

Checklist for: Close Corporation

Requirements	Description
Registration Documents	CK1 – Founding Statement bearing the stamp of the Registrar of Close Corporations and signed by an authorised member or employee of the close corporation/CK2 and CK2A (where CK2A applicable) – Amended Founding Statement bearing the stamp of the Registrar of Close Corporations and signed by an authorised member or employee of the Close Corporation (as per PCC24 dated 12 September 2013/Registration Certificate signed by the CIPC
Proof of Business Address	Invoice issued to business (reflecting business physical address e.g. Utility Bill), SARS document or any account issued to business – not older than 6 months
Authorised Persons	Green Barcoded ID/Valid Passport and residential address
Members	Natural Person – Green Barcoded ID/Valid Passport and residential address
Resolution	Juristic Person – CIPC Disclosure Certificate of the holding company
Power of Attorney (if applicable)	Members Resolution (Green Barcoded ID/Valid Passport and residential address)
Agreements & Forms	Account Opening Form
	Terms and Conditions
Customs Document (if applicable)	Customs Imports and Export registration letter OR SAD500 and Import verification

Checklist for: External Company

Requirements	Description
Registration Documents	CM1 – Certificate of Incorporation of an External Company with a representative office in the Republic stamped by Registrar of companies and signed by company secretary
	OR
	CoR 20.2 – Registration Certificate of an External Company with a representative office in the Republic issued by CIPC and signed by company secretary
Registered Address	CM22 – Notice of Registered Office and Postal Address of an External Company with a representative office in the Republic
	OR
Change of Name (if applicable)	CoR 21.1 – Notice of Change of Registered Office (where applicable)
Proof of Business Address	CM9 – Certificate of Change of Name stamped by Registrar of Companies and signed by company secretary/CoR 9.4 – Notice Confirming Name Reservation Issued by the CIPC and signed by company secretary
Authorised Persons	Invoice issued to business (reflecting business physical address e.g. Utility Bill), SARS document or any account issued to business – not older than 6 months
Shareholders	Natural Person – Green Barcoded ID/Valid Passport and residential address
	Green Barcoded ID/Valid Passport and residential address
	Juristic Person – CIPC Disclosure Certificate of the holding company
Resolution	Board Resolution (Green Barcoded ID/Valid Passport and residential address)
Power of Attorney (if applicable)	
Agreement & Forms	Account Opening Form
	Terms and Conditions
Customs Document (if applicable)	Customs Imports and Export registration letter OR SAD500 and Import verification

Business Banking Application Form Checklist

Checklist for: Listed Company

Requirements	Description
Registration Documents	Current proof of Listing on a Recognised Stock Exchange extracted from the stock exchange's official website
Authorised Persons	Green Barcoded ID/Valid Passport and residential address
Resolution	Board Resolution (Green Barcoded ID/Valid Passport and residential address)
Power of Attorney (if applicable)	
Agreement & Forms	Account Opening Form
	Terms and Conditions
Customs Document (if applicable)	Customs Imports and Export registration letter OR SAD500 and Import verification

Checklist for: Non-Profit Organisation

Requirements	Description
Registration Documents	CM3 – Certificate of Incorporation stamped by Registrar of Companies and signed by the company secretary or a director (in the absence of a company secretary)
	OR
	CoR 14.3 – Registration Certificate stamped by CIPC and signed by the company secretary or a director (in the absence of a company secretary)
Registered Address	CM22 – Notice of Registered Office and Postal Address of an External Company with a representative office in the Republic
	OR
	CoR 21.1 – Notice of Change of Registered Office (where applicable)
Change of Name (if applicable)	CM9 – Certificate of Change of Name stamped by Registrar of Companies and signed by company secretary/CoR 9.4 – Notice Confirming Name Reservation Issued by the CIPC and signed by company secretary
Proof of Business Address	Invoice issued to business (reflecting business physical address e.g. Utility Bill), SARS document or any account issued to business – not older than 6 months
Authorised Persons	Green Barcoded ID/Valid Passport and residential address
Shareholders	Natural Person – Green Barcoded ID/Valid Passport and residential address
	Juristic Person – CIPC Disclosure Certificate of the holding company
Resolution	Board Resolution (Green Barcoded ID/Valid Passport and residential address)
Power of Attorney (if applicable)	
Agreement & Forms	Account Opening Form
	Terms and Conditions
Customs Document (if applicable)	Customs Imports and Export registration letter OR SAD500 and Import verification

Checklist for: Non-Profit Company

Requirements	Description
Registration Documents	CM3 – Certificate of Incorporation stamped by Registrar of Companies and signed by the company secretary or a director (in the absence of a company secretary)
	OR
	CoR 14.3 – Registration Certificate stamped by CIPC and signed by the company secretary or a director (in the absence of a company secretary)
Registered Address	CM22 – Notice of Registered Office and Postal Address of an External Company with a representative office in the Republic
	OR
	CoR 21.1 – Notice of Change of Registered Office (where applicable)
Change of Name (if applicable)	CM9 – Certificate of Change of Name stamped by Registrar of Companies and signed by company secretary/CoR 9.4 – Notice Confirming Name Reservation Issued by the CIPC and signed by company secretary
Proof of Business Address	Invoice issued to business (reflecting business physical address e.g. Utility Bill), SARS document or any account issued to business – not older than 6 months
Authorised Persons	Green Barcoded ID/Valid Passport and residential address
Shareholders	Natural Person – Green Barcoded ID/Valid Passport and residential address
	Juristic Person – CIPC Disclosure Certificate of the holding company
Resolution	Board Resolution (Green Barcoded ID/Valid Passport and residential address)
Power of Attorney (if applicable)	
Agreement & Forms	Account Opening Form
	Terms and Conditions
Customs Document (if applicable)	Customs Imports and Export registration letter OR SAD500 and Import verification

Checklist for: Other Legal Persons

Requirements	Description
Registration Documents	Constitution or other founding document/Certificate of Registration (reflecting the name of the legal entity and its legal form)
	Proof of Registration with the Financial Services Board (pension/provident/medical aid fund only)
Identification of Office Bearers	List of full names of individuals who manage/control the entity
	Trustees and persons authorised to act on behalf of a pension or provident fund, or medical aid fund
Authorised Persons	Green Barcoded ID/Valid Passport and residential address
Resolution	Resolution (Green Barcoded ID/ Valid Passport and residential address)
Power of Attorney (if applicable)	
Agreements & Forms	Account Opening Form
	Terms and Conditions
Customs Document (if applicable)	Customs Imports and Export registration letter OR SAD500 and Import verification

Business Banking Application Form Checklist

Checklist for: Partnership

Requirements	Description
Partnership Agreement	Partnership Agreement or Partnership Declaration
Proof of Business Address	Invoice issued to business (reflecting business physical address eg. Utility Bill), SARS document or any account issued to business – not older than 6 months
Authorised Persons	Green Barcoded ID/Valid Passport and residential address
Shareholders	Natural Person – Green Barcoded ID/Valid Passport and residential address
	Juristic Person – CIPC Disclosure Certificate of the holding company
Resolution	Members Resolution (Green Barcoded ID/Valid Passport and residential address)
Power of Attorney (if applicable)	
Agreements & Forms	Account Opening Form
	Terms and Conditions
Customs Document (if applicable)	Customs Imports and Export registration letter OR SAD500 and Import verification

Checklist for: Personal Liability Company

Requirements	Description
Registration Documents	CM1 – Certificate of Incorporation stamped by the Registrar of Companies and signed by the company secretary or director (in the absence of a company secretary)/ CoR 14.3 – Registration Certificate signed by the CIPC (Issued by CIPC)/Memorandum of Incorporation stating that it is a personal liability company, stamped or signed by the company secretary or a director (in the absence of a company secretary)
Registered Address	CM22 – Notice of Registered Office and Postal Address of an External Company with a representative office in the Republic
	OR
	CoR 21.1 – Notice of Change of Registered Office (where applicable)
Change of Name (if applicable)	CM9 – Certificate of Change of Name stamped by Registrar of Companies and signed by company secretary/CoR 9.4 – Notice Confirming Name Reservation Issued by the CIPC and signed by company secretary
Proof of Business Address	Invoice issued to business (reflecting business physical address e.g. Utility Bill), SARS document or any account issued to business – not older than 6 months
Authorised Persons	Green Barcoded ID/Valid Passport and residential address
Shareholders	Natural Person – Green Barcoded ID/Valid Passport and residential address
	Juristic Person – CIPC Disclosure Certificate of the holding company
Resolution	Board Resolution (Green Barcoded ID/Valid Passport and residential address)
Power of Attorney (if applicable)	
Agreement & Forms	Account Opening Form
	Terms and Conditions
Customs Document (if applicable)	Customs Imports and Export registration letter OR SAD500 and Import verification

Checklist for: Private Company

Requirements	Description
Registration Documents	CM1 – Certificate of Incorporation stamped by Registrar of Companies and signed by Company Secretary or director (in absence of a company secretary)/ CoR 14.3 – Registration Certificate stamped by CIPC and signed by Company Secretary or director (in absence of a company secretary)/CoR 18.3 – Registration Certificate of Conversion of CC to a Company signed stamped by CIPC and signed by Company Secretary or director (in absence of a company secretary)
Proof of Business Address	Invoice issued to business (reflecting business physical address e.g. Utility Bill), SARS document or any account issued to business – not older than 6 months
Registered Address	CM22 – Notice of Registered Office and Postal Address of an External Company with a representative office in the Republic
	OR
	CoR 21.1 – Notice of Change of Registered Office (where applicable)
Change of Name (if applicable)	CM9 – Certificate of Change of Name stamped by Registrar of Companies and signed by company secretary/CoR 9.4 – Notice Confirming Name Reservation Issued by the CIPC and signed by company secretary
Authorised Persons	Green Barcoded ID/Valid Passport and residential address
Shareholders	Natural Person – Green Barcoded ID/Valid Passport and residential address
	Juristic Person – CIPC Disclosure Certificate of the holding company
Resolution	Board Resolution (Green Barcoded ID/Valid Passport and residential address)
Power of Attorney (if applicable)	
Agreement & Forms	Account Opening Form
	Terms and Conditions
Customs Document (if applicable)	Customs Imports and Export registration letter OR SAD500 and Import verification

Checklist for: Unlisted Public Company

Requirements	Description
Registration Documents	CM1 – Certificate of Incorporation stamped by Registrar of Companies and signed by Company Secretary or director (in absence of a company secretary)/ CoR 14.3 – Registration Certificate stamped by CIPC and signed by Company Secretary or director (in absence of a company secretary)/CoR 18.3 – Registration Certificate of Conversion of CC to a Company signed stamped by CIPC and signed by Company Secretary or director (in absence of a company secretary)
Proof of Business Address	Invoice issued to business (reflecting business physical address e.g. Utility Bill), SARS document or any account issued to business – not older than 6 months
Registered Address	CM22 – Notice of Registered Office and Postal Address of an External Company with a representative office in the Republic
	OR
	CoR 21.1 – Notice of Change of Registered Office (where applicable)
Change of Name (if applicable)	CM9 – Certificate of Change of Name stamped by Registrar of Companies and signed by company secretary/CoR 9.4 – Notice Confirming Name Reservation Issued by the CIPC and signed by company secretary
Authorised Persons	Green Barcoded ID/Valid Passport and residential address
Shareholders	Natural Person – Green Barcoded ID/Valid Passport and residential address
	Juristic Person – CIPC Disclosure Certificate of the holding company
Resolution	Board Resolution (Green Barcoded ID/Valid Passport and residential address)
Power of Attorney (if applicable)	
Agreement & Forms	Account Opening Form
	Terms and Conditions
Customs Document (if applicable)	Customs Imports and Export registration letter OR SAD500 and Import verification

Checklist for: Sole Proprietor	
Requirements	Description
Identification Documents	Green Barcoded ID/Valid Passport and residential address of the Sole Proprietor
Proof of Business Address	Invoice issued to business (reflecting business physical address e.g. Utility Bill), SARS document or any account issued to business – not older than 6 months
Authorised Persons	Green Barcoded ID/Valid Passport and residential address
Sole Proprietor Declaration	Sole Proprietor Declaration
Power of Attorney (if applicable)	
Confirmation	Confirmation of Marital Status and Spouse's Consent Form
Agreements & Forms	Account Opening Form
	Terms and Conditions
Customs Document (if applicable)	Customs Imports and Export registration letter OR SAD500 and Import verification

Checklist for: State Owned Company

Requirements	Description
Registration Documents	CM1 – Certificate of Incorporation to be stamped by the Registrar of Companies and stamped or signed by the company secretary or a director/CoR 14.1 – Registration Certificate stamped by CIPC/CoR 15.1B – Memorandum of Incorporation stamped by Registrar of Companies and signed by the company secretary or a director.
Proof of Business Address	Invoice issued to business (reflecting business physical address eg. Utility Bill), SARS document or any account issued to business – not older than 6 months
Registered Address	CM22 – Notice of Registered Office and Postal Address of an External Company with a representative office in the Republic
	OR
	CoR 21.1 – Notice of Change of Registered Office (where applicable)
Change of Name (if applicable)	CM9 – Certificate of Change of Name stamped by Registrar of Companies and signed by company secretary/CoR 9.4 – Notice Confirming Name Reservation Issued by the CIPC and signed by company secretary
Authorised Persons	Green Barcoded ID/Valid Passport and residential address
Resolution	Board Resolution (Green Barcoded ID/Valid Passport and residential address)
Power of Attorney (if applicable)	
Agreement & Forms	Account Opening Form
	Terms and Conditions
Customs Document (if applicable)	Customs Imports and Export registration letter OR SAD500 and Import verification

Checklist for: Trust

Requirements	Description
Founding Documents	Trust Deed stamped by Master of High Court or a similar document in the case of a foreign trust issued by that country's relevant authority
Registered Address	Address of Master of the High Court where the trust was registered (as appears on the Letters of Authority, the details of which may be verified against the official Master of the High Court website)
Authorised Persons	Authorised Signatories (as per Trustees' Letters of Authority issued by Master of the High Court to the trustees stamped by Master of the High Court/foreign equivalent issued by authority administering law)
Beneficiaries	Trust Deed stamped by Master of High Court or a similar document in the case of a foreign trust issued by that country's relevant authority
Resolution	Board Resolution (Green Barcoded ID/Valid Passport and residential address)
Power of Attorney (if applicable)	
Agreements & Forms	Account Opening Form
	Terms and Conditions
Customs Document (if applicable)	Customs Imports and Export registration letter OR SAD500 and Import verification