



## CLIENT ON-BOARDING CHECKLIST

The following documentation will be required based on the type of account being opened for your solution.

### INDIVIDUAL ACCOUNTS

#### Adults:

1. **One (1) piece of valid identification** in the form of Driver's License, Passport, Resident Card, Citizenship Card, Passport Card or National ID. (N.B. A Birth Certificate must be provided if nationality is not stated on any of the above forms of ID with the exception of a National ID).
2. **The name and telephone number of two (2) References.** Please note that relatives or joint account holders may not provide references.
3. **Tax Registration Number** – required for all Jamaican clients 18 years and over.
4. **National Reference Number** - for all non-Jamaican clients e.g. **Social Security Number** (for citizens of the United States) or **Taxpayer Identification Number**.
5. **Proof of Residential Address** – required for each client on the account. Must have **your** name, **your** address, and must not be older than 3 months. (See list of acceptable [address verification](#) options below).
6. **Source of Funds information** – source of funds being used to open the account as well as (projected) source of future investments or deposits.

#### Minors:

1. Please note that for Minors to be added to an account one of the following will be required - **Birth Certificate, Adoption Certificate, Voluntary Declaration, or Court Order**.
2. **One (1) piece of valid identification** in the form of Driver's License, Passport, Resident Card, Citizenship Card or Passport Card.
3. **Notarized Picture** will be accepted (where a valid picture identification is not available).
4. **TRN** (required when being added to specific accounts).
5. **Letter from parent or legal guardian** authorizing the opening of an account with a minor where they are not accompanying the minor.

Please note that minors must be on an account with an adult. When the minor turns 18 years of age, the other account opening documentation must be presented before the individual can perform any transaction on the account.

### INCORPORATED COMPANIES

1. **Certificate of Incorporation**
2. **Memorandum and Articles of Association** (*for companies not registered under the Companies Act, 2004*)
3. **Articles of Incorporation** (*for companies registered under the Companies Act, 2004*)
4. **Company Tax Payer Registration Number (TRN)**
5. **Resolution of the Board of Directors** (*authorizing the establishment of the business relationship and relevant signing instructions on account*)
6. **Tax Compliance Certification (TCC)**

7. **Valid licence for the operation of the business** (where applicable)
8. **List of Authorized Signers/Directors and specimen signatures for each**
9. TRN certified copies for all Authorized Signers and Directors
10. **Copy of Identification for all authorized signers, Directors and Majority Shareholders**
11. **Proof of Address** for the company, Authorized Signers, Directors and Majority Shareholders. The Company Secretary may provide a letter, listing the names and addresses of all Directors, Authorized Signers and Majority Shareholders confirming that they are Directors/Signing Officers/Majority Shareholders of the company and that the necessary paper work has been filed with the Office of the Registrar of Companies. This letter must be accompanied by a certified copy of Form 23 from the Office of Registrar of Companies confirming the identity of the Company Secretary.
12. **For corporate accounts** - audited financial statement, description and place of the company's principal line(s) of business, major suppliers, list and names of principal owners, directors, management officers, bankers, customers and bearers must be submitted.
13. **Source of Funds information** – source of funds being used to open the account as well as (projected) source of future investments or deposits.

#### SOLE TRADER/PROPRIETOR

1. **Valid Business Name Certificate** - this certificate is issued by the Office of the Registrar of Companies and is valid for 3 years from date of issue. The individual opening the account must be named on the Business Name Certificate as a partner or sole proprietor of the business.
2. **Business Name TRN** – Although the TRN would be the same as the individual's TRN, the TRN Department will issue a data sheet which separates the information relevant to the individual vs. the Business Name.
3. **Tax Registration Number** – required for all authorized signors on the account.
4. **Identification Information for authorized signers on the account**
5. **Proof of Residential Address** – required for each client on the account
6. **Source of Funds information** – source of funds being used to open the account as well as (projected) source of future investments or deposits.

#### PARTNERSHIPS

1. **Registration of Business Name Certificate** (*If the name of the business contains the full name of the partners, then the Business Name Certificate is not required*)
2. **Partnership Agreement**
3. **Partnership Mandate** authorizing the establishment of the business relationship
4. **TRN of Partnership**
5. **Tax Compliance Certification (TCC)** (if available)
6. **Valid license for the operation of the business** (where applicable)
7. **List of Authorized Signers and specimen signatures**
8. **Identification Information for authorized signers on the account**
9. **Proof of Address** for Partnership, all Partners and Authorized Signers
10. **Source of Funds information** – source of funds being used to open the account as well as (projected) source of future investments or deposits.

#### PUBLIC EDUCATIONAL INSTITUTIONS

1. **Resolution from the school's Board of Management** - authorizing the establishment of the business relationship and relevant signing instructions on account
2. **The Scheme for public educational institution** (*contains constitution, powers and duties of the Board*)
3. **School's TRN**
4. **Tax Compliance Certification (TCC)** (if available)
5. **List of Authorized Signers and specimen signatures**
6. **Identification Information for authorized signers and Directors on the account**
7. **Proof of Address** for the school, authorized signers and Directors
8. **Source of Funds information** – source of funds being used to open the account as well as (projected) source of future investments or deposits.

#### INDEPENDENT SCHOOLS

1. **Documents evidencing that the independent school is registered**
2. **Resolution from the school's Board of Management** (authorizing the establishment of the business relationship and relevant signing instructions on account)
3. **TRN** (for the School)
4. **TRN** of Authorized Signers
5. **Tax Compliance Certificate (TCC)** (if available)
6. **Valid Identification** (for all signatories listed in the account)
7. **Proof of Address** (for the school and all signatories)
8. **Source of Funds** - source of funds being used to open the account as well as (projected) source of future investments or deposits.

#### INCORPORATED ASSOCIATIONS (CLUBS & SOCIETIES)

1. **Documents evidencing that the association is registered** (from the Companies Office)
2. **Mandate from the Association** - authorizing the establishment of the business relationship and relevant signing instructions on account
3. **A copy of the Association's rules**
4. **Information regarding who runs the association and in whose names the assets are vested**
5. **Association's TRN** (if available)
6. **List of Authorized Signers and specimen signatures**
7. **Identification Information for authorized signers, Directors and Majority Shareholders on the account**
8. **Proof of Address** for the Association, authorized signers and Directors
9. **Source of Funds information** – source of funds being used to open the account as well as (projected) source of future investments or deposits.

#### UNINCORPORATED ASSOCIATIONS

1. **A copy of the Association's rules**
2. **Mandate from the Association** - authorizing the establishment of the business relationship and relevant signing instructions on account
3. **TRN** (if available)
4. **List of Authorized Signers and specimen signatures**

5. **Identification Information for authorized signers, Directors and Majority Shareholders on the account**
6. **Proof of Address** for the Association, authorized signers and Directors
7. **Source of Funds information** – source of funds being used to open the account as well as (projected) source of future investments or deposits.
8. ***NB - the account should be opened in the name(s) of private individuals, coupled with words to indicate that the funds do not belong to them beneficially e.g. John Brown 'Old Boys Association Account'***

#### CHURCHES (Incorporated by Act of Parliament)

1. **A resolution passed by the relevant body in which the statute vests such power**
2. **List of names and specimen signatures of authorized signers**
3. **Church's TRN** (if available).
4. **List of Authorized Signers and specimen signatures**
5. **Identification Information for authorized signers on the account**
6. **Proof of Address** for the church, authorized signers and Directors
7. **Source of Funds information** – source of funds being used to open the account as well as (projected) source of future investments or deposits.

#### PENSION FUNDS

1. **Copy of the Trust Deed and Rules**
2. **TRN for the Pension Fund.**
3. **Tax exemption from TAAD (where applicable)**
4. **All trustees must sign all documents/authorities, unless we have written instructions stating how many persons can execute transactions/instructions.**
5. **Trustee ratification to open account with JMMB**
6. **List of Authorized Signers and specimen signatures**
7. **TRN certified copies for all Authorized Signers and Directors**
8. **Identification Information for authorized signers on the account**
9. **Proof of Address** for Trustee, authorized signers and Directors
10. **Source of Funds information** – source of funds being used to open the account as well as (projected) source of future investments or deposits.

**\*\* *For Pension Investment Management purposes ONLY; not Pension Administration* \*\***

#### CHARITABLE ORGANIZATIONS

1. **Name of the Charity** – as registered with the Companies Office
2. **Copy of approval from the Ministry of Finance that the organization has been granted status as a charity**
3. **Articles of Incorporation**
4. **TRN for the organization**
5. **Identification Information for authorized signers on the account**
6. **Proof of Address** for the organization, authorized signers and Directors

## OVERSEAS COMPANIES & PARTNERSHIPS

1. **Articles of Incorporation or comparable incorporation documents and constitution of the company** or any other document constituting or defining the constitution and containing the name of the company and if the instrument is not in English Language a certified translation thereof must be submitted. Copies of documents must be signed and sealed by a Notary Public resident in the country of origin.
2. **By Laws**
3. **Resolution of the Board of Directors/ Letter addressed to JMMB** (*authorizing the establishment of the business relationship and relevant signing instructions on account*)
4. **List of Authorized Signers/Directors and specimen signatures**
5. Certified copies of the **TRN or national reference number** (e.g. Social Security Number) for all Authorized Signers and Directors. As at July 1, 2014 a TIN or Social Security Number is required for all US individuals.
6. **Identification Information for authorized signers on the account: -**
7. **Proof of Address** for the company/partnership and all Authorized signers, Directors and Majority Shareholders.
8. **Source of Funds information** – source of funds being used to open the account as well as (projected) source of future investments or deposits.
9. Any other document that may be prescribed by the Compliance Officer

## NON FACE TO FACE CLIENTS

For prospective overseas clients who wish to open accounts and execute transactions via email, website or post, the following is required: -

1. Picture identification (passport or driver's license) duly notarized
2. Verification of residence using notarized copy of a utility bill or bank statement
3. All other document as required based on the type of account being opened
4. Identification and verification standards must be applied.

Please note the following:

- a) Investments to the account must be made by the account holder and not a third party
- b) All encashments from the account will only be made to the account holder

**\* Copies of all documents must be signed and sealed by a Notary Public resident in the country of origin. Please note that all information will be validated before the account is opened.**

## VERIFICATION OF ADDRESS

Clients may use any of the following options to provide proof of their residential address:

1. Current utility bill (electricity, telephone, water, cable, post-paid mobile phone bill) no more than three (3) months old. Please note that the service address on the utility bill is to correspond with the address indicated as your residential address.
2. Current credit card or bank statement (no more than 3 months old).

3. Letter from Government agency showing residential address. This must not be more than three (3) months old.
4. Government property tax receipt duly stamped by the Tax Collectorate. This must not be more than three (3) months old.
5. Postmarked envelope showing your current permanent address. (e.g. Mail yourself an envelope to your current residence, once received this can be used to show proof of your residential address.) This must not be more than three (3) months old.
6. Letter from current employer.
7. Back of the National Identification Card
8. Letter from spouse or parent (note that proof of the relationship must be provided along with the respective proof of address)
9. Letter from Justice of the Peace (must not be more than three (3) months old).
10. Reference & Address Verification Form (must not be more than three (3) months old).

<b>PERSONS WHO CAN PROVIDE A REFERENCE</b>
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The following persons may provide a reference for an individual wishing to open an account:

1. Notary Public/Justice of the Peace
2. Police officer at or above the rank of Inspector\*
3. Army Officer at or above the level of Major\*
4. Minister of Religion
5. Attorney at Law including Judges & Chief Justice
6. Medical Doctor
7. Chartered Accountant
8. Banker's reference
9. Current Employer
10. Existing JMMB Ltd. or JMMB Bank (Jamaica) Ltd. client of over a year
11. Team Member of JMMB or JMMB Bank (Jamaica) Ltd. who has been so for more than one (1) year
12. Principal (if the institution is registered as such with the Ministry of Education)
13. Director of a company within the JMMB Group

\* *List of ranks above Major/Lt. Commander* (Jamaica Defense Force):

- Major General
- Rear Admiral (Naval)
- Brigadier
- Commodore (Naval)
- Colonel
- Captain (Naval)
- Lieutenant Colonel
- Commander (Naval)

\* *List of ranks above Inspector* (Jamaica Constabulary):

- Commissioner (CP)
- Deputy Commissioner (DCP)
- Assistant Commissioner (ACP)

- Senior Superintendent (SSP)
- Superintendent (SP)
- Deputy Superintendent (DSP)
- Assistant Superintendent (ASP)