

Change in Foundation		
1.	A structure chart showing the Founder, Protector, Secretary and Beneficiaries, as applicable, signed by either foundation secretary, a council member or an accountant.	<input type="checkbox"/>
2.	Documentary evidence of amendment(s) made at the level of the foundation and/or in the foundation charter.	<input type="checkbox"/>
3.	Undertaking from the Council Member(s)/Secretary to inform the Bank of any material change in the foundation or in its operations.	<input type="checkbox"/>
4.	A certified true copy of Proof of Good/Current Standing (if the foundation has been in existence for more than one year).	<input type="checkbox"/>
5.	Letter of undertaking from the Council that the name(s) of beneficiaries and CDD documents will be furnished to the Bank at the time of appointment.	<input type="checkbox"/>
6.	A letter signed by either foundation secretary, a council member or an accountant detailing the activities of the foundation and including the sources and application of funds and estimated volume of inflows and outflows with a 3-year forecast.	<input type="checkbox"/>
7.	A Declaration of Beneficial Ownership of the entity duly signed by the Council.	<input type="checkbox"/>
8.	Form "F2064 - Self Certification Form for Entities".	<input type="checkbox"/>

Change in Principal(s) to the Foundation For individuals (Founder, Council Member, Council Secretary, Beneficiary)		
1.	<p>Founder:</p> <ul style="list-style-type: none"> (a) 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. (b) Original or certified true copy of proof of current permanent residential address dated less than 3 months. (c) A letter of reference from a reputable bank (dated less than 3 months) or letter of authority, for non-resident individual(s). (d) 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). <p>Council member and Beneficiary:</p> <ul style="list-style-type: none"> (a) 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. (b) Original or certified true copy of proof of current permanent residential address dated less than 3 months. (c) A letter of reference from a reputable bank (dated less than 3 months) or letter of authority, for non-resident individual(s). <p>Council Secretary</p> <ul style="list-style-type: none"> (a) 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. (b) Original or certified true copy of proof of current permanent residential address dated less than 3 months. 	<div style="margin-bottom: 10px;"><input type="checkbox"/></div> <div style="margin-bottom: 10px;"><input type="checkbox"/></div> <div style="margin-bottom: 10px;"><input type="checkbox"/></div> <div style="margin-bottom: 10px;"><input type="checkbox"/></div> <div style="margin-bottom: 10px;"><input type="checkbox"/></div> <div style="margin-bottom: 10px;"><input type="checkbox"/></div> <div style="margin-bottom: 10px;"><input type="checkbox"/></div> <div style="margin-bottom: 10px;"><input type="checkbox"/></div> <div style="margin-bottom: 10px;"><input type="checkbox"/></div> <div style="margin-bottom: 10px;"><input type="checkbox"/></div> <div style="margin-bottom: 10px;"><input type="checkbox"/></div>

2.	<p>For non-individuals:</p> <p>Corporate Beneficiary</p> <ul style="list-style-type: none"> (a) Certificate of Incorporation. (b) Share Register. (c) CDD documents on all significant shareholders holding 20% or more (For corporates: Certificate of Incorporation & Share register; For Individuals: Same as point i) above). <p>Registered Agent/Council Secretary</p> <ul style="list-style-type: none"> (a) Certificate of Incorporation. (b) Resolution (original or certified true copy), appointing the persons authorized to sign on behalf of the Corporate Registered Agent/Council Secretary, together with their specimen signatures. (c) Register of directors signed by the company secretary or Registered Agent. (d) A certified true copy of Proof of Good/Current Standing (if the Corporate Registered Agent/Council Secretary has been in existence for more than one year). <p>Corporate Protector</p> <ul style="list-style-type: none"> (a) Certificate of Incorporation. (b) Register of directors to be signed by the company secretary or Registered Agent. (c) Resolution (original or certified true copy), appointing the persons authorized to sign on behalf of the Corporate Protector/Enforcer (or a list of authorized representatives) together with their specimen signatures. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
----	--	--

Change in identification details or residential addresses for any of the existing Principals

1.	<p>For individuals: Updated passport/ ID copies and/or updated proof of residential address dated not more than 3 months.</p>	<input type="checkbox"/>
----	---	--------------------------

Change in the registered and/or mailing addresses of the Foundation

1.	<p>Any other founding document or a letter signed by council members notifying the bank of the change in registered address.</p>	<input type="checkbox"/>
----	--	--------------------------