

# CHECKLIST OF DOCUMENTS REQUIRED

Documents Required	Sole Proprietorship	Partnership	Limited Liability Partnership (LLP)	Limited Company	Club/Association And Society
Corporate Account Application Form	✓	✓	✓	✓	✓
Resolution of Board of Directors/Committee*				✓	✓
Certificate of Registration					✓
Certified Official Listing of Office Bearers/ Minutes of Meeting reflecting List of Office Bearers					✓
Certified True Copy of Memorandum & Articles of Association/Constitution/ Bye Laws <sup>@</sup>				✓	✓
Proof of Ultimate Beneficial Ownership				✓	
Limited Liability Partnership Agreement*			✓		
Certified True Copies of IC/Passport of <sup>@</sup>	Sole Proprietor	All Partners	All Partners	All Authorised Signatories, 2 Directors AND Ultimate Beneficial Owners	All Authorised Signatories AND Key Office Bearers (Chairman, Secretary, Treasurer)
<sup>@</sup> Certification of True Copies <sup>#</sup> to be done by (In case original documents are not produced)	Sole Proprietor	One of the Partners	One of the Partners	Company Director OR Secretary	Chairman OR Secretary

## Additional Documents if Sole Proprietorship/Partnership/Limited Liability Partnership/Company is incorporated outside of Singapore

Letter of Recommendation from our overseas branch or a reputable bank	✓	✓	✓	✓	
Certificate of Incorporation/registration	✓	✓	✓	✓	
Register of Partners/Directors		✓	✓	✓	
Register of Shareholders				✓	

\* Certified extract of resolution must be certified true copy by two directors or one Director and the Company Secretary (Chairman and Secretary for Associations/Societies).

\* If there is no such agreement, please provide us a letter stating that the LLP has no such agreement, signed by all partners.

# The certifying party cannot certify his own IC/Passport copies.

@ Please prepare photo-copies of Memorandum & Articles of Association/Constitution Bye Law and IC/Passport.

### IMPORTANT NOTES:

- 1) If your company is incorporated in tax haven countries, please provide a Certificate of Incumbency issued by a Registered Agent, within the past one year from date of application.
- 2) For a foreign incorporated company with representative office in Singapore, please provide Letter of Approval from IE Singapore.
- 3) All documents submitted must be in English. Please ensure that all non-english documents are translated in English language by an official translator and certified correct by a director.
- 4) For proof of ownership, the company is required to submit Certified True Copies of:
  - Official documents from the government/Registrar of companies
  - OR Certificate of Incumbency (must be less than 1 year old).
- 5) All signatures (including authorised signatories' and directors' signatures in the board resolution) are to be verified by DBS staff/Notary Public
- 6) We may request additional documents depending on the set up of your company.