

Non-Incorporated Bodies Account Checklist

For associations, charities, churches, clubs etc.

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 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**)
- 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

- Constitution documents (bye-laws, articles) to evidence the following:
 - the association's purposes;
 - the association's powers, such as borrowing money;
 - who controls the association and how are appointments made;
 - who can be a member;
 - how are meetings held;
 - any rules about payment and investments;
 - whether changes can be made to the constitutional documents, including its objects;
 - how to close the association (dissolution provisions)
- Complete Certificate of Incumbency (**FORM B**) or provide equivalent Non-Incorporate Body Incumbency
- If registered/licensed 'Not For Profit' provide an extract from the relevant Government registry and ID reference number or license to operate

Verification of Address(es) (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 registered address (e.g. a written confirmation from the company secretary or equivalent document)
- Proof of operating business/principal place of business 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 Trust's Source of Funds and Source of Wealth as outlined in **FORM K**.

D - Persons involved with Customer ("Involved Person"):

- individuals who directly or indirectly own or control in aggregate 10% or more of the customer;

- individuals such as signatories, director, CEO, principal, nominee;

- individuals with power of attorney or proxy (parties with voting rights);

- individuals with control over management or purporting to act on behalf of the entity or by whom binding obligations may be imposed on the entity.

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

Verification of identity of <u>each</u> Involved Person	
<input type="checkbox"/>	For Non-Bermudian individuals only: Valid Passport
<input type="checkbox"/>	For Bermudian Nationals only: Any one of the following National ID documents: - Passport; - Drivers' license; - Special Person Card
Verification of Residential Address for <u>each</u> involved person (Document verifying P.O. Box address is not acceptable). <i>Document should be less than 3 months old at the time of account opening and in name of the customer</i>	
<input type="checkbox"/>	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);
Involved Person is a Politically Exposed Person ("PEP")	
<input type="checkbox"/>	If any Involved Person is a person, an immediate family member of a person or a close associate of a person who is or has been entrusted with a prominent public function by a foreign country or territory outside Bermuda (Foreign PEP), in Bermuda (Domestic PEP) or by an international organisation (International Organisation PEP) a company representative must complete FORM K and the Involved Person must complete Appendix 1 of 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