

List of Documents Required by Customer to Open Account

What you need to bring:	
Section 1	Sdn Bhd / Bhd
	Companies Incorporated Prior to 31 January 2017 :
	Board/Extract Board Resolution (Bank's standard Company's)
	Certified copy of Memorandum and Articles of Association
	Certified copy of complete Form 24 or Latest Annual Return
	Certified copy of Form 49
	Certified true copy of Form 44 - Registered Office
	Certified true copy of Certificate of Incorporation
	At least three (3) months others local bank statement, for current account application
	Companies Incorporated on/after 31 January 2017 :
	Certified true copy of Section 14 - Application for Registration of Company
	Certified true copy of Section 15 - Notice of Registration
	Certified true copy of Section 17 - Certificate of Incorporation
	Certified true copy of Section 51 - Notification in change of shareholders
	Certified true copy of Section 58-Notification on change of directors, managers & secretaries
	At least three (3) months others local bank statement, for current account application
Section 2	Sole Proprietor / Partnership / Limited Liability Partnership (LLP)
	NRIC/Passport for sole proprietor/partnership. Original sighted by Branch Officer
	Photocopy of Certificate of Business Registration (Borong D/E)
	Form PNA23 or Form A & subsequent Form B
	Deed of Partnership if available (for Partnership Accounts only)
	Notice of Registration issued by Registrar of LLP
	Certified True Copy LLP Agreement (if any)
	At least three (3) months others local bank statement, for current account application
Section 3	Society/Club/Association & Professional Account
	Certificate of Registration for Association, Societies, Clubs and Professional
	Certificate of By-Laws of Society/Club/Association
	Minutes of Meetings or Extract of Minutes
	Board/Extract Board Resolution (Bank's standard Company's)
	Letter of Authority issued by Director General, Ministry of Education (for Government School)
	Photocopy of Certificate of Business Registration (Borong D/E)
	Practitioner Certificate (for Professional Account)
	Undertaking Letter (if applicable for client's and Trust Account) duly signed by Solicitor(s) and printed on Solicitor's letter head
	Certified true copies of NRIC/Passport for Directors/Authorised Signatories
	At least three (3) months others local bank statement, for current account application

List of Documents Required by Customer to Open Account

What you need to bring:	
Section 4	Companies Registered in Labuan FSA
	Board/Extract Board Resolution (Bank's standard Company's)
	Certified true copies of NRIC/Passport for Directors/Authorised Signatories
	Certified copy of Memorandum and Articles of Association
	List of Directors & Secretary - Form 25
	Form 13 - Allotment of Shares
	Certified true copy of Form 23 (Applicable to Public Limited Company only)
	Certified true copy of Certificate to Commence Business (for Public Limited Company)
Section 5	Foreign Companies Registered in Malaysia
	Board/Extract Board Resolution (Bank's standard Company's)
	Certified true copies of NRIC/Passport for Directors/Authorised Signatories
	Certified copy of Memorandum and Articles of Association
	Certified true copy of Certificate to Commence Business (for Public Limited Company)
	Letter of Information on Labuan companies from Labuan FSA
	List of Directors & Secretary - Form 79
	Form 85- Particulars of Change of Agents of Foreign Company, if applicable

Guidelines

1. All documents pertaining to corporates have to be certified as "Certified as True Copy" by a Company Director, Company Secretary, Public Accountant, Notary Public, Lawyer or Commission for Oaths. The designation of the certifier and date of certification should be annotated clearly.
2. If translations are provided all translated documents should contain the translators name, designation and date of translation
3. Permanent Address, which could be different from the residential address or the correspondence address should be provided. P O Box Addresses are not applicable
4. Citizenship – including current and previous if citizenship has changed, record from when the change has taken place and the duration should be provided
5. Occupation, business, public position held and the name of the employer to be included
6. Such other information under Anti-Money Laundering, Anti-Terrorism Financing and Proceeds of Unlawful Activities Act 2001 (AMLATFPUAA) as may be required by the bank :
 - a) Nature of business
 - b) Details of source of funds (to provide supporting documents if requested by the bank)
 - c) Details of shareholding structure of the parent company Identification documents of Directors/Shareholders with equity interest of more than 25% and the Ultimate Beneficial Owner (UBO) of the parent company
 - d) Details of Directors/Authorised Signatories/Authorised Persons of the parent company including identity documents (Identity card/Passport)

Note :

The list is not exhaustive. Banks may require applicants to submit additional documents on a case-to-case basis.