

INSTRUCTION

1	Download and complete the required forms in the Account Opening Application Checklist
2	Read and understand General Banking Terms and Conditions
3	Print the completed forms, signed by authorised signers, and chop with the company seal.
4	Prepare and certify the required documents in the Supporting Documents Checklist
5	Submit the required forms and supporting documents via mail or at the counter of DBS office at: DBS Bank Ltd. – Ho Chi Minh City Branch 11th Floor, Saigon Centre, 65 Le Loi, District 1 Ho Chi Minh City, Vietnam
6	Within 14 working days after we receive the completed applications and supporting documents, you will receive: a. Corporate Account Welcome Pack b. IDEAL (DBS corporate Internet banking) Welcome Pack We may request for more documents in the processing of your bank account application, if applicable.

Account Opening Application Checklist

No.	Document	Mandatory/ If applicable	Who should sign	Note
1	<p>Corporate Account Opening Request and Contract</p> <p>General Banking Terms and Conditions</p> <p>Download required forms (form 1-4 in this checklist)</p>	Mandatory	Officers authorised to open the account (per Board Resolution)	
2	<p>FATCA Declaration Form Use</p> <p>downloaded form</p>	Mandatory	Either of the following: 1. 2 Company Directors 2. Officers authorised to open the account (per Board Resolution)	
3	<p>IDEAL Application Form</p> <p>For DBS Corporate Internet Banking Use</p>	Mandatory	Officers authorised to open the account (per Board Resolution)	
4	<p>Board Resolution</p> <p>Use downloaded form</p>	Mandatory	As per Memorandum and Articles of Association / Business Charter	
5	<p>Declaration of Beneficial Owner and Company Structure</p> <p>Download forms (form 5-6 in this checklist)</p>	To be advised by the bank	Either of the following: 1. Company Director and company Secretary 2. 2 Company Directors	Beneficiary Owner is defined as any of the following: 1. Individual holds directly or indirectly 25% of the charter capital/total shares of the entity; or

No.	Document	Mandatory/ If applicable	Who should sign	Note
	<p>Ownership Structure Chart Provide in a word document signed and with company seal</p>		<p>3. Officers authorised to open the account (per Board Resolution)</p>	<p>2. Owner of a sole proprietorship; or 3. Another individual with actual control over the entity; or 4. individual entrusting/authorising an investment trust/trustee (settlor) or an individual with actual control over the settlor (individual or entity providing entrustment).</p> <p>Ownership Structure Chart must include full name and country of incorporation of all intermediary layers between the company and the ultimate beneficiary owner.</p>
6	<p>Fax Indemnity Agreement Use downloaded form</p>	If applicable	Officers authorised to open the account (per Board Resolution)	Required only if transaction instructions are sent via fax.

Supporting Documents Checklist

All supporting documents are to be translated into English or Vietnamese by qualified translator if the original document is not in English or Vietnamese. A qualified translator refers to an external certifier who is conversant in the language that the document is written.

The documents in foreign language may be required to be translated into Vietnamese (by qualified translator) as required by the regulator from time to time.

No.	Document	Mandatory/ If applicable	Who can certify as true copy	Note
1	Memorandum and Articles of Association or Company Charter	Mandatory	Either of the following: 1. Company Director 2. Officer authorised to open the account (per Board Resolution)	
2	Certificate of Incorporation	Mandatory	1. Public Notary (or its equivalence); AND 2. Vietnamese Embassy or Consulate in the foreign country	Certificate must be legalised. Consult your local authority for the legalisation process.
3	Passport (for foreigners and individual who has two nationalities and above) or National Identity Card (for Vietnamese only) or Identity certificate (for individual of Vietnamese origin and unidentified nationality) Required for: <ul style="list-style-type: none"> ▪ Directors ▪ Authorised Signatories ▪ Ultimate Beneficial Owners ▪ IDEAL Transaction Authorisers ▪ IDEAL Customer Self Administrators 	Mandatory	External certifier	

No.	Document	Mandatory/ If applicable	Who can certify as true copy	Note
4	Proof of Residential Address for: <ul style="list-style-type: none"> ▪ Authorised Signatories ▪ IDEAL Transaction Authorisers ▪ IDEAL Customer Self Administrators 	Mandatory	External certifier	Documents that can used as proof of residential address
5	Certificate of Incumbency or Enterprise Registration Certificate or Business Search for companies listed in the Ownership Structure Chart (item 3 under Account Opening Application checklist)	If applicable	External certifier	Business Search must be within 12 months from date of submission to the Bank.

External Certifier

- a. Financial Institution
- b. Solicitor, Lawyer or Notary Public
- c. Certified Public or Professional Accountant (Please indicate the accountant member number e.g. ACCA number and the country of practice.)
- d. Auditor
- e. Chartered Secretary
- f. Trust Company that manages a Trust Business
- g. Member of the Judiciary e.g. Commissioner of Oath, Judge, judicial officer, and relevant officer appointed by Judicial authority in the jurisdiction concerned
- h. Officer of an Embassy, Consulate or High Commission of the country where the document is issued
- i. Justice of the Peace
- j. **[For Vietnamese documents]** Local People's Committees or district-level, Justice Department of Vietnam authorised by laws from time to time to certify documents
- k. DBS staff (upon sighting of the original documents)

Note:

- Certifiers under (a) to (f) must be practising, registered, licensed or regulated in a Financial Action Task Force ("FATF") member's country. Refer to [FATFmembers](#).
- Certifiers must also be independent from the client (that is not an employee of the company) even if they are acting solely in their capacity as a solicitor or CPA.
- The following are required:
 - a. Wording: "Certified True Copy"
 - b. Name and Signature of certifier
 - c. Occupation/Title of certifier
 - d. Name of certifier's company
 - e. Professional Registration/ID number of certifier (where applicable)
 - f. Country of practice of certifier
 - g. Date

Proof of Residential Address Documents

Documents	Certified true copy	Dated within 3 months
a. Passport or National Identity Card where address is stated	✓	X
b. Utility Bill (Printed copy)	✓	✓
c. Utility e-Bill	X	✓
d. Telephone bill (Printed copy)	✓	✓
e. Telephone e-Bill	X	✓
f. Bank or Credit Card Statement (Printed copy)	✓	✓
g. Bank or Credit Card eStatement	X	✓
h. Bank reference letter issued by a regulated financial institution in the country of the i. Financial Action Task Force ("FATF") member, the financial institution must be recognised by DBS.	✓	✓
j. Document issued by government or other regulated public bodies in the FATF member's country. The public bodies must be recognised by DBS.	✓	✓
k. Letter of employment or payslip issued by the employer located in the country where the bank account is opened	✓	✓
l. House Leasing Agreement or Invoice or Debit Note	✓	✓
m. House Registration Book	✓	X
n. Registration of Temporary Resident	✓	✓
o. Driver's License	✓	X