

ACCOUNT OPENING FOR ENTITIES

Required information and documents guide

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Welcome to Bank of Valletta

Thank you for your interest in banking with us!

At Bank of Valletta p.l.c. (BOV), we offer a wide range of business banking services to help you achieve your business goals. These services include account management, business loans, payment services, online banking, trade financing and cash management services.

How to start the account opening process

To start the account opening process with us:

1. You need to provide us with some documents and information. A list of documents according to the type of entity is available on the following pages
2. The company must be incorporated or registered with the appropriate authority. For example, a limited liability company must be incorporated with the Malta Business Registry, a voluntary organisation registered with The Office of the Commissioner for Voluntary Organisations and Condominium Associations must be registered with the Lands registry
3. Once you are ready to initiate the bank account application process, please [request an appointment](#) with your preferred BOV Branch. If you are already a BOV customer, kindly contact your Relationship Manager

Required information and documents guide

- Each type of entity will require different types of documents and information. Please choose the type of entity you wish to open an account for, to obtain the list of required documents
- This is a non-exhaustive list as applications are assessed on a case-by-case basis
- Depending on the outcome of our due diligence checks, we may ask you for additional information and documentation.
- The opening of the account is not guaranteed and is subject to the outcome of the Bank's due diligence assessment
- Please note that the Bank has the right to decline any application

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A REGULAR LIMITED LIABILITY

1. Detailed organigram of the company structure clearly indicating all the levels of the structure, including percentages and jurisdiction up till the ultimate beneficial owner - ***should be dated and not older than 6 months***
2. Detailed description of the company's operations and activities - ***signed by at least (1) director, date of signature to be not later than 6 months***
3. A copy of the most recent Memorandum and Articles of Association ("M&A") of the company requesting the banking relationship
4. A copy of the Certificate of Incorporation of the company requesting the banking relationship
5. For already incorporated companies, one-year audited accounts. ***If audited accounts are not available, you can provide management accounts or Business Plan or Business Projections***
6. Proof of Tax Identification Number (TIN)
7. List of employees that will be transacting on behalf of the business, if applicable
8. For beneficial owners (For individuals holding 25% of company shareholding):
 - i. A certified true copy of a valid identification document
 - ii. An original or certified true copy of proof of permanent residential address - ***this is not to be older than 6 months***. For valid Maltese ID cards, proof permanent residential address is not required
9. Identification (ID card / Passport / Driving Licence / Residency card) and verification (Utility bill if address is not present on identification document) of the bank account signatories
10. Board Resolution or any other official document that individual representing the company has the necessary documented authority to open accounts on behalf of corporate body, if the individual is not a director or legal representative in line with company's M & A or equivalent

The following forms will be provided by the Bank in due course:

1. Appointment of Bankers Form – to be signed by the authorised persons as appointed by the Directors of the Company
2. Know Your Customer Query Form – to be signed by the Legal and Judicial Representatives of the Company
3. FATCA & CRS - to be signed by the Legal and Judicial Representatives of the Company

GAMING COMPANIES

OPEX ACCOUNT

1. Detailed organigram of the company structure clearly indicating all the levels of the structure, including percentages and jurisdiction up till the ultimate beneficial owner - should be dated and not older than 6 months
2. A copy of the most recent Memorandum and Articles of Association ("M&A") of the company requesting the banking relationship
3. A copy of the Certificate of Incorporation of the company requesting the banking relationship
4. Copy of Letter of Intent form of the Gaming Authority / copy of Gaming Licence / copy of Recognition Notice from the Malta Gaming Authority
5. Copy of Business Plan submitted to the Malta Gaming Authority
6. Copy of any other licences in the name of the Company (if applicable)
7. For already incorporated companies, one-year audited accounts. If audited accounts are not available, you can provide management accounts or Business Plan or Business Projections.
8. Proof of Tax Identification Number (TIN)
9. For beneficial owners (For individuals holding 25% of company shareholding):
 - i. A certified true copy of a valid identification document
 - ii. An original or certified true copy of proof of permanent residential address - this is not to be older than 6 months. For valid Maltese ID cards, proof permanent residential address is not required
10. Identification (ID card / Passport / Driving Licence / Residency card) and verification (utility bill if address is not present on identification document) of the bank account signatories

The following forms will be provided by the Bank in due course:

11. Appointment of Bankers – to be signed by the authorised persons as appointed by the Directors of the Company
12. Know Your Customer Query Form – to be signed by the Legal and Judicial Representatives of the Company
13. FATCA & CRS - to be signed by the Legal and Judicial Representatives of the Company

GAMING COMPANIES

POOLED ACCOUNT

1. Detailed organigram of the company structure clearly indicating all the levels of the structure, including percentages and jurisdiction up till the ultimate beneficial owner - should be dated and not older than 6 months
2. A copy of the most recent Memorandum and Articles of Association ("M&A") of the company requesting the banking relationship
3. A copy of the Certificate of Incorporation of the company requesting the banking relationship
4. Copy of Licence issued by the Gaming Authority / Copy of Recognition notice from the Malta Gaming Authority
5. Copy of any other licences in name of the Company issued from other Gaming authorities outside Malta (if applicable)
6. For already incorporated companies, one-year audited accounts. If audited accounts are not available, you can provide management accounts or Business Plan or Business Projections
7. Proof of Tax Identification Number (TIN)
8. For beneficial owners (For individuals holding 25% of company shareholding)
 - i. A certified true copy of a valid identification document
 - ii. An original or certified true copy of proof of permanent residential address - this is not to be older than 6 months. For valid Maltese ID cards, proof permanent residential address is not required)
9. Identification (ID card / Passport / Driving Licence / Residency card) and verification (utility bill if address is not present on identification document) of the bank account signatories

The following forms will be provided by the Bank in due course:

10. Appointment of Bankers – to be signed by the authorised persons as appointed by the Directors of the Company
11. Know Your Customer Query Form – to be signed by the Legal and Judicial Representatives of the Company
12. Know Your Customer Questionnaire for Pooled Account Form
13. FATCA & CRS - to be signed by the Legal and Judicial Representatives of the Company

GAMING COMPANIES

WHITE LABEL AGREEMENT / SKIN (NO LICENCE NEEDED)

1. Detailed organigram of the company structure clearly indicating all the levels of the structure, including percentages and jurisdiction up till the ultimate beneficial owner - should be dated and not older than 6 months
2. A copy of the most recent Memorandum and Articles of Association ("M&A") of the company requesting the banking relationship
3. A copy of the Certificate of Incorporation of the company requesting the banking relationship
4. For already incorporated companies, one-year audited accounts. If audited accounts are not available, you can provide Management Accounts or Business Plan or Business Projections
5. Copy of White Label Agreement with licensed Entity
6. Proof of Tax Identification Number (TIN)
7. For beneficial owners (For individuals holding 25% of company shareholding):
 - i. A certified true copy of a valid identification document;
 - ii. An original or certified true copy of proof of permanent residential address - this is not to be older than 6 months. For valid Maltese ID cards, proof permanent residential address is not required)
8. Identification (ID card / Passport / Driving Licence / Residency card) and verification (utility bill if address is not present on identification document) of the bank account signatories
9. Know Your Customer Query Form – to be signed by the Legal and Judicial Representatives of the Company

The following forms will be provided by the Bank in due course:

10. Appointment of Bankers – to be signed by the authorised persons as appointed by the Directors of the Company
11. FATCA & CRS - to be signed by the Legal and Judicial Representatives of the Company

MARKETING AFFILIATES (NO LICENCE NEEDED)

1. Detailed organigram of the company structure clearly indicating all the levels of the structure, including percentages and jurisdiction up till the ultimate beneficial owner - should be dated and not older than 6 months
2. A copy of the most recent Memorandum and Articles of Association ("M&A") of the company requesting the banking relationship
3. A copy of the Certificate of Incorporation of the company requesting the banking relationship
4. For already incorporated companies, one-year Audited Accounts. If audited accounts are not available, you can provide management accounts or Business Plan or Business Projections
5. A sample agreement held with major gaming operators
6. Proof of Tax Identification Number (TIN)
7. For beneficial owners (For individuals holding 25% of company shareholding):
 - i. A certified true copy of a valid identification document
 - ii. An original or certified true copy of proof of permanent residential address - this is not to be older than 6 months. For valid Maltese ID cards, proof permanent residential address is not required)
8. Identification (ID card / Passport / Driving Licence / Residency card) and verification (Utility bill if address is not present on identification document) of the bank account signatories

The following forms will be provided by the Bank in due course:

9. Appointment of Bankers – to be signed by the authorised persons as appointed by the Directors of the Company
10. Know Your Customer Query Form – to be signed by the Legal and Judicial Representatives of the Company
11. FATCA & CRS - to be signed by the Legal and Judicial Representatives of the Company

AVIATION

1. Detailed organigram of the company structure clearly indicating all the levels of the structure, including percentages and jurisdiction up till the ultimate beneficial owner - **should be dated and not older than 6 months**
2. A copy of the most recent Memorandum and Articles of Association ("M&A") of the company requesting the banking relationship
3. A copy of the Certificate of Incorporation of the company requesting the banking relationship
4. Copy of Air Operating Licence
5. Copy of Air Operating Certificate
6. For Air Carrier (carrying people), AOC – Air Carrier Operating Certificate and Certificate of Airworthiness
7. Copy of Lease Agreements – (Dry or Wet Lease). In case of Wet Lease, agreement of Crew Recruitment and Crew Management is required
8. For already incorporated companies, one-year audited accounts. **If audited accounts are not available, you can provide management accounts or Business Plan or Business Projections**
9. Proof of Tax Identification Number (TIN)
10. For beneficial owners (For individuals holding 25% of company shareholding):
 - i. A certified true copy of a valid identification document
 - ii. An original or certified true copy of proof of permanent residential address - **this is not to be older than 6 months**. For valid Maltese ID cards, proof permanent residential address is not required)
11. Identification (ID card / Passport / Driving Licence / Residency card) and verification (utility bill if address is not present on identification document) of the bank account signatories
12. Know Your Customer Query Form – to be signed by the Legal and Judicial Representatives of the Company

The following forms will be provided by the Bank in due course:

13. Appointment of Bankers – to be signed by the authorised persons as appointed by the Directors of the Company
14. FATCA & CRS - to be signed by the Legal and Judicial Representatives of the Company

SHIPPING

1. Detailed organigram of the company structure clearly indicating all the levels of the structure, including percentages and jurisdiction up till the ultimate beneficial owner - **should be dated and not older than 6 months**
2. A copy of the most recent Memorandum and Articles of Association ("M&A") of the company requesting the banking relationship
3. A copy of the Certificate of Incorporation of the company requesting the banking relationship
4. Copy of the Certificate of Shipping Registration
5. Copy of Chartered Agreement, if vessel is going to be chartered
6. Copy of Lease Agreements – (Dry or Wet Lease). In case of Wet Lease, agreement of Crew Recruitment and Crew Management is required
7. For already incorporated companies, one-year audited accounts. **If audited accounts are not available, you can provide management accounts or Business Plan or Business Projections**
8. Proof of Tax Identification Number (TIN)
9. For beneficial owners (For individuals holding 25% of company shareholding):
 - i. A certified true copy of a valid identification document
 - ii. An original or certified true copy of proof of permanent residential address - **this is not to be older than 6 months**. For valid Maltese ID cards, proof permanent residential address is not required)
10. Identification (ID card / Passport / Driving Licence / Residency card) and verification (utility bill if address is not present on identification document) of the bank account signatories

The following forms will be provided by the Bank in due course:

11. Appointment of Bankers – to be signed by the authorised persons as appointed by the Directors of the Company
12. Know Your Customer Query Form – to be signed by the Legal and Judicial Representatives of the Company
13. FATCA & CRS - to be signed by the Legal and Judicial Representatives of the Company

SICAV AND/OR SUB FUNDS

1. Detailed organigram of the company structure clearly indicating all the levels of the structure, including percentages and jurisdiction up till the ultimate beneficial owner - **should be dated and not older than 6 months**
2. A copy of the most recent Memorandum and Articles of Association ("M&A") of the company requesting the banking relationship
3. A copy of the Certificate of Incorporation of the company requesting the banking relationship
4. Licence approval or authorisation approval issued by MFSA
5. Offering Memorandum
6. Offering Supplement of each sub fund
7. Names of custodian, fund administrator, fund manager and jurisdiction of incorporation
8. Declaration from the fund administrator reflecting whether there are investors having 10% or more in each sub fund
9. For already incorporated companies, one-year audited accounts. **If audited accounts are not available, you can provide management accounts or Business Plan or Business Projections**
10. Proof of Tax Identification Number (TIN)
11. For beneficial owners: (SICAV – Founder Shareholders or Sub-Funds – Investors)
 - i. A certified true copy of a valid identification document
 - ii. An original or certified true copy of proof of permanent residential address - **this is not to be older than 6 months**. For valid Maltese ID cards, proof permanent residential address is not required)
12. Identification (ID card / Passport / Driving Licence / Residency card) and verification (utility bill if address is not present on identification document) of the bank account signatories

The following forms will be provided by the Bank in due course:

13. Appointment of Bankers – to be signed by the authorised persons as appointed by the Directors of the Company
14. Know Your Customer Questionnaire for Pooled Account Form
15. FATCA & CRS - to be signed by the Legal and Judicial Representatives of the Company

CELL COMPANIES

1. Detailed organigram of the company structure clearly indicating all the levels of the structure, including percentages and jurisdiction up till the ultimate beneficial owner - should be dated and not older than 6 months
2. A copy of the most recent Memorandum and Articles of Association ("M&A") of the company requesting the banking relationship
3. Licence or in principal approval issued by MFSA
4. Cell Management Agreement
5. For already incorporated companies, one-year consolidated financials of the Protected Cell Company (PCC) reflecting the accounting information of the Cell being onboarding. If audited accounts are not available, you can provide management accounts or Business Plan or Business Projections
6. Proof of Tax Identification Number (TIN)
7. Identification and verification of the bank account signatories
8. For beneficial owners (For individuals holding 25% of company shareholding):
 - i. A certified true copy of a valid identification document
 - ii. An original or certified true copy of proof of permanent residential address - this is not to be older than 6 months. For valid Maltese ID cards, proof permanent residential address is not required)

The following forms will be provided by the Bank in due course:

9. Appointment of Bankers - to be signed by the authorised persons as appointed by the Directors of the Company
10. FATCA & CRS - to be signed by the Legal and Judicial Representatives of the Company

TRUST

Required information and documents guide

1. A certified true copy of the trust deed or a relevant extract of the trust deed or a signed declaration by the trustee containing the following information:
 - i. the official full name of the trust
 - ii. the nature and purpose of the trust
 - iii. the date and place/country of establishment
 - iv. the registration number (if applicable)
 - v. the name of the settlor/s, protector/s (if any) and beneficiary/ies/class of beneficiaries
2. Proof that an authorisation has been issued by the relevant authority for that person or entity to act as a trustee or a certified true copy of the licence. Where the trust does not require authorisation from the relevant authority, the trustee is to provide in writing, an explanation why such an authorisation is not required, by making reference to the applicable law which exempts him/her from requiring an authorisation to act as a trustee.
3. M & A and Certificate of Incorporation of the Corporate Trustee.
4. For individual trustees, settlor/s, beneficiaries, and protector/s the following is required:
 - i. A certified true copy of a valid identification document
 - ii. Proof of permanent residential address (not older than 6 months)
5. Assets in the Trust through either the latest one -year audited accounts or, through the management accounts duly signed by the trustees of the Trust.
6. Latest financial accounts/balance sheet of the Trust.
7. Form AFC 01 Source of Wealth for the Settlor/s.
8. Proof of Tax Identification Number (TIN).
9. Board Resolution or any other official document that individual representing the Trustee has the necessary documented authority to open accounts on behalf of corporate body, if the individual is not a director or legal representative in line with company's M & A or equivalent.

The following forms will be provided by the Bank in due course:

10. Form AFC 01 Source of Wealth for the Settlor/s.
11. ATCA & CRS - to be signed by the Legal and Judicial Representatives of the Corporate Trustees
12. Appointment of Bankers – to be signed by the authorised persons as appointed by the Directors of the Corporate Trustees.
13. Identification Record of Underlying Beneficiary Form.
14. Know Your Customer Query Form.

CONDOMINIUM

1. The original or a certified true copy of the Registration Certificate Form 1 of Condominium from the Lands Department showing who the administrator is
2. In the case of an individual administrator:
A certified true copy of a valid identification and address verification documents of the Administrator and the signatory/ies and BOV Internet and Mobile Banking users
3. In the case of a corporate administrator:
 - i. a letter from a representative of the individual Corporate Administrator authorising the individual approaching the Bank to represent the company to open an account for a specific block of apartments
 - ii. a copy of the representative's valid identification document
4. List of employees that will be transacting on behalf of the business, if applicable.
5. Indication of the annual incoming funds.

The following forms will be provided by the Bank in due course:

4. FATCA & CRS - to be signed by the Administrator
5. Appointment of Bankers for Associations Form - to be signed by the Administrator
6. Know Your Customer Query (Associations) Form - to be signed by the Administrator

ASSOCIATION/ CLUB/ CHARITY/NGO

1. The original or a certified true copy of the most recent version of the constitutive document that includes:
 - i. the official full name of the entity
 - ii. the registration number
 - iii. the date of registration
 - iv. the registered address of the entity or its principal place of business
 - v. the class/category of persons in whose main interest the association/club/charity/NGO is set up or operates in
 - vi. the nature, object and legitimate purpose of the entity
 - vii. the full name of the President, Vice President, Treasurer and Secretary (“Key Persons”).
2. If the Key Persons mentioned in the constitutive document no longer hold their position, a signed resolution indicating the new Key Person/s is required.
3. A certified true copy of a valid identification document for all the identified Key Person/s, including signatories and BOV Internet and Mobile Banking users.
4. Proof of permanent residential address for all the identified Key Person/s including signatories and BOV Internet and Mobile Banking users - this should not be older than 6 months.
5. Latest audited accounts/projections.
6. List of individuals to transact on behalf of the entity, if different from Key persons.
7. The Certificate of Registration (if available).
8. A signed declaration from a Key Person confirming the legal status of the entity.
9. Proof of Tax Identification Number (TIN).
10. Board Resolution or any other official document that individual representing the Association/Club/Charity/NGO has the necessary documented authority to open accounts on behalf of corporate body, if the individual is not a legal representative in line with entity’s constitutive document.

The following forms will be provided by the Bank in due course:

11. Appointment of Bankers Form - to be signed by the signatories as indicated in the same form.
12. Know Your Customer Query Form - Form will be provided by the bank according to the entity.
13. FATCA & CRS Form - to be signed by the authorised person/s as stated in the constitutive document.

SOLE TRADER

1. A certified true copy of a valid identification document.
2. Proof of permanent residential address - **this is not to be older than 6 months.**
3. VAT Certificate together with the VAT Information Sheet (Page 2 of VAT Certificate).
4. Description of the business operations and activities.
5. Latest Profit & Loss, if business is already in operation or business projections if a start-up.

The following forms will be provided by the Bank in due course:

6. Source of Wealth Declaration.
7. FATCA & CRS Self-certification Form.
8. Know Your Customer Query Form.

POLITICAL PARTIES

1. The original or a certified true copy of the most recent version of the constitutive document showing the:
 - i. Official full name of the political party
 - ii. Registration number of the political party
 - iii. Date of registration of the political party
 - iv. Address of the political party
 - v. Legitimate purpose of the political party.
 - vi. Full name of the Leader, Deputy Leader, Treasurer and Executive Secretary (“Key Persons”).
2. If the Key Person/s mentioned in the constitutive document as per (vi) have changed, a signed board resolution indicating the new Key Person/s is required.
3. A certified true copy of a valid identification document for all the identified Key Person/s including signatories and BOV Internet and Mobile Banking users.
4. Evidence of registration with the Malta Electoral Commission.
5. Proof of Tax Identification Number (TIN).
6. Board Resolution or any other official document that individual representing the entity has the necessary documented authority to open accounts on behalf of corporate body, if the individual is not a legal representative in line with entity’s constitutive document.

The following forms will be provided by the Bank in due course:

7. Appointment of Bankers Form - to be signed by the authorised person/s as approved by a Board Resolution signed by the Secretary of the Political Party.
8. Know Your Customer Query Form - to be signed by the authorised person/s as appointed in the Constitutive document.
9. FATCA & CRS Form - to be signed by the authorised person/s as stated in the Constitutive document.

FOUNDATION

1. The original or a certified true copy of the most recent version of the constitutive document that includes the:
 - i. Official full name of the Foundation
 - ii. Registration number of the Foundation
 - iii. Date of registration of the Foundation
 - iv. Registered address or its principal place of business
 - v. Class/category of persons in whose main interest the Foundation is set up or operates
 - vi. Nature, object and legitimate purpose of the Foundation
 - vii. Full name of the Key Persons (the founder, administrator/s guardian, protector or members of the supervisory council)
2. The ownership and control structure of the Foundation, unless included in the Foundation deed.
3. If the Key Persons mentioned in the constitutive document no longer hold their position, a signed resolution by the Administrators of the Foundation indicating the new Key Person/s is required.
4. A certified true copy of a valid identification document for all the identified Key Person/s, signatories and BOV Internet and Mobile Banking users.
5. Proof of permanent residential address for all the identified Key Person/s, signatories and BOV Internet and Mobile Banking users - this should not be older than 6 months.
6. The Certificate of Registration, if applicable.
7. Proof of Tax Identification Number (TIN).
8. One-year audited accounts. If audited accounts are not available, you can provide management accounts duly signed by the authorized members of the Board of Governors of the Foundation.
9. Board Resolution or any other official document that individual representing the entity has the necessary documented authority to open accounts on behalf of corporate body if the individual is not a legal representative in line with entity's constitutive document.

The following forms will be provided by the Bank in due course:

10. FATCA & CRS Form - to be signed by the person/s authorised to sign on behalf of the Foundation.
11. Appointment of Bankers for Associations Form - to be signed by the person/s authorised to sign on behalf of the Foundation.
12. Know Your Customer Query Form - to be signed by the person/s authorised to sign on behalf of the foundation.

LOCAL GOVERNMENT DEPARTMENT/ AGENCY /MINISTRY ACCOUNT

1. A letter/email of authorisation addressed to the Manager at BOV authorised and signed depending on whether the account is meant for a Local Government Department/Agency or a Ministry:

Local Government Department or Agency:

The authorisation letter/email is to be issued by the Ministry of the respective department/agency and signed by the Permanent Secretary

Ministry:

The authorisation letter/email is to be issued by the Ministry of Finance or the relevant Permanent Secretary, signed by the Minister/or Permanent Secretary of Finance.

In both cases, authorisation letter is to specify the:

- i. request to open an account in the name of the Government Department/Agency/Ministry
 - ii. purpose of the account
 - iii. details of Key Person/s and the persons identified to sign the necessary opening of account and mandate forms and other forms on behalf of the Government Department/Agency/Ministry as well as signatories and BOV Internet and Mobile Banking users of the account
2. A certified true copy of a valid identification document for the signatories and the BOV Internet and Mobile Banking users identified in the letter.
 3. Proof of permanent residential address for the signatories and the BOV Internet and Mobile Banking users identified in the letter - this should not be older than 6 months.
 4. Detailed explanation of the entity's operations and activities.
 5. Detailed description of how the annual incoming funds were calculated.
 6. Proof of Tax Identification Number (TIN).

The following forms will be provided by the Bank in due course:

7. Appointment of Bankers for Associations Form - to be signed by the authorised signatories specifically appointed in letter of authorization.
8. FATCA & CRS - to be signed by the authorised signatories as stated in the letter of authorisation.
9. Know Your Customer Query Form - to be signed by the authorised signatories as stated in the letter of authorisation.

LOCAL COUNCIL

1. A letter on the Local Council's letterhead addressed to the Manager BOV, signed by the Mayor and the Executive Secretary specifying:
 - i. their request to open an account in the name of the Local Council
 - ii. the purpose of the account
 - iii. the anticipated funds to be channelled through the account
2. A certified true copy of a valid identification document for all the identified Key Person/s (e.g., Mayor and Executive Secretary), signatories and BOV Internet Banking and Mobile Banking users
3. Proof of permanent residential address for all the identified Key Person/s, signatories and BOV Internet Banking and Mobile Banking users - this should not be older than 6 months
4. Proof of Tax Identification Number (TIN)

The following forms will be provided by the Bank in due course:

5. FATCA & CRS Form - signed by the Mayor and the Executive Secretary
6. Know Your Customer Query Form – to be signed by the Mayor and the Executive Secretary
7. Appointment of Bankers - to be signed by the Mayor and the Executive Secretary

COMMERCIAL & UNREGISTERED (CIVIL) PARTNERSHIP ACCOUNT

1. The original or certified true copy of the most recent partnership agreement or other constitutive document signed by all Partners
2. For Partners (Natural Persons):
 - i. A certified true copy of a valid identification document
 - ii. Proof of permanent residential address - this should not be older than 6 months
 - iii. Source of Wealth Declaration Form - to be filled in and signed by each Partner
3. Proof of Tax Identification Number (TIN)
4. VAT Certificate.
5. Latest Profit & Loss, if business is already in operation or business projections if a start-up.
6. List of employees transacting obo the partnership, if applicable.
7. Board Resolution or any other official document that individual representing the partnership has the necessary documented authority to open accounts on behalf of corporate body, if the individual is not a partner in line with entity's agreement.

The following forms will be provided by the Bank in due course:

8. Appointment of Bankers Form - to be signed by the Partners.
9. Know Your Customer Query Form - to be signed by the Partners.
10. FATCA & CRS Form - to be signed by the authorised person/s as stated in the Appointment of Bankers Form

EMBASSY OR HIGH COMMISSION

1. A letter on the Embassy's or High Commission's letterhead addressed to the Manager BOV, signed by the Ambassador/ Head of Mission specifying:
 - i. the request to open an account in the name of the Embassy/High Commission
 - ii. the purpose of the account
 - iii. the anticipated funds to be channelled through the account
2. A certified true copy of a valid identification document for all the identified Key Person/s (e.g. Ambassador/High Commissioner), authorised signatories and BOV Internet and Mobile Banking users
3. Proof of permanent residential address for all the identified Key Person/s, including signatories and BOV Internet and Mobile Banking users - **this should not be older than 6 months**
4. Proof of Tax Identification Number (TIN).
5. Board Resolution or any other official document that individual representing the entity has the necessary documented authority to open accounts on behalf of corporate body.

The following forms will be provided by the Bank in due course:

6. Appointment of Bankers Form - to be signed by the authorised person/s as approved by the Ambassador/Head of Mission
7. Know Your Customer Query Form - to be signed by the authorised person/s as approved by the Ambassador/Head of Mission
8. FATCA & CRS Form - to be signed by the authorised person/s as approved by the Ambassador / Head of Mission

COOPERATIVE

1. Detailed organigram of the cooperative structure clearly indicating the founding members, should be dated and not older than 6 months
2. Detailed description of the cooperative common goal and activities - signed by at least (1) member, date of signature to be not later than 6 months
3. Copy of Statute of the Cooperative should be dated (certified copy required)
4. A copy of the Certificate of Registration issued by the Board of Co-operatives (certified copy required)
5. For already operational Co-operatives, one-year audited accounts. If audited accounts are not available, you can provide management accounts or Business Plan or Business Projections
6. Proof of Tax Identification Number (TIN)
7. List of employees that will be transacting on behalf of the business, if applicable
8. For beneficial owners (For each member of the cooperative):
 - i. A certified true copy of a valid identification document
 - ii. An original or certified true copy of proof of permanent residential address - this is not to be older than 6 months. For valid Maltese ID cards, proof permanent residential address is not required)
9. Identification (ID card / Passport / Driving Licence / Residency card) and verification (Utility bill if address is not present on identification document) of the bank account signatories;
10. Board Resolution or any other official document that individual representing the cooperative has the necessary documented authority to open accounts on behalf of corporate body.

The following forms will be provided by the Bank in due course:

11. Appointment of Bankers – to be signed by the authorised persons as per statute
12. Know Your Customer Query Form – to be signed by the Legal and Judicial Representatives of the Company; (as per statute)
13. FATCA & CRS - to be signed by the Legal and Judicial Representatives of the Company (as per statute).

CORPORATE SERVICE PROVIDER

Not Licensed entity

1. Detailed organigram of the company structure clearly indicating all the levels of the structure, including percentages and jurisdiction up till the ultimate beneficial owner - should be dated and not older than 6 months
2. Detailed description of the company's operations and activities - signed by at least (1) director, date of signature to be not later than 6 months
3. A certified true copy of the most recent Memorandum and Articles of Association ("M&A") of the company requesting the banking relationship
4. A certified true copy of the Certificate of Incorporation of the company requesting the banking relationship
5. Certified true copy of M & A and Certificate of Incorporation of qualifying companies within the structure + Certificate of Incumbency for foreign companies
6. For already incorporated companies, one-year audited accounts. If audited accounts are not available, you can provide management accounts or Business Plan or Business Projections
7. If structure is complex/part of group, a copy of the latest consolidated accounts is requested
8. Proof of Tax Identification Number (TIN)
9. List of employees that will be transacting on behalf of the business, if applicable
10. For beneficial owners (For individuals holding 25% of company shareholding):
 - i. A certified true copy of a valid identification document
 - ii. An original or certified true copy of proof of permanent residential address - this is not to be older than 6 months. For valid Maltese ID cards, proof permanent residential address is not required
10. Identification (ID card / Passport / Driving Licence / Residency card) and verification (Utility bill if address is not present on identification document) of the bank account signatories
11. Board Resolution or any other official document that individual representing the company has the necessary documented authority to open accounts on behalf of corporate body, if the individual is not a director or legal representative in line with company's M & A or equivalent

The following forms will be provided by the Bank in due course:

12. Appointment of Bankers Form – to be signed by the authorised persons as appointed by the Directors of the Company
13. Know Your Customer Query Form – to be signed by the Legal and Judicial Representatives of the Company
14. FATCA & CRS - to be signed by the Legal and Judicial Representatives of the Company

CORPORATE SERVICE PROVIDER

Licensed entity

1. Detailed organigram of the company structure clearly indicating all the levels of the structure, including percentages and jurisdiction up till the ultimate beneficial owner - should be dated and not older than 6 months
2. Detailed description of the company's operations and activities - signed by at least (1) director, date of signature to be not later than 6 months
3. A certified true copy of license
4. A certified true copy of the most recent Memorandum and Articles of Association ("M&A") of the company requesting the banking relationship
5. A certified true copy of the Certificate of Incorporation of the company requesting the banking relationship
6. Certified True Copy of M & A and Certificate of Incorporation of qualifying companies within the structure + Certificate of Incumbency for foreign companies
7. For already incorporated companies, one-year audited accounts. If audited accounts are not available, you can provide management accounts or Business Plan or Business Projections
8. If structure is complex/part of group, a copy of the latest consolidated accounts is requested
9. Proof of Tax Identification Number (TIN)
10. List of employees that will be transacting on behalf of the business, if applicable.
11. For beneficial owners (For individuals holding 25% of company shareholding):
 - i. A certified true copy of a valid identification document
 - ii. An original or certified true copy of proof of permanent residential address - this is not to be older than 6 months. For valid Maltese ID cards, proof permanent residential address is not required
12. Identification (ID card / Passport / Driving Licence / Residency card) and verification (Utility bill if address is not present on identification document) of the bank account signatories
13. Board Resolution or any other official document that individual representing the company has the necessary documented authority to open accounts on behalf of corporate body, if the individual is not a director or legal representative in line with company's M & A or equivalent

The following forms will be provided by the Bank in due course:

14. Appointment of Bankers Form – to be signed by the authorised persons as appointed by the Directors of the Company
15. Know Your Customer Query Form – to be signed by the Legal and Judicial Representatives of the Company
16. FATCA & CRS - to be signed by the Legal and Judicial Representatives of the Company
17. Know Your Customer Questionnaire for Pooled Account Form