

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

Customer No:

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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

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 (v-Sept/2016)	YES	YES	<input type="checkbox"/>	
	Original	Supplementary Form For Joint Accounts (v-April/2016)	YES	YES	<input type="checkbox"/>	
	Original	Information Form for Personal Banking Customers - Note: This form is required for each Joint Account Holder and below documents are to be submitted for each individual (v-April/2016)	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) - This includes Work Visa (original to be submitted for verification)	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 (v-April/2016)	YES	NO*	<input type="checkbox"/>	
	Copy	Supporting documents for additional income declared	YES	NO*	<input type="checkbox"/>	
	Copy	ID Card / Passport Card of Minor - 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)	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).

