviewer:	Date of Review & Signature of Reviewer:

Submitting the application

Once completed, please return the application and accompanying documents to your Relationship Manager.

www.bcb.bm

Bermuda Commercial Bank, 34 Bermudiana Road, Hamilton HM 11, Bermuda

Telephone: +1 441 295-5678 Email: client_relationship@bcb.bm

1 Sept 2018