

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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LIST OF DOCUMENTS TO BE PROVIDED

Type of Income	Document Type	Document Name	Customer		Tick if submitted	
			New	Existing		
General Information						
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 <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"/>	
	Identification for other Nationalities					
	Copy	Passport (original to be submitted for verification)	YES	NO*	<input type="checkbox"/>	
	Copy	Visa document (if resident in the Maldives) <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 <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"/>
INCOME VERIFICATION					
Salary	Copy	Letter / recent salary slip from employer indicating the income (Income range selected should be within the amounts indicated in the documents) (In case of existing customers, If Salary has been deposited in the past to the customer via BML payroll service, that will be considered as income verification without collecting any document)	YES	YES*	<input type="checkbox"/>
Family Remittance	Original	Letter from the family member indicating relationship and expected amount remitted to customer account (Income range selected should be within the amounts indicated in the documents)	YES	YES*	<input type="checkbox"/>
Rent	Copy	House Registry	YES	YES*	<input type="checkbox"/>
		Rental agreement	YES	YES*	<input type="checkbox"/>
		If rental income is declared from jointly owned property, no objection letter from joint owners.	YES	YES*	<input type="checkbox"/>
Other Income	Copy	Letter with supporting documents indicating the nature of the income-generating activity and the amount of income.	YES	YES*	<input type="checkbox"/>

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

YES* - if the Information provided to Bank is outdated and 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).

