

**Documents required for Private Companies / Partnership / Listed Companies / Government Owned Entity / Subsidiary of Listed Company / Subsidiary of Government Owned Entity**

**Entity Documents:**

1. Certified Certificate of Incorporation (COI) or equivalent registration document
2. Certified proof of registered address and operating address of the entity
3. Certified constitution documents
4. **If the entity is a Mauritius based GBC entity, we also need,**
  - a. Certified copy of the GBL certificate
  - b. Completed ICC on the entity from the offshore management company
5. Register of directors and shareholders
6. ID and address proofs of all the directors<sup>(3,4,5,6)</sup>
7. Completed business plan on entity letterhead
8. Latest audited annual report
9. Completed FATCA Form. You may refer following site for more guidance - <https://www.sc.com/en/banking-services/fatca.html>

**Account/Facility Related Document:**

10. Board Resolution(BR)/mandate for account opening and operation OR the BR/mandate providing the authorisation and list of authorised signatories for the facilities to be availed from the bank
11. ID and address proof<sup>(3,4,5,6)</sup> of all authorised signatories for the account

**Unwrapping Documents<sup>1</sup>:**

12. COI or equivalent registration document for all intermediate shareholders.
13. Completed organisation structure<sup>2</sup> on the entity letterhead, signed by a co. secy or a director
14. **If the entity is a private company or a partnership or is effectively government owned or ownership by a listed company is less than 80%**
  - a. Completed Declaration of Beneficial Ownership (DBO) on the entity letterhead
  - b. If applicable, ID and address proofs<sup>(3,4,5,6)</sup> of the beneficial owners as per the DBO

**Sanctions Confirmation:**

15. Confirmation on whether the client has dealings with sanctioned countries or entities from sanctioned countries. "Dealings" includes sales to, purchases from, trade through or other business activities with or involving any person or entity. The "sanctioned countries" are – Iran, Cuba, Syria, Sudan, Myanmar/Burma, North Korea/Democratic People's Republic of Korea. Essentially,
  - a) Does the client have any direct or indirect dealings with any of the above sanctioned countries?
  - b) Is the client owned by any person or entity incorporated/based/resident in the sanctioned countries?
  - c) Is the client owned by any person or entity that is subject to sanctions by US, UK, EU or UN?
  - d) Does the client have any subsidiaries that have direct or indirect dealings with any sanctioned countries?
  - e) Does the client have any subsidiaries that are subject to sanctions by US, UK, EU or UN?
  - f) Does the client have any major shareholders (holding >25%) which have direct or indirect dealings with Sanctioned Countries (as defined above)?

**Note:**

1. Based on the nature of the intermediate shareholders and/or other relevant connected persons, we may request for further information and documents
2. The organisation structure should be complete and go up to the individual ultimate beneficial owners or a listed entity or a government owned entity
3. ID proof can be a photo ID issued by a government agency – providing the full name & date of birth of the individual and it should be valid, at the least for the next 6 months.
4. Address proofs should be - bank statements or utility bills or government issued letter/document or a letter/document issued by an entity regulated for AML purposes. The address proof should be less than 3 months old from time of account opening. For individuals not resident in Mauritius we require either a utility bill or bank statement.
5. We can also accept address proof from a valid government issued ID card. Where the address proof is a government issued ID card (as for Malaysia, Singapore, etc.) it should be valid as on date and for the next 6 months.
6. Certification of ID and address proofs needs to be done by another SCB staff or another Banker or notary public or commissioner of oaths or representative of an entity regulated for AML purposes