

# Here are the requirements to open an account for **COMPANIES**

- Certificate of Incorporation

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- Memorandum and Articles of Association or Articles of Incorporation

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- Taxpayer Registration Number for the company

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- Valid picture identification for each signer (e.g. Driver's Licence, National ID or Passport)

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- Taxpayer Registration Number for each signer

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- Proof of address for each signer (e.g. Utility bill or Post marked envelope no more than 6 months old)

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- 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.

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- Audited financial statements of the business (or in-house statements for companies which have been incorporated for less than eighteen (18) months).

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- Current Certificate of Registration under the Registration of Business Names Act (where applicable).

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- Previous bank references (where applicable)

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- 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% of 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)**