

Sole Trader Account Opening Checklist

For individuals operating under a Trading Name

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

- Completed Corporate Account Application
- Complete Certified Resolution Excerpt Authorising Bank Account Opening (**FORM D**) or submit equivalent non-incorporated body resolution
- Complete Certified Resolution Excerpt Approving Authority to Manage Accounts (**FORM E**) or submit equivalent non-incorporated body resolution.
- 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
- Original certified copy of Government issued tax notification letter
- Complete Tax Residency Self-Certification Declaration (**FORM R**)

B - Documents to verify the beneficial owner and all Authorised signatories

Verification of identity of each person

- 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 each person (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 customer**

- Proof of residential address through any one of the below:
 - 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;
 - Confirmation of address via a Government website;
 - Original certified copy of a Government issued tax number notification letter;
 - Letter from another bank with which the customer has a business relationship and which is subject to equivalent regulations confirming identity and residential address
- Proof of operating business/principal place of business (if different from residential address) through any one of the below:
 - 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;
 - Confirmation of address via a Government website;
 - Original certified copy of a Government issued tax number notification letter;
 - Letter from another bank with which the customer has a business relationship and which is subject to equivalent regulations confirming identity and address

C - Enhanced Due Diligence Documents - not for all customers, subject to bank policy

- You may be asked to complete an Enhanced Due Diligence questionnaire (**FORM K**), subject to BCB's review of your account application form. The Relationship Manager will advise you separately if **FORM K** is required.
- If you are asked to complete **FORM K**, you need to provide documentation to verify the company's Source of Funds and Source of Wealth as outlined in **FORM K**.

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