

CHECK LIST for Non-Resident Corporates/Foreign Institutions

1. A copy of the certificate of incorporation of the company or equivalent document, issued by the Registrar of Companies*
2. If the company has changed its name, a copy of the certificate of name change issued by the Registrar of Companies*
3. A copy of the articles of association of the company or an equivalent
4. A copy of the certificate of Good Standing or an equivalent document issued within a period of one year by the Registrar of Companies*
5. A certified extract of the resolution passed by the Board of Directors to open the CDS account. In the alternative the company may provide a certification in the relevant section in the account opening form (CDS Form 2)
6. Certificate to Commence Business issued by the Registrar of Companies* (Where applicable)
7. A letter issued within 3-month period preceding the date of the application to the CDS from the Company Secretary confirming the names, addresses, occupations and passport numbers of Directors of the company.
8. If the company is listed in a regulated Stock Exchange only the names of directors and the name of the Stock Exchange (web site reference is sufficient) should be given
9. If the Director(s) is/are also a company, the following should be furnished
 - Name of the director of the company
 - Date of Incorporation
 - Place of Incorporation
 - Registered address
10. A letter, issued within 3-month period preceding the date of the application to the CDS to from the company confirming the top 10 shareholders/members' names and addresses. (Not applicable if the company is listed in a Stock Exchange. In such an instance web site reference, will be sufficient)
11. If the application includes a Global Custodian and the application is forwarded through a Custodian Bank, a copy of the SWIFT message or similar document issued by the Global Custodian instructing the local Custodian Bank to open the account on behalf of the beneficiary company should be submitted together with a declaration from the Global Custodian that a Custody arrangement or agreement exists between the Global Custodian and the beneficiary
12. CDS Form 2 (Attached)
13. CDS Form 2(A) (Attached)
14. A letter, issued from a Bank confirming the IIA (Inward Investment Account) Account details.
15. KYC Form (Attached) with Two Copies of Valid Passport of the Two Directors / Authorized Persons.
16. A separate Board Resolution required by authorizing the person(s) to give instructions to the CDS.

Note:

If a person other than a Director of the company signs the CDS application form on behalf of the applicant company

- A certified copy of the separate board resolution authorizing such persons to sign on behalf of the company
- A copy of the Passport of such persons should be attached