

# **Organization Account Application**

**For Organizations (Corporations, Partnerships, LLCs, Unincorporated Businesses)**

**INSTRUCTIONS:**

- *Review & Complete Application*
- *Include These Required Documents:*  
*(descriptions of acceptable documents are listed at the bottom of the application)*
  - *Proof of Existence*
  - *Proof of Business Address*
  - *Foreign Bank Certification (if applicant is a foreign bank. Foreign Bank Certification must be completed. Provided as a separate attachment)*

Country of Legal Residence, State/Province

**IDENTIFICATION**

Customer (Organization name)

Customer's Tax or Government-Issued Identification Number

Country that Issued the Organization's Tax or Identification Number

Principal Place of Business of Organization (no P.O. boxes or "in care" of addresses allowed)

NOTE: Principal place of business is defined as the principal location of the firm where its officers and employees are located and where day-today operations are conducted.

If the Organization was created in an offshore jurisdiction or uses the services of a registered agent, and no actual officers or employees are located at the offshore or registered agent address, please do NOT list this address as the firm's Principal place of business.

Rather, you should list the address from which operations are conducted and where officers are physically located.

Street Address

City, State/Province

Country, Zip/Postal Code

Primary Phone, Secondary Phone

Fax, Website Address (if any)

**Mailing Address** (if different from business address above)

Street Address

City, State/Province

Country, Zip/Postal Code

## **REGULATORY INFORMATION**

Are you a foreign bank

*(A “foreign bank is a bank that is organized under non-US law and is located outside the U.S Foreign banks, thrift institutions, credit unions and other organizations chartered under the banking law and supervised by the banking supervisors of any state)*

Yes      No

**NOTE: Foreign Banks must complete the Foreign Bank Certification provided separately**

If the Organization is a Foreign Bank, please answer the questions below.

Is your firm operating under a banking license that has issued by any of the following countries?

*Afghanistan, Angola, Belarus, Congo, Cote d’Ivoire, Cuba, Democratic Peoples of Korea (North Korea), Democratic Republic of Congo, Iran, Iraq, Liberia, Libyan Arab Jamahiriya, Macao Special Administrative Region of China, Myanmar, Nauru, Nigeria, Sierra Leone, Sudan, Syrian Arab Republic, Uzbekistan, The former Yugoslav Republic of Macedonia, or Zimbabwe.*

Yes      No

Is your firm operating under an “offshore banking license”?

*An “offshore baking license” is a license to conduct banking activities that prohibits the licensed entity from conducting banking activities with the citizens of, or with the local currency of, the country which issued the license.*

Yes      No

Is there a person or entity that has 20% or greater ownership of the Organization?

Yes      No

**NOTE:** For each Person or Entity having 20% or greater ownership of the Organization, please complete and attach the **20% or greater ownership form.**

## ACCEPTABLE FORMS OF REQUIRED DOCUMENTS

Document Category	Acceptable Documents (only one document per category is needed)
<p><b>Proof of your firm's existence</b> (The document must clearly state the name of your firm)</p>	<ul style="list-style-type: none"> <li>• Articles of Incorporation</li> <li>• Company Charter</li> <li>• Partnership Agreement</li> <li>• Govt-issued Business License</li> <li>• Govt-issued Certificate of Good Standing from the Jurisdiction of Incorporation.</li> <li>• If a fund, the fund's Offering Document</li> </ul>
<p><b>Proof of your firm's address</b> (The document must clearly list the customer name and the address being verified)</p>	<ul style="list-style-type: none"> <li>• Current Business Lease;</li> <li>• Articles of Incorporation, Company Charter, Partnership Agreement Government-Issued Business License, or Government-Issued Certificate of Good Standing               <ul style="list-style-type: none"> <li>○ But if you used one of the above as proof of the entity's <i>existence</i>, then we are required to obtain a second, different document for proof of <i>address</i> (i.e., the same document cannot be used for both purposes);</li> </ul> </li> <li>• Other Government-Issued Letters or Statements Establishing the Entity's Current Address (less than 12 months old). E.g., Tax Letters/Notices, Etc.</li> <li>• Bank Statement or Signed Letter from Bank on Bank Letterhead Confirming Address               <ul style="list-style-type: none"> <li>○ Customer and bank must be from a country that is a member of the Financial Action Task Force on Money Laundering (see <a href="http://www.fatf-gafi.org">http://www.fatf-gafi.org</a>)</li> <li>○ Statement must be less than 12 months old</li> </ul> </li> <li>• Brokerage Statement from a U.S.-Registered Broker Dealer or Foreign Affiliate of a U.S.-Registered Broker Dealer.               <ul style="list-style-type: none"> <li>○ Customer must be from a country that is a member of the Financial Action Task Force on Money Laundering (see <a href="http://www.fatf-gafi.org">http://www.fatf-gafi.org</a>)</li> <li>○ Statement must be less than 12 months old</li> </ul> </li> <li>• Business Insurance Policy Documents or Riders or Insurance Bill               <ul style="list-style-type: none"> <li>○ Policy must be currently in effect and show address being verified;</li> </ul> </li> <li>• Deed or Other Evidence of Property</li> <li>• Utility Bill for Property (less than 12 months old)</li> </ul>