

CUSTOMER SELF-CHECKLIST

Required Documents For New Account Opening

	For reference purpose only													t and		
				ership	er)		tc)		ion		gious	or		ederal State/ Local Government and Public Authorities	rsity	5
		orship		Limited Liability Partnership (LLP)	Solicitor (single member)	rs)	Professional Bodies eg: architect, doctor etc)	blic & any)	Society/ Club/ Association	society	Mosque and other religious bodies	Executor/ Administrator		/ Local Go ities	School/ College/ University	Collection Account/ NCCA
		Sole-Propreitorship	Partnership	ed Liabil	itor (sing	Solicitor (with two or more members)	Professional Bodies (eg: architect, docto	Company (public & private company)	ty/ Club	Co-operative society	que and e	utor/ Adı	Legal Firms	ral State, ic Author	ol/ Colle	ction Acc
	What you need to bring:	Sole-	Partr	Limit (LLP)	Solic	Solic	Profe (eg: 8	Com	Socie	Co-o	Mose	Execi	Lega	Fede Publi	Scho	Colle
1	Account Opening Application Form (CIF01/ CIF02)	V	٧	٧	٧	٧	٧	٧	٧	٧	٧	٧	٧	٧	٧	٧
2	Speciment Signature Card (SSC)	V	٧	٧	٧	٧	٧	٧	٧	٧	٧	٧	٧	٧	٧	٧
3	Anti Money Laundering Checklist (AMLC)	V	٧	٧	٧	٧	٧	٧	٧	٧	٧	٧	٧	٧	٧	٧
4	Trust Account Declaration form *applicable for trust account	٧	٧	٧	٧	٧	٧	٧	٧	٧	٧	٧	٧	٧	٧	٧
5	ID	V	٧		٧							٧				
6	Original and photocopy of Business Information, Information of Current	v	v													
	Owner and Registration Certificate (Form D).															
7	Appointed Mandate (if any).	٧	٧													
8	SSM search (ROB) (to be printed by the Branch.)	٧	٧	٧												
9	ID of all the partners/ Authorised Signatories		٧			٧	٧		٧	٧	٧		٧	٧	٧	
10	Deed of Partnership (if any).		٧			٧	٧									
11	ID of all the partners, passport (for foreign partner), Authorized Signatories and Compliance Officer.			٧												
12	Extract of Minutes of LLP Meeting(s).			٧												
13	Resolution of LLP.			٧												
14	Business Information (original and copy).			٧												
15	Information of Current Partners (original and copy).			٧												
16	Registration Certificate issued by the Registrar of LLP (original and copy).			٧												
17	Latest Annual Declaration.			٧												
18	LLP Agreement.			٧												
19	Annual Practicing Certificate/ Annual Certificate of Registration issued by the Registrar of the profession's governing body e.g. if local LLP is a firm of professionals governed by specific legislation.			٧												



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	What you need to bring:	Sole-Propreitorship	Partnership	Limited Liabil (LLP)	Solicitor (single member)	Solicitor (with two or more members)	Professional Bodies (eg: architect, doctor	Company (public & private company)	Society/ Club	Co-operative society	Mosque and bodies	Executor/ Administrator	Legal Firms	Federal State/ Local Government and Public Authoritioes	School/ Colle	Collection Account/ NCCA
20	The original letter produced by Bar Council and Registration.				٧	٧										
21	Practicing Certificate (Sijil Amalan).				٧	٧	٧									
22	A copy of Professional Indemnity Insurance Policy.				٧	v							٧			
23	Registration of Firm.						٧									
24	Certified copy of ID of the Board of Directors and Authorised Signatories (for those that are not present at the Branch).							٧								
25	A copy of certified Resolution of the Board of Directors sanctioning the request to							٧								
	open Current Account and individuals who are authorized to operate the account.															
26	A Memorandum and Article of Association certified by Company Secretary.							٧								
27	Registration Certification Copy.							٧		٧						
28	List of the Directors and Secretary's/Secretaries' names and addresses (Form 49).							٧								
29	Return of Allotment of Shares (Form 24).							٧								
30	Registration Certificate @ Registrar Letter for Registered Association, Club and Societies (original).								٧							
31	A copy of the Rules and Regulations/ By Laws for Registered Association, Club and Societies.								٧	٧						
32	A certified copy of Minutes of Meeting (include particulars of the authorized signatories) for Registered Association/Club/Societies/Religious Council .								٧	٧	٧					
33	Letter of Approval from the Head of Department/ School for unregistered Association, Club and Societies.								٧							
32	A confirmation letter from the respective Religious Council (Jabatan Agama).										٧					
33	A photocopy of the Grant of Probate (for Executors only).											٧				
34	A photocopy of Letter of Administration (for Administrators only).											٧				
35	Setting up a New Legal Firm - issued by BAR Council Malaysia or Sabah/Sarawak Law Association.												٧			
36	Letter of Authorization for Opening of Account/ Authorized Signatories.												٧			
37	Sijil Annual (Legal Profession Act 1976-LM Act 166) (all partners).												٧			
38	Letter of Confirmation (LoC) (clients' account only).												٧			
39	A Letter of Authority sanctioning the request to open the account at the particular													V		
	Branch and name address and position of the authorised signatories to operate the account. $ \\$															
40	Request in writing by the State Education Department (include particulars of the authorized signatories).														٧	
41	Approval from Product Owner/ respective Line of Business together with mandate of operations.															٧