

### **General Terms and Conditions of our Service (Companies)**

(i) The currency(ies) in which you wish to open the account should be specified.

(ii) Full names of all directors should be indicated in all account opening forms.

Cheques/drafts etc. if any forwarded to us, prior to opening of your account will be held by us at your risk and responsibility or returned to you pending completion of formalities. We will only open the account after all the forms and formalities have been completed.

## **ANNEXURE - I**

- 1 ) Account Opening Form.
- 2 ) Specimen Signature Cards (duly attested by our branch/High Commission of India/Embassy of India/your present bankers, or otherwise to be signed in our presence)
- 3 ) Original Certificate of Incorporation (for inspection and return).
- 4 ) Certified and dated copy of Memorandum and Articles of Association.
- 5 ) Certificate of Entitlement to commence business/Trade issued by registrar of Joint Stock Companies (for inspection and return - This is applicable to public limited companies only).
- 6 ) Certified copy of Resolution of Board of Directors authorising opening of banking account with State Bank of India, London and also specifying names and giving the specimen signatures of the persons who are authorised to operate the account.
- 7 ) Letter of introduction/reference (furnished by branch of our Bank/your present bankers/a customer of the Bank) acceptable to the Bank.  
Permit issued by Reserve Bank of India for opening of the account if required (Applicable to Indian companies only).
- 8 ) A copy of the latest report and accounts, audited where applicable. (This requirement would be applicable in respect of established companies who are already doing business).
- 9) Last 3 months Bank Statements for existing businesses
- 10) Confirmation on company letterhead that no general charge on Assets has been created in favour of any Banks. In case a general charge has been created in favour of a bank, a no objection certificate is to be obtained from the bank for opening of the account.
- 11) Please see Annexure II for information regarding your Company Directors / Authorised Signatories.
- 12) Information regarding beneficial owners/shareholders in case directors are not owners/shareholders.
- 13) A letter giving details on the nature of business and type of activities being carried out by the Company.

## **ANNEXURE II**

### **VERIFICATION OF IDENTIFICATION AND ADDRESS OF DIRECTORS/AUTHORISED SIGNATORIES**

**(DOCUMENTS REQUIRED FOR EACH DIRECTOR AND/OR AUTHORISED SIGNATORY WHOSE NAME APPEARS ON THE ACCOUNT OPENING FORM)**

#### **IDENTIFICATION AND ADDRESS CONFIRMATION**

Please send us a copy each of **two** documents from List A and **two** documents from list B shown below **duly certified** by a Solicitor, Banker, or Public Notary. However, in case the Director/Authorised signatory calls on the bank in person, he/she may bring with him one original document from list A and one original document from list B

#### **Who may Certify copies of the documents?**

Documents may be certified by a Solicitor, Banker, Public Notary

### **LIST A - IDENTIFICATION DOCUMENTS**

- ◇ Please ensure that the copy of document you send includes your full name, photograph and /or signature.
- ◇ Please do not send any **original** document in this list by post.

- Current signed passport
- Current full Driving License - preferably in photo-card format
- Photo Identity Card issued by Government or any Government Authority

### **LIST B - ADDRESS VERIFICATION**

- ◇ Documents should not be more than three months old.
  - ◇ Please ensure the document include your name and full address.
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- Any utility bill ( e.g. gas, electricity, water, telephone excluding mobile phones)
  - Council / local authority tax bill
  - Recent bank, Housing Society or credit card statement showing your residential address.