

SAVINGS ACCOUNT CHECKLIST



THE PENNY BANK AND SO MUCH MORE

Customer Name: _____

Account Number: _____ CIF Number: _____

| | Y | N | N/A |
|--|--------------------------|--------------------------|--------------------------|
| 1. (a) Verification Of Identity | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - National ID Card | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Passport | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | |
| (b) Independent Source Document | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Driver's License | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Work ID | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Farmer's ID | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Green Card | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Health Card (Canadian Non-Nationals) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Passport Card | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - VISA (with picture) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Customs/Port ID (for employees) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Work Permit | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Boarding Pass (for present trip in SVG) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Certificate of Naturalization (US Non-Nationals) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Birth Certificate | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Y | N | N/A |
| 2. Proof of Address | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Utility Bill | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Hire Purchase Agreement | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Property Tax Receipt | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Lease Agreement | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Letter from Landlord | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Bank Statement from another Financial Institution | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Electoral Office Print Out | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Correspondence from a Central Government Dept. or Agency | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Y | N | N/A |
| 3. (a) Proof of Income | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Job Letter | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Salary Slip | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - NIS Letter | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Income Tax Return filed for the last tax period | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Western Union/MoneyGram receipts | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Valid Barrister's Certificate | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Valid Doctor's License | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Valid Traders License | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Valid Liquor License | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Y | N | N/A |
| BUSINESS ACCOUNTS | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - CIPO Registration | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Certificate of Registration | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Valid Traders License | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Valid Liquor License | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Articles of Incorporation | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - By-Laws | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Resolution of the Board of Directors | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Financial Statement | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Other | | | |
| | Y | N | N/A |
| SUPPORTING DOCUMENTS | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - FATCA Form | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - CRS Form | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Source of Funds Declaration Form | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Sanction Check | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Recommendation Summary

Have you received all required documentation? ☐Y ☐N ☐N/A

If NO, state reason _____

Approval granted by: _____

Prepared By: _____

Reviewed By: _____