

**What you need to bring:**

	Company	Partnership	Sole-Proprietorship	Society / Club / Association	Professional Practices	Limited Liability Partnership
OCBC Business Account Application Form	√	√	√	√	√	√
Minimum deposit of RM1,000	√	√	√	√	√	√
Certified true copies of NRIC / Passport of All Authorised Signatory(ies), Authorised Person(s), and Compliance Officer	√	√	√	√	√	√
Board Resolution (bank's standard / company's)	√					
Certified true copy of Memorandum & Articles of Association (M&A) (Unless otherwise specified in M&A)	√					
Certified true copies Form 49	√					
Certified true copy of Form 24 (or latest annual return)	√					
Certified true copy of Certificate of Registration with Registry of Societies				√		
Certified true copy of By-Laws of Society / Club / Association				√		
Certified true copy of Minutes of Meeting of Management Committee				√		
NRIC / Passport of Sole Proprietor / Partners – Original Sighted		√	√		√	√
Practicing Certificate – Original Sighted					√	√ <sup>1</sup>
Notice of Registration or Certificate of Registration from Registrar of LLP						√
Certified True Copy of LLP Agreement (if available) <sup>3</sup>						√
Certified Extract of the Resolution for the LLP – certified by Compliance Officer & 1 partner						√
Letter of Approval <sup>2</sup> from Governing Body – Original Sighted						√ <sup>1</sup>
Annual Declaration of LLP (if available)						√

<sup>1</sup> Applicable to LLP formed by at least one professional practice

<sup>2</sup> Applicable to professional practices, i.e. Chartered Accountants, Advocates & Solicitors, and Secretary

<sup>3</sup> If not available, 2<sup>nd</sup> schedule of LLP Act shall apply

For **Housing Development Account (HDA)**, please bring along the following additional documents:

Company	Conditional Approval Letter from Ministry of Housing
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**Certification of true copies**

Photocopied documents must be certified true by signature from the following:

Company	1. 2 Directors; or 2. Company Secretary; or 3. Based on the M&A (if the authentication requirements are stricter than (1) or (2))
Society / Club / Association	Any 2 Office Bearers
Limited Liability Partnership (LLP)	Compliance Officer and 1 Partner

**Original Sighted of NRIC / Passport for Sole Proprietor / Partners\***

Partnership / Sole Proprietorship / Professional Practices / Limited Liability Partnership	OCBC Bank Officer
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\*Any 2 partners for Partnership and Professional Practices

Subject to account opening terms and conditions. For assistance on your account application, please call our Business Banking Commercial Service Centre at following number: 1) OCBC Bank (Malaysia) Berhad [1300-88-7000], 2) OCBC Al-Amin Bank Berhad [1300-88-0255]. For more information on the pricing, terms and conditions of our products and services, please visit [www.ocbc.com.my](http://www.ocbc.com.my).