



***Business Account Opening
Required Documents Checklist***

Business Account:

- ☐ Complete and sign form Business Account Opening.
- ☐ Certificate of Corporate Act; resolution that the Board authorizes the account opening (not more than ninety (90) days of validity).
- ☐ Complete and sign signature registry form.
- ☐ One (1) color copy of two (2) valid identity documents (including Passport and Visa Procedure) with photo of the legal representative of the company and persons authorized to sign on the account.
- ☐ Copy of the founding document, articles of incorporation of the company and/or document in which the signer's shareholding in the company is established.
- ☐ One (1) bank or trade reference, in case of a new company, it must provide one (1) banking or commercial reference (physical, not more than ninety (90) days of validity) main shareholder.
- ☐ Copy of the latest income tax statement or annual report or financial statements signed by a certified public accountant in the jurisdiction where the company was registered or in the jurisdiction where it operates.
- ☐ Complete and sign Form W-8BEN (for each signer when applicable).
- ☐ Complete and sign Form W9-(SP) (for each signer when applicable).
- ☐ Complete and sign format Know Your Customer_BA (Business Account).
- ☐ Complete and sign Format Limit Share My Personal Information.
- ☐ Complete and sign BI Online Service Request format.
- ☐ Sign in signal reception and acceptance the Schedule of Rates, Fees and Commissions of the Bank.