

# CHECKLIST OF DOCUMENTS REQUIRED FOR ACCOUNT OPENING & INFORMATION FORM PERSONAL BANKING CUSTOMERS

This form is an integral part of the Account Opening Form and/or Information Form Remarks

Additional documents may be required for the account opening upon request from the Bank. This check list and guideline is for reference only and the requirements stated may change from time to time. Should there be any inconsistencies between this document and the Bank's internal policy and procedures, the latter shall prevail

FOR BANK USE ONLY

Customer No:

|  |  |  |  |  |  |
|--|--|--|--|--|--|
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## SECTION 1 - GENERAL INFORMATION

| Customer Type   | Document Type                                 | Document Name   | Customer |          | Tick if submitted        |  |
|---|---|---|----------|----------|--------------------------|--|
|   |   |   | New      | Existing |                          |  |
| PERSONAL BANKING CUSTOMERS ( Individual & Joint Accounts) | Original                                      | Account Opening Form for Personal Banking Customers   | YES      | YES      | <input type="checkbox"/> |  |
|   | Original                                      | Supplementary Form for Joint Accounts   | YES      | YES      | <input type="checkbox"/> |  |
|   | Original                                      | Information Form for Personal Banking Customers<br><i>Note: This form is required for each Joint Account Holder and below documents are to be submitted for each individual</i>   | YES      | NO*      | <input type="checkbox"/> |  |
|   | Copy  | Supporting documents for additional income declared   | YES      | NO*      | <input type="checkbox"/> |  |
|   | Original                                      | Passport size photo for each signatory  | YES      | NO*      | <input type="checkbox"/> |  |
|   | Copy  | Identification for Maldivians: ID Card / Passport Card (original to be submitted for verification)  | YES      | NO*      | <input type="checkbox"/> |  |
|   | <b>Identification for other Nationalities</b> |   |          |          |                          |  |
|   | Copy  | Passport (original to be submitted for verification)  | YES      | NO*      | <input type="checkbox"/> |  |
|   | Copy  | Visa document (if resident in the Maldives)<br><i>Note: Expatriates with work visas must have a work permit issued for a minimum of 1 year, with at least 6 months of validity remaining. Expatriates with other visa types must have a valid visa. original visa document to be submitted for verification</i> | YES      | NO*      | <input type="checkbox"/> |  |
|   | Original                                      | Letter from employer, confirming employee's permanent address, present address & gross salary amount (if holding Work Visa)   | YES      | NO*      | <input type="checkbox"/> |  |

| Minor Accounts (additional documents required) |   |     |     |                          |
|--|---|-----|-----|--------------------------|
| Original                                       | Information Form for Personal Banking Customer - completed by Parent or Legal Guardian operating the account  | YES | NO* | <input type="checkbox"/> |
| Copy   | Supporting documents for additional income declared   | YES | NO* | <input type="checkbox"/> |
| Copy   | ID Card / Passport Card of Minor<br><i>Note: If ID Card / Passport Card of Minor does not show the name of parent, submit copy of Birth Certificate or other official documents which states parent name and relationship (original to be submitted for verification)</i> | YES | NO* | <input type="checkbox"/> |
| Copy   | ID Card / Passport Card of the parent or Legal Guardian (original to be submitted for verification)   | YES | NO* | <input type="checkbox"/> |
| Copy   | Court documents assigning Guardianship, if the Legal Guardianship of Minor is not the parent (original to be submitted for verification)  | YES | NO* | <input type="checkbox"/> |

NO\* - if you have not previously submitted the documents to Bank or information provided needs to be updated

#### Definitions

**“Foreigner”** means person other than Maldivian nationals as defined in the Law No. 1/2007 (Maldives Immigration Act).

**“Maldivian National”** means citizens of the Maldives as defined in the Constitutions of Republic of Maldives

**“Resident\*\*”** - “Resident” means a natural person who possesses a visa to stay in the Maldives (other than Tourists Visa) that has not expired, issued under the provisions of Law No. 1/2007 (Maldives Immigration Act).

**“Non-resident\*\*\*”** - “Non-Resident” means a natural person who does not possess a visa to stay in the Maldives, issued under the provision of the Law No. 1/2007 (Maldives Immigration Act).