

For reference purpose only

What you need to bring:

	Company	Partnership	Sole-Proprietorship	Society / Club / Association	Professional Practices	Limited Liability Partnership
OCBC Business Account Application Form	☒	☒	☒	☒	☒	☒
Certified true copies of NRIC/Passport of all Authorised Signatory(ies), Authorised Person(s), Velocity@ocbc Authoriser(s), Beneficial Owner(s), and Compliance Officer	☒	☒	☒	☒	☒	☒
Certified true copies of residential address proof e.g. NRIC, utility bill, telephone bill, bank/credit card/insurance statement or extract from company search of all Authorised Signatory(ies), Authorised Person(s), and Velocity@ocbc Authoriser(s) <i>(bill dated within last 3 months from date of application)</i>	☒	☒	☒	☒	☒	☒
Board Resolution (bank's standard / company's)	☒					
Certified true copy of Memorandum & Articles of Association (M&A) / Constitution <i>(if available)</i>	☒					
Certified true copies Form 49 / Application for Registration of a Company ("SuperForm") and Changes of Directors, Manager and Secretary <i>(if available)</i>	☒					
Certified true copy of Form 24 (or latest annual return) / Application for Registration of a Company ("SuperForm") and Return of Allotment of Shares <i>(if available)</i>	☒					
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					☒	☒ ¹
Notice of Registration or Certificate of Registration from Registrar of LLP <i>(if available)</i>						☒
Certified True Copy of LLP Agreement <i>(if available)</i> ³						☒
Certified Extract of the Resolution for the LLP – certified by Compliance Officer & 1 partner						☒
Letter of Approval ² from Governing Body – Original sighted						☒
Annual Declaration of LLP <i>(if available)</i>						☒

¹ Applicable to LLP formed by at least one professional practice

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

³ If not available, 2nd schedule of LLP Act shall apply

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

Company	1. Conditional Approval Letter from Ministry of Housing
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Certification of the copies of identification documents for natural persons and legal entities are performed by:

- Sighting the original by OCBC staff; - Independent parties as follow:- - a law firm, which is on the panel of lawyers of an OCBC Entity or of the OCBC Group, or a law firm comparable to these law firms; - a reputable firm of accountants or auditors; - a notary public, an independent lawyer or independent certified public or professional accountant; - an embassy, consulate or high commission of the country that issued the official identification document; - a member of the judiciary, a senior civil servant or serving police in a jurisdiction that is a FATF member, or a comparable jurisdiction; - a Chartered Secretary of the Institute of Chartered Secretaries and Administrators (ICSA) Note: In house company secretary is not acceptable
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