

For reference purpose only

### What you need to bring:

	Company	Partnership	Sole-Proprietorship	Society / Club / Association	Professional Practices	Limited Liability Partnership
OCBC Business Account Application Form	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Certified true copies of NRIC/Passport of all Authorised Signatory(ies), Authorised Person(s), OCBC Velocity Authoriser(s), Beneficial Owner(s), and Compliance Officer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Certified true copies of residential address proof e.g. NRIC, utility bill, telephone bill, bank/credit card/insurance statement or extract from company search of all Authorised Signatory(ies), Authorised Person(s), and OCBC Velocity Authoriser(s) <i>(bill dated within last 3 months from date of application)</i>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Board Resolution (bank's standard / company's)	<input checked="" type="checkbox"/>					
Certified true copy of Memorandum & Articles of Association (M&A) / Constitution <i>(if available)</i>	<input checked="" type="checkbox"/>					
Certified true copies Form 49 / Application for Registration of a Company ("SuperForm") and Changes of Directors, Manager and Secretary <i>(if available)</i>	<input checked="" type="checkbox"/>					
Certified true copy of Form 24 (or latest annual return) / Application for Registration of a Company ("SuperForm") and Return of Allotment of Shares <i>(if available)</i>	<input checked="" type="checkbox"/>					
Certified true copy of Certificate of Registration with Registry of Societies				<input checked="" type="checkbox"/>		
Certified true copy of By-Laws of Society / Club / Association				<input checked="" type="checkbox"/>		
Certified true copy of Minutes of Meeting of Management Committee				<input checked="" type="checkbox"/>		
NRIC / Passport of Sole Proprietor / Partners – Original sighted		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Practicing Certificate – Original sighted					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <sup>1</sup>
Notice of Registration or Certificate of Registration from Registrar of LLP <i>(if available)</i>						<input checked="" type="checkbox"/>
Certified True Copy of LLP Agreement <i>(if available)</i> <sup>3</sup>						<input checked="" type="checkbox"/>
Certified Extract of the Resolution for the LLP – certified by Compliance Officer & 1 partner						<input checked="" type="checkbox"/>
Letter of Approval <sup>2</sup> from Governing Body – Original sighted						<input checked="" type="checkbox"/>
Annual Declaration of LLP <i>(if available)</i>						<input checked="" type="checkbox"/>

<sup>1</sup> Applicable to LLP formed by at least one professional practice

<sup>2</sup> Applicable to professional practices, i.e. Chartered Accountants, Advocates & Solicitors, and Secretary

<sup>3</sup> If not available, 2nd schedule of LLP Act shall apply

For **Housing Development Account-i (HDA-i)**, please bring along the following additional documents:

Company	1. Conditional Approval Letter from Ministry of Housing
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### Certification of true copies of documents:

Legal entities (Company)	All types of documents	1. Original sighted by OCBC staff; 2. Independent parties as follow:- <ul style="list-style-type: none"><li>a law firm, which is on the panel of lawyers of an OCBC Entity or of the OCBC Group, or a law firm comparable to these law firms;</li><li>a reputable firm of accountants or auditors;</li><li>a notary public, an independent lawyer or independent certified public or professional accountant;</li><li>an embassy, consulate or high commission of the country that issued the official identification document;</li><li>a member of the judiciary, a senior civil servant or serving police in a jurisdiction that is a FATF member, or a comparable jurisdiction;</li><li>a Chartered Secretary of the Institute of Chartered Secretaries and Administrators (ICSA)</li></ul>
Natural person		
Alternatively, the following documents can also be certified true as below:-		
Legal entities (Company)	Constitutional documents	1 Director; or company secretary
	Customer Issued documents	2 Directors; or company secretary + 1 director
Societies / Clubs / Associations	All documents	2 Office Bearers
Natural person <ul style="list-style-type: none"><li>Ultimate Beneficial Owner</li><li>Authorised Signatory</li><li>Authorised Person</li><li>Velocity Authorised</li></ul>	Identification documents	Independent party (ie not under employment of customer)  Note: in-house company secretary is not acceptable
Natural person <ul style="list-style-type: none"><li>Director</li></ul>		Other director Note: Director cannot CTC his own ID document