

REQUIREMENTS FOR A CREDIT FACILITY (LOAN) ACCOUNT

In order to better serve you and avoid any possible delay in the process for your credit facility (loan) request, we kindly ask you to complete and provide the following forms and requirements set forth below:

1. Account Opening Application Forms

- Complete Personal Application for a Bank Account – This form needs to be completed thoroughly and captured the signatures of the said beneficial owners and authorized signatories to the account.
- Bank Mandate - Certified Extract of Board of Directors regulating the conduct of this account.
- Due Diligence Authorization Form (to be completed for each said applicant)
- Signature Card
- Online Banking Form- Personal/Corporate Account
- Standard Terms & Conditions (Read Only)

2. Identification

- A clearly legible "certified" copy of a passport photo identification (with passport number and nationality) for each said beneficial owner and authorized signatory.

3. References

- One bank reference for each beneficial owner and signatories to the account. The reference must be an **original** on the bank's letterhead and should state the name of the account, type of account, date account opened, average balances for at least 12 previous months, how the account is being conducted and any other relevant information.
- One reference for each said beneficial owner and signatory to the account from an accountant or attorney.
- Proof of Address - A copy of recent utility bill for each said beneficial owner and authorized signatory to the account.
- Copy of the last three years income tax returns for each applicant (applicable for Personal application)

4. Corporate Documents

- Certified copy of Certificate of Incorporation
- Articles and Memorandum of Association
- Certificate of Good Standing (if company has existed for 12 months or more)
- Resolution of Appointment of Directors and Registers of Directors & Members of the company
- Copy of the last three years Financial statements of the company
- Business plan containing at the minimum the following: executive summary, background information on the company, directors and owners, purpose of loan, long-term strategic plan etc.
- If credit facility required exceeds US\$1 Million, copy of the most recent audited financial statement and auditor's report of the intended borrower

If the Credit facility is in a Personal Name, submit items 1 thru 3.

If the Credit facility is in a Corporate Name, submit items 1 thru 4.