

Document Checklist for Account Opening – Sole Proprietorship

No	Documents to be provided by the Client	Remarks	
(1)	Copy of Business Registration Certificate – Section 16 and Section 17	Certified true by suitable certifier ¹	<input type="checkbox"/>
(2)	Copy of individuals' identity document	Brunei ID Card / Passport of Proprietor , beneficial owners ² and all authorised signatories (certified by suitable certifier ¹)	<input type="checkbox"/>
(3)	Account Opening Form		<input type="checkbox"/>
(4)	Relationship Form	Where any individual who do not have an existing relationship with the bank. Supporting document is required to validate on individual's residential address ³	<input type="checkbox"/>
(5)	Service Application form (SAF) and Straight2Bank (S2B) Application Form	Application for online banking platform (Straight2Bank)	<input type="checkbox"/>
(6)	FATCA Form ⁴	Account Opening Form Supplement (AOFS)	<input type="checkbox"/>
(7)	CRS Self Certification Form – Individual ⁵		<input type="checkbox"/>
(8)	Product Disclosure Sheet		<input type="checkbox"/>

Notes

- Suitable certifier is defined as (i) a staff of Standard Chartered Bank^(*), (ii) staff from other regulated banks, (iii) lawyers, (iv) accountants, (v) notaries public, (vi) commissioners of Oaths and Diplomatic Mission. Particularly for corporate documents, suitable certifiers also include the company secretary and the sole proprietor in addition to the previously mentioned suitable certifiers. It must indicate on copy "certified true copy", name, unique identification number e.g. IC Number, signature of certifier.
- Beneficial Owner means : an individual who (i) owns or controls, directly or indirectly, not less than 10% of the issued share capital or the profits of the corporation / partnership; or (ii) is directly or indirectly, entitled to exercise or control the exercise of not less than 10% of the voting rights of the corporation / partnership or (iii) exercise ultimate control over the management of the corporation / partnership / unincorporated body; or (iv) if the corporation / partnership / unincorporated body is acting on behalf of another person, means the other
- Suitable supporting document to validate individual's residential address are (i) Identity Card, (ii) Driving License, (iii) government-issued document (iv) bank statements dated within the last 3 months (v) utility bills dated within the last 3 months (vi) where documents are not available, a home visit will be required by bank staff or independent third party employed by the bank is required
- The FATCA Form (AOFS Form for Sole Proprietorship) is for identification of US person for tax filing purpose.
- The Common Reporting Standard (CRS) Self Certification Form is a declaration form that company can declare their entity type and tax residency.

(*) Original or original sighted by Standard Chartered Bank staff must indicate on copy "original sighted", employee signature, name and Bank ID and date of signature

Remarks

- Instead of providing copies of documents certified true by suitable certifier¹, you can also present the original documents to any of our branches for certification by a bank officer.
- We reserve the right to conduct a company search and charge you for the cost incurred.
- A copy of passport as proof of nationality is required for Permanent Residents.
- Additional documents may be required for the account opening upon the request from the bank.
- This Document Checklist is for reference only and the requirements stated may change from time to time. Should there be any inconsistencies between this document and the Bank's internal policy and procedures, the letter shall prevail.
- The above information is for reference only, for more updated information, please come to our branches, email us at businessbanking.BN@sc.com or call Enquiry Hotline at **+673 265 8008**.
- If there is any inconsistency or conflict between the English and Malay versions, the English version shall prevail.