ACB

CARIBBEAN

YOUR NEW ACB CARIBBEAN ACCOUNT

www.acbonline.com

General Information

We need to protect your identity which is why we make every effort to know our customers.

By providing us with the information we require, you will be helping us to protect your assets.

You will need to provide us with verification of identity, address and original source of funds. Please ensure that you have all the documents ready so that we can make the process as easy and speedy as possible.

Personal Accounts Nationals & Citizens Documents required for each person who will sign on the account.

1. VERIFICATION OF IDENTITY:

- Two valid government issued photo ID's.
- Identification with relevant signature, one of which must be a valid machine -readable passport.

If a passport is expired, a birth certificate can be used to validate the personal details.

Other acceptable documents:

-Driver's license

-Voter's Identification Card

N.B. We do not accept photocopies or scanned copies, unless officially certified. Certified copies may be presented but all certified copies must clearly show photograph, signature and expiry date. Copies may be certified by any one of the following:

Bank Manager
Practicing Accountant
Notary Public
Practicing Lawyer or Solicitor
Senior Civil Servant

and should bear the mark: "Certified as a true copy of the original" as well as the signature, printed name, date, capacity in which they are certifying the document and an official stamp.

2. VERIFICATION OF ADDRESS:

•An account activity statement from a reputable bank (no more than three months old)

•An account activity statement from a recognized credit card provider (no more than three months old)

•A utility bill in your name (no more than three months old)

or a recent postmarked envelope, addressed to you. If you have your mail sent to a P.O. Box, we still need to know and confirm your residential address. We also need to link this P.O. Box to your residential address. To help us do so, please provide us with a utility bill showing both your residential address and the P.O. Box address. If the utility bill is not in the customer's name, a letter to confirm residency, signed by the individual/entity in whose name the bill is issued, should be presented.

3. CONFIRMING YOUR SOURCE OF FUNDS:

• If employed, a letter on a business letterhead from your employer indicating place of work, your position, years of service and monthly salary or weekly wage.

• If self-employed, copies of the most recent financial statements, invoices of purchases, estimate of sales and a completed Declaration of Income Form.

•If financial support is received from parents or other sources (particularly for students or young adults), a signed letter indicating the amount and frequency of the support, should be provided.

•Certificate of Registration of Business

•Bank References (if applicable)

4. ORIGINAL SOURCE OF FUNDS:

•Accumulation of savings:
Bank statements for the past 12 months

•House sale / Real estate sale: Letter from solicitor /real estate agent or to be sales / purchase agreement

•Inheritance: Copy of Probated Will or letter from solicitor.

- Sale of business: Letter from solicitor, real estate agent or sales/purchase agreement

- Maturing life policy: Closing statement from insurance company.

5. NON-NATIONALS AND NON-RESIDENTS

- Two (2) forms of valid government-issued photo identification, one of which must be a valid machine-readable passport. Other acceptable forms of valid government-issued photo identification include driver's license, national identification documentation

- Two reference letters from two different well-known banks, addressed to ACB Caribbean. If it is not possible to submit two letters from two banks, ACB Caribbean may accept one of the reference letters from a reputable attorney or law firm

- An employment letter on a business letterhead from your employer indicating place of work, your position, years of service and monthly salary or weekly wage

- Certificate of land ownership where applicable (applicable for Non-Nationals only)

- Income Tax identification number (if residing in the U.S.A., Canada or a member country of the European Union)

- Signed Source of Funds Declaration with evidence to support reason for opening an account.

- Original Bank Reference

- Proof of temporary residency

- Same as Number 4 above, where applicable

- Letter confirming enrolment in the international university (International Students)

6. Foreign Account Tax Compliance Act (FATCA) and Common Reporting Standards (CRS)

Under the United States and the European Union regulations, FATCA and CRS, we are required to obtain relevant details of all customers who possess US and/or European citizenship or residency or other associated indicia. All applicable forms should be completed to capture the requisite information.

- USA - W9 Form Request for Tax Identification Number

- Canada – RC 518 Form Declaration of Tax Residence for Individuals

Corporate Accounts

The documents that should be produced are:

1. Proof of identity:

This is required for each of the beneficial owners, two (2) of the principal directors and authorized signatories. Acceptable forms of identification are limited to two (2) valid government issued identification documents (valid passport and driver's licence or voters identification card) where the photograph, signature and expiry date are clearly visible.

2. Corporate documents must include:

- Certificate of Incorporation
- Certificate of Business Registration
- A copy of the Company's Articles of Incorporation,

By-laws or Memorandum and Articles of Association (certified as being up-to-date by a Company Director and dated accordingly). The Company should present certified copies of the "Notice of Directors" and "Notice of Registered Office".

- A Certificate of Good Standing
- Copy of most recent financials if a going concern
- Copy of business plan if in the start-up stage

Church | Clubs | Societies | Associations

• A letter from the relevant body addressed to the Bank requesting to open the account to include:

-The nature of the business

-The names of all directors

-The names of all signatories

-Assignment of signatories (number of persons to sign on the account and desired signing limit)

-Indication of cash flow expected to be processed through the account annually

-Original Bank Reference

-Certificate of Registration or Act (Statutory Bodies)

-Certificate of Good Standing

-Board Resolution requesting the opening of the new account, to include:

-The purpose of the account

-The names, nationalities and respective occupation of all signatories

-Assignment of signatories (number of persons to sign on the account and desired signing limit)

-Original copy of Rules and Regulations governing the association, By-Laws etc.

-Confirmation of source of wealth and funds

-Country of Registration

If applicant is a Foreign Individual or Entity:

• Tax Identification Number (entities)

• Proof of Foreign Address

• W9 Request for Tax Payer ID number & Certification For US Persons/Entities

• Items as listed above for Nationals, Non-Nationals or Non-Residents are required for each signatory, member, director and beneficial owner. (The primary form of Identification is the Passport).