



**ENTERPRISE ACCOUNT**

**DOCUMENTATION REQUIRED FOR BUSINESS ACCOUNT(S)**

1. Passport copies (of all Authorized Signatories/ Beneficial Owners/ Shareholders / Directors) .....
2. Copy of Valid Visa page (Where applicable) .....
3. Notarized copy of Power of Attorney (If applicable) .....
4. Introduction Letter - Introduction letter from at least one ..... 
  - (a) Employer
  - (b) Sponsor
  - (c) Associated Business
  - (d) An Existing Client
  - (e) Bank where an Account is maintained
  - (f) HBZ Global Network of Branches and Subsidiaries
5. Proof of Address Verification (Of all Signatories/ Beneficial Owners / Shareholders) - Address Verification by obtaining copy of at least one ..... 
  - (a) Utility Bill
  - (b) Employer Letter
  - (c) Lease Agreement
  - (d) Tenancy Contract
  - (e) Bank Statement (No Credit Card Statement)
  - (f) Any other Government I.D. issued within last 6 months
6. Specimen Signature Verified .....
7. All documents original seen & stamped as "True Copy" .....
8. Personal interview of the Account Holder conducted by any HBZ Global Network of Branches, Subsidiaries & Affiliates .....

**DOCUMENTS REQUIRED FOR RESIDENT LIMITED LIABILITY COMPANY (LLC) ACCOUNT(S)**

1. Trade License Copy .....
2. Tenancy Agreement Copy .....
3. Commercial Registration Copy .....
4. Chamber of Commerce Certificate Copy .....
5. Memorandum & Article of Association (Original duly notarized) .....
6. Board Resolution (Authority to open/ operate an Account with HBZ as per MOA requirements. If required, i.e. not clear in LLC agreement) ...

**DOCUMENTS REQUIRED FOR RESIDENT SOLE PROPRIETORSHIP / PARTNERSHIP ACCOUNT(S)**

1. Commercial Registration Copy .....
2. Valid Trade License Copy .....
3. Chamber of Commerce Certificate Copy (If available) .....
4. Copy of Service Agency Agreement if Professional License .....

**DOCUMENTS REQUIRED FOR RESIDENT FREE ZONE REGISTERED COMPANY ACCOUNT(S)**

1. Trade License Copy .....
2. Share Certificate Copy .....
3. Certificate of Incorporation Copy .....
4. List of Directors/ Shareholders from Free Zone Authorities .....
5. Authority to open/ operate an Account with HBZ as per MOA requirements .....
6. Memorandum & Article as duly notarized (In case of Company Ownership) .....

**DOCUMENTS FOR RESIDENT UNDER FORMATION COMPANY ACCOUNT(S)**

**LLC Company**

1. Copy of initial approval from Economic Department confirming Trade Name .....
2. Copy of Memorandum & Article of Association .....
3. Authority to open/ operate an Account with HBZ as per MOA requirements .....
4. Letter in Bank's standard format signed by all Shareholders for placement of capital .....
5. Deferral to be entered for 30 days from the date of Account Opening .....

**FZE / DIC / DMC Company**

1. Letter from FZ/ DIC/ DMC confirming Trade Name, Shareholders & Directors of the company .....
2. Copy of Memorandum & Article of Association .....
3. Authority to open/operate an Account with HBZ as per MOA requirements .....
4. Letter in Bank's standard format signed by all Shareholders for placement of capital .....
5. Deferral to be entered for 30 days from the date of Account Opening .....

**PERSONAL ACCOUNT**

1. Passport copies (Of all Authorized Signatories/ Beneficial Owners) .....
2. Copy of Valid Visa page (Where applicable) .....
3. Notarized copy of Power of Attorney (If applicable) .....
4. Introduction Letter - Introduction letter from at least one ..... 
  - (a) Employer
  - (b) Sponsor
  - (c) Associated Business
  - (d) An Existing Client
  - (e) Bank where an Account is maintained
  - (f) HBZ Global Network of Branches and Subsidiaries
5. Proof of Address Verification (Of all Signatories/Beneficial Owners) .....
6. Address Verification by obtaining copy of at least one ..... 
  - (a) Utility Bill
  - (b) Employer Letter
  - (c) Lease Agreement
  - (d) Tenancy Contract
  - (e) Bank Statement (No Credit Card statement)
  - (f) Any other Government I.D. issued within last 6 months
7. Specimen Signatures Verified .....
8. All original documents seen & stamped as "True Copy" .....
9. Personal interview of the Account Holder conducted by any HBZ Global Network of Branches, Subsidiaries & Affiliates .....