



## REQUIREMENTS TO OPEN A BANK ACCOUNT

The Belize Bank International caters to businesses that are producing and selling a product and requires that the banking transactions of those businesses relate to the purpose of business. For business accounts, clients are required to complete a KYC Business Questionnaire, provide a recent Certificate of Incumbency as well as passport copies of all beneficial owners & directors & proposed signatories on the account for an initial due diligence review. If initial review is acceptable, clients will be required to complete the bank's application forms. For personal accounts, clients are required to complete a KYC Individual Questionnaire as well as supply a copy of their passport for an initial due diligence review. If initial review is acceptable, clients will be required to complete the bank's application forms.

### **1. Bank Account Application Forms**

Complete Corporate or Personal Application for a Bank Account. This form needs to be completed thoroughly and capture the signature of the authorized signatories to the account.

#### **For Personal accounts only**

- KYC Individual Questionnaire for each authorized signatory on the account  
Signature card
- Read & Sign Standard Terms & Conditions (to be signed by each authorized signatory on the account)
- Tax Form
- Tin Form
- Due Diligence Authorization Form for each authorized signatory on the account
- Proof of Occupancy-Individual
- Statement of Affairs form (only when requested by the bank)

#### **For Corporate accounts only**

- KYC Business Questionnaire
- Signature card
- Read & Sign Standard Terms & Conditions
- Tax Form
- Bank Mandate – Certified Extract of Board of Directors regulating the conduct of the account.
- Shareholder's Declaration

- Proof of Occupancy-Entity
- Due Diligence Authorization Form which is to be completed by each beneficial owner, director and authorized signatory on the account
- Statement of Affairs form (only when requested by the bank)

## **2. Identification**

- A clear legible certified/notarized copy of a valid passport for each beneficial owner, director and authorized signatory.

## **3. Proof of Address**

- A recent original utility bill that is no older than 3 months (telephone, gas, electric etc.) for each beneficial owner, director and signatory.

***Or***

- A valid driver's license for each beneficial owner, director and signatory.

## **4. Standard Company Documents**

- Certified copy of Certificate of Incorporation
- Certified Articles and Memorandum of Association
- Certified copy of Share Register
- Certified copy of Corporate Resolution of the Appointment of Directors, and Register of Directors.
- Certified copy of Corporate Resolution of the appointment of signatories.
- Certificate of Incumbency stating good Standing

Other Company documents may be requested depending on company type & structure.

All documents are to be notarized and/or notary certified prior to submission. Please visit our **website <https://www.belizebankinternational.com>** and choose the Applications tab under Customer Support for quick access to our application forms.