

NEW BUSINESS ACCOUNTS CUSTOMER DUE DILIGENCE

Try Smartsheet for FREE

These items should be collected for new business accounts in order to begin due diligence and assess a risk level. This list is not comprehensive.

ITEM	COMPLETE?	DATE OF COMPLETION	NOTES
Name of corporation			
Type of corporation			
Date of incorporation			
Place of incorporation			
Articles of association or business charter documents			
Business license issued by a government			
List of all individuals who have ownership or control over the account, (e.g. beneficial owners, signatories, guarantors)			
Expected pattern of activity in terms of transaction types, dollar volume, and frequency			
Expected origination of payments and method of payment			
Proximity to financial institution			
Primary trade area/ principal place of business			
Ratio of domestic vs international trade			
Annual report			
Directors			
Shareholders			
Senior Management			

DISCLAIMER

Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk.