

Here are the requirements  
to open an account for

# COMPANIES

- Certificate of Incorporation
- Memorandum and Articles of Association or Articles of Incorporation
- Notice of Appointment of Directors and Notice of Appointment of Secretary
- Taxpayer Registration Number for the company
- Certificate of good standing from the Companies Office of Jamaica (COJ) or copy of the last Annual Return filed within the last 12 months certified by COJ
- Valid picture identification for each signer (e.g. Driver's Licence, National ID or Passport)
- Taxpayer Registration Number for each signer
- Proof of address for each signer (e.g. Utility bill or Post marked envelope no more than 6 months old)
- Two references for each signer (if signers do not have accounts with NCB). You may choose any **two** of the following: NCB customer (For at least 3 years or more); NCB Manager; Minister of Religion; Justice of the Peace (Seal to be affixed); another bank's manager.
- Audited financial statements of the business (or in-house statements for companies which have been incorporated for less than eighteen (18) months).
- Current Certificate of Registration under the Registration of Business Names Act (where applicable).
- Previous bank references (where applicable)
- Description of customer's principal line of business and major suppliers (if applicable)



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- List of names, addresses and nationalities of principal owners (shareholders who own or control through direct or indirect ownership 10% or more of the voting rights in the company), directors, beneficiaries and management officers.
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- Group/corporate structure indicating ultimate beneficial ownership (where applicable)
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- Address and location of business operations
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- Address of registered office (if different from above) and any previous address(es) of registered office
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- Source of funds/source of wealth
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- Dollar value of anticipated monthly turnover
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- Purpose of account
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- Name and address of any other person(s) with a beneficial interest in the account (i.e. are funds being held, whether in whole or in part, for any other individual or entity)
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- Name and identification details, as for personal accounts of any agent likely to be conducting business on the account
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- Information and documentation for beneficial owner(s) and shareholders/partner (owning 10% or more of the company) as follows:
    - *If existing customers:* identification and TRN as for personal accounts
    - *If not existing customers:* identification, TRN and references (2) as for personal accounts.
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- Information and documentation for all directors: name, address, identification and TRN
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- Letter of introduction from the company stating name, date of birth, present and previous addresses for all signing officers.

Contact an  
NCB Customer Service Representative  
at the nearest branch to you or  
call **1-888-NCB-FIRST** (1-888-622-3477)



**NATIONAL COMMERCIAL BANK**  
JAMAICA LIMITED