

## CHECKLIST - DOCUMENTS REQUIRED

	No	Document
	<b>Corporate Account</b>	1
2		<b>Documents Required:</b> Supporting documents except for the identification documents of individuals shall be certified as true copies by a director or a company secretary of the Corporate Customer. <input type="checkbox"/> A copy of latest Memorandum and Articles of Associations <input type="checkbox"/> A copy of the Certificate of Incorporation of Company (Form 9 or its equivalent) <input type="checkbox"/> A copy of the Certificate of Incorporation on Change of Name of Company (Form 13 or its equivalent) <input type="checkbox"/> A copy of the latest Notice of Registered Office (Form 44 or its equivalent) <input type="checkbox"/> A copy of latest particulars of Directors, Managers and Secretaries (Form 49 or its equivalent) <input type="checkbox"/> A copy of the document showing the latest paid up capital (Form 24 or its equivalent) <input type="checkbox"/> A copy of the latest Annual Returns (or its equivalent) <input type="checkbox"/> Board Resolution, or Extract Resolution, or Authorised Signatories list approved by the Board of Directors on authorised persons to represent the Corporate Customer <input type="checkbox"/> Identification documents (i.e. NRIC or Passport) of authorised representatives as stated in the extract resolution/ board resolution <small>However, if the authorised representative is also a director or Company Secretary or shareholder of the corporate customer whose names and NRIC no./ Passport no. are available in Form 49 or Form of Annual Returns, then this item is not required.</small> <input type="checkbox"/> Photocopy of identification document of shareholders with equity interest of more than twenty-five (25%) percent/partners (i.e. NRIC/ Passport/ Authority Card for individual and Certificate of Incorporation of Company for corporation) Should determination of the shareholders with equity interest of more than twenty-five (25%) be not possible (eg. In the case of foreign incorporated companies), staff may obtain the identification document of the individual exercising control of the account and in the absence of such individual, staff may obtain identification document of the senior management of the corporate customer. Senior management refers to any person(s) having authority and responsibility for planning, directing and controlling the activities of the corporate customer <input type="checkbox"/> If the shareholder of the company is a corporate entity/company with equity interest of more than twenty-five (25%) percent, client needs to provide a copy of the company's Form of Annual Return.
3		<input type="checkbox"/> <b>Client onboarding - "Know Your Client" Write-up**</b>
4		<input type="checkbox"/> <b>Payment - cheque, banker's draft, telegraphic transfer, cash deposit</b>

### \*\*IMPORTANT NOTE

Compulsory for: Any client with initial investment of RM100,000 and above.

### Attached below with a summary table (Duly Certified True Copy for all corporate documents):

Type of Account	General Document(s) Required					
	Photocopy of NRIC/ Passport	Board Resolution (include specimen signature(s) and list of authorised signatories)	Certificate of Incorporation/ Registration	Duly Certified True Copy of the latest Form 9,24,13,44 & 49 and the latest Annual Returns	Duly Certified True Copy of a Memorandum and Articles of Association or Constitution or By Laws	Other documents
Malaysian Company (Bhd/Sdn Bhd)	✓ - Shareholder holding more than 25% share - Authorised representatives	✓	✓	✓	✓	
Partnership	✓ - Partnership holding more than 25% interest - Authorised representatives	✓ Mandate for Opening of Account	✓ Business Registration Card			✓ Deed of Partnership/ Partnership Agreement/ Form D & Form B (if applicable)
Sole Proprietor	✓		✓ Business Registration Card			✓ Form D & Form B issued by CCM (if applicable)
Society	✓ Office bearers	✓ Mandate for Opening of Account	✓		✓	

### For office use only

Signed by CPM/CRM	Checked by SS	Checked by Operation
Full Name: _____	Full Name: _____	Full Name: _____