

## Account Opening Requirements

The documents required to establish the following accounts are listed below:

### Regular Savings Account and Chequing Deposit Account

#### NATIONALS

Our basic Account Opening Requirements are as follows:

- 2 forms of national ID
- Utility bill (to confirm residential and postal address) if bill is not in the individual's name, a confirmation letter from the bill account holder (must be accompanied by account holder ID)
- Salary slip/Job letter (new applicants)
- The initial deposit of \$10.00

#### NON-NATIONALS & NON-RESIDENT NATIONALS

Account Opening Requirements for persons residing overseas are as follows:

- Notarized photocopy of Passport pages plus other State provided picture Id
- Character/original bank references from overseas bankers
- Evidence of mailing/permanent residential address (utility bill, payment receipts etc.)
- Proof of employment (job letter, pay slip)
- Character reference from the police department
- Copy of bank statements
- Copy of Income Tax Returns for previous years
- The initial deposit of \$10.00

The ultimate responsibility lies with the applicant to ensure that all documents are submitted completed and correct as instructed. Completeness and correctness of documentation will expedite the account opening process.

Please note that documents requiring your signature must be notarized, by a Notary Royal, Solicitor or by your Bankers.

Completed documents can be scanned and e-mailed to [info@bosvg.com](mailto:info@bosvg.com) or faxed to 784-456-2612.

### Corporate Account

Thank you for your interest in Bank of St. Vincent and the Grenadines Ltd! Here are the account opening requirements for Corporations. In keeping with these requirements, the following information and documentation must be provided prior to opening the account.

Please note that the company will have to be registered in St. Vincent and the Grenadines, and the following list of documents submitted to us.

- Certificate of Incorporation
- Articles of Incorporation
- Registered Statutory Declaration
- Notice of Directors
- Notice of Secretary
- Notice of Address
- List of Majority Shareholders holding 5% or more
- Copies of Share Certificate
- Original Company Bye- Laws
- Board Resolution
- Certificate of Good Standing
- Original Bank References from a reputable financial institution on the company (if existing)
- Original Bank References from a reputable financial institution on every/all beneficial shareholder and every signatory
- A letter outlining services and web address/brochure.
- Notarized copies of two forms of Identification (passport pages, or other state provided picture ID) for all beneficial shareholders, and signatories
- Character and Financial references for each of the Executive Management and Principal and Signatories
- Audited Financial Statements for past three years (Projected if new)



- The initial deposit of \$500.00

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## Registered Businesses

Thank you for your interest in Bank of St. Vincent and the Grenadines Ltd. Here are the account opening requirements for Registered Businesses. In keeping with these requirements, the following information and documentation must be provided prior to opening the account.

- Certificate of Registration (The firm must be registered before the process begins)
- Statement of Particulars
- Two forms of ID for each signatory
- A reference letter from your current bankers
- Proof of Business Address
- Projected Cash Flow statement or Audited Financials
- Introductory Letter- This is a brief description of the company and a list of the signatories for the business
- The initial deposit of \$500.00

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