

Corporate Onboarding Checklist

Reviewer:

Date:

Entity Name:

Name of Document:

Notes:

1. Merchant Application
2. Custody Agreement
3. W8-BEN-E (Non USA Entity) or W9 (USA Entity)
4. Certificate of Incorporation/Articles of Incorporation
5. Operating Agreement/By-Laws
6. Register of Directors and Shareholders
7. Company Organization Chart
8. Partnership/Trust Agreement or Deed (If Applicable)
9. KYC/AML Policy
10. Corporate Utility Bill (Not older than 90 days)
11. Corporate Lease Agreement
12. Proof of Regulatory Status (If Applicable)
13. Corporate Bank Statement (Last 3 Months)

Beneficial Owners

(Must Provide for each Representative)

1. Passport/ID: Valid and Unexpired
2. Proof of Address Not Older than 90 Days: Utility Bill - Water/Electric/Gas/Internet

Name

ID Type

Proof of Address

OFAC

Activity Log