

**Offshore Incorporated Company Document Checklist**

1#	Certificate of Incorporation
2#	Certificate of Incumbency (issued within 1 year)
3#	Memorandum & Articles of Association/Constitution
4#	Certificate of Incorporation of corporate director <i>(if any)</i>
5#	Certificate of Incumbency of corporate director <i>(if any)</i>
6#	Memorandum & Articles of Association/Constitution of corporate director <i>(if any)</i>
7#	*For Corporate shareholders, please provide Certificate of Incumbency / Bizfile (if SG incorporated) issued within 1 year *For Individual shareholders, please provide passport copies or NRIC for Singaporeans
8	Original Proof of Principal Place of Business** (if Principal Place of Business address is different from business registered address) Acceptable proof includes: i. NRIC for Singapore Citizen ii. Utility/Phone Bill iii. Bank Statement (except DBS Bank Statement) iv. Correspondence from a Government Agency (Above documents must be within 3 months old and with full legal name shown)
9#	Passport copies (or NRIC for Singaporeans) of ALL directors, declared UBO(s), authorised signatories, IDEAL internet banking approvers and self-administrators
10#	Address Proof of ALL authorised signatories, directors, UBO and IDEAL internet banking users (in English and not older than 3 months) Acceptable proof includes: (i) NRIC for Singapore Citizen (ii) Utility/Phone Bill (iii) Bank Statement (iv) Correspondence from a Government Agency

Certification is required for these documents by an independent CPA / Lawyer / Notary Public / CS / Auditor practicing, registered, licensed or regulated in FATF member country (<http://www.fatf-gafi.org/pages/aboutus/membersandobservers/>). Certification should follow the format below:

CERTIFIED TRUE COPY (for CTC)

FULL NAME OF CERTIFIER:

CAPACITY/TITLE:

Company name of certifier's firm

Country of practicing:

License no#:

Signature: _____

Date:

Note: the connected parties of the company CANNOT be the certifier, e.g., the directors, authorized signers, IDEAL users or beneficial owners

*Please take note that you will be required to provide documentary proof to support the chain of ownership to identify the natural person(s) who ultimately owns or controls the company, unless the company is

- an entity listed on the Singapore Exchange or on a recognised stock exchange;
- wholly or majority owned (50% or more) subsidiary of listed entity as per (a);
- a licensed/regulated/supervised financial institution in Singapore or in FATF member countries/jurisdictions; or
- an investment vehicle where the managers are financial institutions in FATF member countries/jurisdictions,

**Principal Place of Business is the address of main operating office of the company or "mind and management", i.e., where senior management is located