

## INCORPORATED COMPANIES

- Completed Business & Corporate Account Opening Form
- Resolution of the Board of Directors (authorizing establishment of Business relationship and signing instructions on account)
- Certificate of Incorporation or Certificate of Registration
- Memorandum and Articles of Association (for companies not registered under the Companies Act, 2004)
- Articles of Incorporation (for companies registered under the Companies Act, 2004)
- Company TRN
- Tax Compliance Certificate or other equivalent official confirmation showing compliance with income tax obligations.
- Most recent annual return filed with the Registrar.
- List of authorized signatories and specimen signature for each

- List of names, addresses and nationalities of principal owners, directors, beneficiaries, and senior management as well as any person with authority to sign off on contractual arrangements.
- Copies of IDs from all Directors, each shareholder holding 10% or more of voting rights or ownership of the company (beneficial owner) and authorized signatories.
- Proof of address for the company, authorized signatories, Directors and Beneficial Owners
- Two (2) references for authorized signatories
- Source of funds information
- Audited financial statement of the business, or unaudited financial statements where the business has been in operation for less than 18 months.
- Copy of license to operate where the principal line of business falls under a regulatory or supervisory body (where applicable).

## PARTNERSHIPS

- Completed Business & Corporate Account Opening Form
- Registration of Business Name Certificate (where applicable)
- Partnership Agreement - includes name of all partners.
- Partnership Mandate authorizing the establishment of the business relationship.
- TRN of Partnership and Signers
- Tax Compliance Certificate or other equivalent official confirmation from the relevant tax authorities showing compliance with income tax obligations.
- List of Authorized Signers, Partners and specimen signatures
- Valid ID for Partners and Authorized Signers on the account
- References for Partners and Authorized Signers on the account

- Proof of address for Partnership's registered address, all Partners and Authorized Signers
- Source of funds/wealth information - funds being used to open account as well as future investments.
- Audited financial statement of the business, or unaudited financial statements where the business has been in operation for less than 18 months.
- A description of the principal line of business
- Valid licence for the operation of the business (where applicable)
- Completed Road Map for primary investment decision maker.

## SOLE TRADER

- Completed Business & Corporate Account Opening Form
- Valid Business Name Certificate-valid for 3 years from the date of issue
- TRN (same as the individual TRN)
- Tax Compliance Certificate or other official confirmation from showing compliance with income tax obligations.

- Valid ID which bears a photograph
- Two (2) references
- Proof of residential address/business address (if different from residential address)
- Source of funds information
- Completed Road Map

## SCHOOLS/EDUCATIONAL INSTITUTIONS

- Completed Business & Corporate Account Opening Form
- Resolution from the school's Board of Management (authorizing the establishment of the business relationship and relevant signing instructions on the account)
- Proof of address for the school's registered address, Directors and all signatories

- The Scheme for **public educational institution** (contains constitution, powers and duties of the Board)
- Document evidencing the registration of the school (**independent schools**)
- List of Authorized signatories and specimen signatures
- School's TRN
- ID for authorised signatories and Directors
- References for all authorised signatories and Directors

## ASSOCIATIONS (CLUBS & SOCIETIES)

- Completed Business & Corporate Account Opening Form
- Documents evidencing that the association is registered.
- Mandate from the Association
- Association's rules /constitution and certificate from the relevant authority
- TRN for Association
- List of authorized signatories and specimen signature
- Valid ID for signatories, Directors and beneficial owners on the account
- Proof of address for association, Beneficial Owners, Directors and authorized signatories.
- References for authorized signatories
- Source of funds information

## CHURCHES

- Completed Business & Corporate Account Opening Form
- Registration documents showing that the church is registered as a religious body.
- Corporate resolution
- List of names and specimen signatures of authorized signers
- TRN for Church
- ID for Authorised Signatories
- Proof of Address for church, authorised signatories and Directors.
- References for signatories
- Source of funds information - funds being used to open account as well as future investments.
- Completed Road Map on primary investment decision maker(s)

## TRUST ACCOUNTS

- Trust Deed or Instrument under which the trust, settlement or other legal arrangement, is derived and evidence of the registration of the deed or other instrument.
- TRN for the Trust
- Settlor (Creator of the trust) or any other person transferring funds to the trust: name, business, trade or occupation, and other information in accordance with the procedures relating to client identity outlined in these requirements listing.
- Beneficiaries: name, address and any other identification information
- Source of funds
- Copy ID for the settlor, protector(s)/controller(s) and for such other person(s) exercising effective control over the trust.
- Where the settlor is deceased, written confirmation should be obtained for the source of funds in the form, for example, Grant of Probate and/or copy of the will creating the trust.
- List of Trustees and their specimen signatures

## PENSION FUNDS

- Completed Business & Corporate Account Opening Form
- Copy of Trust Deed and Rules
- TRN for the Pension Fund
- Tax Exemption from TAAD (where applicable)
- Names and addresses of all Trustees.
- Trustee resolution to open account with BARITA
- List of authorized Signatories and specimen signatures for account
- TRN and valid ID for authorized signatories
- Proof of address for Trustee(s) and all signatories
- References for signatories
- Source of funds information - funds being used to open account as well as future investments.
- Barita AML Questionnaire

## CHARITIES

- Completed Business & Corporate Account Opening Form
- In the case of a charity established as a body corporate by incorporation as a company, the Articles of incorporation and certificate of incorporation or another instrument by which it is established.
- The constitution (as defined under the Charities Act) of the charity or NPO.
- Evidence of registration in accordance with the Charities Act, 2013
- List of names and specimen signatures of authorized signers
- List of names, addresses and nationalities of principal owners or of the beneficial owners, directors, trustees, settlors or other persons who are governing board members as defined in the Charities Act.
- Proof of address for the organization, beneficial owners, authorized signatories and Directors
- References for authorized signatories
- Financial statement of the charity or NPO which must be audited, in the case of charities in operations for over 18 months.
- List of the charity's significant donors and recipients of financial and other assistance (including name, address, nationality, main business activity or occupation, and where the donor is a body corporate, trust, settlement of other legal arrangement, the names of the natural persons who are the directors and beneficiaries);
- Evidence of sources of funds received from the donor and source of wealth of the donor.