

Change in Shareholding Structure		
1.	A duly dated and signed shareholding structure (where appropriate), clearly mentioning the percentage shareholding interest held. The structure should go back to the ultimate beneficial owner(s). The document may be signed by either the Management Company, the Registered Agent, a director, the company secretary, an accountant or the beneficial owner.	<input type="checkbox"/>
2.	Updated Register of Shareholders signed/certified by the Company secretary or Management Company/ Registered Agent.	<input type="checkbox"/>
3.	A Declaration of Beneficial Ownership of the entity duly signed by any director/ company secretary/ authorised signatories as per acts and deeds of the applicant.	<input type="checkbox"/>
4.	Form "F2064 - Self Certification Form for Entities".	<input type="checkbox"/>
Change in Business Activity		
1.	<p>A. A duly dated and signed business plan or certified true copy thereof, clearly detailing the business activities of the Company and including the sources and application of funds and estimated volume of inflows and outflows. The business plan may be signed by either the Management Company, the Registered Agent, a director, the company secretary, an accountant, the beneficial owner or signatories as per Acts and Deeds OR A certified true copy of the latest financial summary or audited accounts/financial statements.</p> <p>B. Any official licence mentioning the change in business activity.</p>	<input type="checkbox"/>
		<input type="checkbox"/>
Change in Individual Shareholders (unknown to the bank)		
1.	* (please refer to table * CDD documents).	<input type="checkbox"/>
Change in Corporate Shareholder (unknown to the bank)		
1.	A certified true copy of Certificate of Incorporation or an electronic certificate of incorporation (e-Certificate).	<input type="checkbox"/>
2.	<p>A. A certified true copy of the register of shareholders (or equivalent document) signed by either the company secretary or director or Registered Agent.</p> <p>OR</p> <p>B. A confirmation of shareholding from Notary/Attorney (unless information is already available in Extrait K-Bis or in extracts from Companies Registry).</p>	<input type="checkbox"/>
Change in identification details or residential addresses for any of the existing Principals/Parties		
1.	<p>For individuals:</p> <p>(a) Ultimate beneficial owner/ Director/ Signatory - Updated passport/ID copies and/or updated proof of residential address dated not more than 3 months.</p>	<input type="checkbox"/>
2.	<p>For Corporate entities:</p> <p>(a) Certificate of change in name</p> <p>(b) Certificate of re-demociliation (if applicable)</p> <p>(c) Evidence of change in license where applicable.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Change in Director (unknown to the bank)

1.	Updated Register of Directors signed/certified by Management Company/Registered Agent.	<input type="checkbox"/>
2.	For individual director: *(please refer to table * CDD documents).	<input type="checkbox"/>

Change in Signatories (unknown to the bank)

1.	<p>Resolution (original or certified true copy) appointing the new signatories (as well as listing the signatories' specimen signatures) and giving the authority to the signatories for the operation of accounts and the signing of documents.</p> <p>Resolution may be in the form of:</p> <p>(a) A written resolution signed by all directors; or</p> <p>(b) An extract of minutes signed by the Company Secretary or any director.</p> <p>For new signatory (unknown to the bank): *(please refer to table * CDD documents).</p>	<input type="checkbox"/>
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Change in the registered and/or mailing addresses of the Entity (applicant)

1.	<p>A. Resolution (original or certified true copy) or a letter signed as per acts and deeds notifying the bank of the change in registered address.</p> <p>Resolution may be in the form of:</p> <p>(a) A written resolution signed by all directors; or</p> <p>(b) An extract of minutes signed by the Company Secretary or any director.</p> <p>OR</p> <p>B. Notice of Change of Registered Address.</p> <p>OR</p> <p>C. A certified true copy of an updated extract from the relevant Companies Registry (dated less than 6 months) reflecting the new registered address.</p>	<input type="checkbox"/>
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***CDD documents
Significant Shareholder(s) holding 20% or more, Director, Signatory**

Individual Director / Signatory:		
•	Original or certified true copy of proof of identity in the form of a valid passport identity card with clear photographic image bearing the individual's specimen signature.	<input type="checkbox"/>
•	Original or certified true copy of proof of current permanent residential address dated less than 3 months.	<input type="checkbox"/>
•	Original or certified true copy of the specimen signature.	<input type="checkbox"/>
Individual significant shareholder holding 20% or more:		
•	Original or certified true copy of proof of identity in the form of a valid passport identity card with clear photographic image, bearing the individual's specimen signature.	<input type="checkbox"/>
•	Original or certified true copy of proof of current permanent residential address dated less than 3 months.	<input type="checkbox"/>
•	A letter of reference from a reputable bank (dated less than 3 months) or letter of authority, for non-resident individual(s).	<input type="checkbox"/>
•	A copy of curriculum vitae (CV) of the settlor clearly mentioning the qualifications & work experience and the timeframe relating to same and providing clear indication of the individual's source of funds/wealth (for non-resident/ non-citizen).	<input type="checkbox"/>

Change in Entity Type

1.	A certified true copy of Certificate of Incorporation or an electronic certificate of incorporation (eCertificate) of change in regime.	<input type="checkbox"/>
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Change in Management Company (MC)/Registered Agent (RA)

Where the incoming MC/RA has a relationship with the bank

1.	Notification letter sent to FSC/relevant authority by incoming MC/RA informing FSC/relevant authority of change of MC/RA.	<input type="checkbox"/>
2.	Notification letter sent to FSC/relevant authority by outgoing MC/RA informing FSC/relevant authority of change of MC/RA.	<input type="checkbox"/>
3.	An updated register of Directors signed/certified by the MC/RA.	<input type="checkbox"/>
4.	CDD documents for the new directors (if applicable) as follows: *(please refer to table * CDD documents).	<input type="checkbox"/>
5.	Resolution (original or certified true copy) providing the new registered address and appointing the persons authorized to sign on behalf of the company, together with their specimen signatures. Resolution may be in the form of a written resolution, signed by all directors or extract of minutes signed by Company Secretary or any director.	<input type="checkbox"/>
6.	Undertaking to provide FSC receipt for renewal of licence.	<input type="checkbox"/>
7.	Duly completed and signed F 1533F - Call Back and Indemnity Form.	<input type="checkbox"/>

Change in Management Company (MC)/Registered Agent (RA)

Where the incoming MC/RA has no relationship with the bank

1.	A certified true copy of Certificate of Incorporation or an electronic certificate of incorporation (e-Certificate).	<input type="checkbox"/>
2.	A certified true copy of the Management Licence (if any).	<input type="checkbox"/>
3.	A certified true copy of the register of directors signed by either the company secretary or Registered Agent. OR A confirmation of Directorship from Notary/Attorney (unless information is already available in Extrait K-Bis or in extracts from Companies Registry).	<input type="checkbox"/>
4.	Resolution (original or certified true copy) appointing the persons authorised to sign on behalf of the company when the company is acting as Management Company/Registered Agent, together with their specimen signatures. Resolution may be in the form of a written resolution signed by all directors or extract of minutes signed by Company Secretary or any director.	<input type="checkbox"/>

Mandatory Document

1.	Letter signed by the authorised signatories of Management Company confirming that the annual FSC license of the said company has been renewed.	<input type="checkbox"/>
2.	<p>A. A duly dated and signed business plan or certified true copy thereof, clearly detailing the business activities of the Company and including the sources and application of funds and estimated volume of inflows and outflows. The business plan may be signed by either the Management Company, the Registered Agent, a director, the company secretary, an accountant, the beneficial owner or signatories as per Acts and Deeds.</p> <p>OR</p> <p>B. A certified true copy of the latest financial summary or audited accounts/financial statements.</p>	<input type="checkbox"/>