



GDC Application Submission Checklist for _____ (corporate's name)

Note: This checklist is to be completed by GDC Sales Personnel. Please tick in the appropriate check box. If the document is not relevant, please put "N/A" in the check box.

For New Corporate Investor

	Check Box
i. One (1) copy of duly completed Account Opening Application Form -----	<input type="checkbox"/>
ii. One (1) copy of duly completed GDC Transaction Form for Corporate -----	<input type="checkbox"/>
iii. One (1) cheque OR photocopy / copy of the Pay-in Slip OR Telegraphic Transfer Advice -----	<input type="checkbox"/>
iv. One (1) photocopy of NRIC (front & reverse) OR Passport (for foreigner) of Directors / Partners / Officer and EACH Authorised Signatories -----	<input type="checkbox"/>
v. One (1) copy of Certified True Copy of List of Authorised Signatories and Specimen Signatures -----	<input type="checkbox"/>
vi. One (1) copy of Certified True Copy of the Board of Directors Resolution OR Letter of Authority for authorizing the Account Opening -----	<input type="checkbox"/>
vii. A duly completed Investor Suitability Assessment & Risk Profiling Form from Investor -----	<input type="checkbox"/>

Additional Account Opening Documents For Companies

i. One (1) copy of Certified True Copy of the Memorandum & Articles of Association OR Constitution OR by laws -----	<input type="checkbox"/>
ii. One (1) copy of Certified True Copy of the Form 8/9 (Certificate of Incorporation of Public Company) OR Form 13 (Certificate Of Incorporation On Change Of Name Of Company) OR Form 23 (Certificate Under Section 52 (3) Of The Companies Act, 1965 That A Company Is Entitled To Commence Business) OR Form 83 (Certificate Of Registration Of Foreign Company) OR equivalent incorporation forms -----	<input type="checkbox"/>
iii. One (1) copy of Certified True Copy of the Form 11 - Notice Of Resolution -----	<input type="checkbox"/>
iv. One (1) copy of Certified True Copy of the Form 24 - Return Of Allotment Of Shares -----	<input type="checkbox"/>
v. One (1) copy of Certified True Copy of the Form 44 - Notice Of Situation Of Registered Office And Of Office Hours And Particulars Of Changes -----	<input type="checkbox"/>
vi. One (1) copy of Certified True Copy of the Form 49 - Return Giving Particulars In Register Of Directors, Managers And Secretaries And Changes Of Particulars -----	<input type="checkbox"/>
vii. One (1) copy of Certified True Copy of the Latest Audited Financial Report -----	<input type="checkbox"/>
viii. One (1) copy of Company Profile (if any) -----	<input type="checkbox"/>
ix. One (1) copy of Certified True Copy Letter of Undertaking for Beneficiary Account (if applicable) -----	<input type="checkbox"/>

GDC Application Submission Checklist, *continued*

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Additional Account Opening Documents For Partnerships/Sole Proprietorship

**Check
Box**

- i. One (1) copy of Certified True Copy of the Deed of Partnership (where applicable) -----
- ii. One (1) copy of Certified True Copy of the Certificate of Business Registration -----
- iii. One (1) copy of Certified True Copy of the Particulars of Business -----
- iv. One (1) copy of Certified True Copy of the Particulars of Proprietorship -----
- v. One (1) copy of Certified True Copy of the Latest Audited Financial Statement -----
- vi. One (1) copy of Firm Profile (if any) -----

Additional Account Opening Documents For Clubs/Societies Associations/Charities

- i. One (1) copy of Certified True Copy of the By-Law **OR** Rules and Regulations **OR** Constitution Document -----
- ii. One (1) copy of Certified True Copy of the License **OR** Certificate issued by Registrar of Societies -----
- iii. One (1) copy of Certified True Copy of the Latest Audited Financial Statement (to provide during account opening and on a yearly basis) -----

Additional Account Opening Documents For Professional Bodies

- i. One (1) copy of Certified True Copy of the Practitioner Certificate -----

Additional Account Opening Documents For Federal/State

- i. One (1) copy of Certified True Copy of the Relevant Constitutional Document enacting the Government Authority **OR** Local Government Authorities -----
- ii. One (1) copy of Certified True Copy of the By Laws **OR** Deed of Partnership **OR** Relevant Constitutional Documents -----

