

NEW ACCOUNTS ENHANCED CUSTOMER DUE DILIGENCE

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These items should be collected for accounts that require enhanced due diligence and assess a risk level.

ITEM	COMPLETE?	DATE OF COMPLETION	NOTES
Partnership agreements and business certificates			
Identification of beneficial owners of an account or customer			
Details of other personal and business relationships the customer maintains			
Approximate salary or annual sales			
AML (anti money laundering) policies and procedures the customer uses			
Third-party references and documentation			
Board resolution on authorized signatories			
Certificate of Incumbency			
Ultimate Beneficial Owners			
Financial statements			
Business operation data			

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