



# CHECK LIST



## Business Account Opening

Company Name: \_\_\_\_\_ Date: \_\_\_\_\_

### **Forms to Sign:**

- ☐ Business Account Application Form.
- ☐ Corporate Act Certificate.
- ☐ Signature(s) Registry Form.
- ☐ W-8BEN-E (Business).
- ☐ W-8BEN Form (For each signer).
- ☐ W-9 Form (For the company and each signer).
- ☐ Limit Share my Personal Information.
- ☐ BI Online Service Request.
- ☐ Business Account Agreement.
- ☐ Business Account Disclosures, Terms and Conditions.
- ☐ Electronic Signature Agreement.

### **Documents to be submitted:**

- ☐ Color Copy of two valid photo identifications (Identity Card and Passport) of the company legal representative and authorized signatory.
- ☐ Copy of the Founding Document (Company Incorporation Article).
- ☐ Letter of resolution where the Board authorizes the account opening (no more than 90 days of validity and with more than 6 month old).
- ☐ Bank Reference or Commercial Reference.
- ☐ Latest Income Tax Statement or Annual Report or Financial Statements signed by a public certified accountant in the jurisdiction where the company operates or was registered.
- ☐ Copy of the tax information registry – (“Registro Información Fiscal” - RIF).

\_\_\_\_\_  
Legal Representative Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Referent Name

\_\_\_\_\_  
Signature of the Referent