



ADDX

**Supporting Documents
for Corporate Account
Application**

Supporting Documents

If you are applying as a corporate, you will need to provide the following documentation:

	Required Documents	Included
Corporate Documents	1. Certified true copy of Constitution or a similar such constitutional document	<input type="checkbox"/>
Corporate Documents	2. Certified true copy of Certificate of Incorporation, formation, or establishment (not applicable if Singapore ACRA BizFile is provided)	<input type="checkbox"/>
Corporate Documents	3. Certified true copy of Certificate of Incumbency dated within recent 6 months (if applicable)	<input type="checkbox"/>
Corporate Documents	4. Certified true copy of register of members / shareholders / partners / beneficial owners (not applicable if Singapore ACRA BizFile is provided)	<input type="checkbox"/>
Corporate Documents	5. Certified true copy of register of directors (not applicable if Singapore ACRA BizFile is provided)	<input type="checkbox"/>
Corporate Documents	6. Resolutions of the board of directors or other documentary evidence authorizing the account opening at ADDX, and appointment of the administrator(s) to act on the corporate's behalf.	<input type="checkbox"/>
Corporate Documents	7. Business profile from Singapore Accounting and Corporate Regulatory Authority (ACRA BizFile) or equivalent authority's database	<input type="checkbox"/>
Corporate Documents	8. Evidence of regulatory licenses or permissions to conduct regulated financial services by the relevant financial industry regulator (if applicable)	<input type="checkbox"/>
Tax Documents	9. W-8BEN-E Form and / or W-8IMY Form	<input type="checkbox"/>
Tax Documents	10. CRS Entity Self Certification Form	<input type="checkbox"/>
Tax Documents	11. CRS Controlling Person Self Certification Form (if applicable)	<input type="checkbox"/>
Administrators	12. Certified true copy of NRIC or passport for each administrator	<input type="checkbox"/>
Administrators	13. A recent bank account statement or utility bill as proof of residential address for each administrator (not applicable if NRIC is provided)	<input type="checkbox"/>

Skip the below sections (14-21) if you belong to either of the categories:

- An entity listed on the Singapore Exchange;
- An entity listed on a stock exchange outside of Singapore that is subject to regulatory disclosure requirements and requirements relating to adequate transparency in respect of its beneficial owners;
- A financial institution regulated set out in Appendix 1 of the MAS Notice SFA04-N02;
- A financial institution incorporated or established outside Singapore that is subject to and supervised for compliance with AML / CFT requirements consistent with standards set by FATF
- An investment vehicle where the manager is a financial institution (i) set out in Appendix 1 of the MAS Notice SFA04-N02 or (ii) incorporated or established outside Singapore that is subject to and supervised for compliance with AML / CFT requirements consistent with standards set by FATF.

	Required Documents	Included
Connected Parties with Management Control	14. Certified true copy of NRIC or passport for each connected party	<input type="checkbox"/>
Connected Parties with Management Control	15. A recent bank account statement or utility bill as proof of residential address for each connected party (not applicable if NRIC is provided)	<input type="checkbox"/>
Shareholders / Partners / Beneficial Owners	16. Ownership organisational chart, including the ownership of any shareholder / partner / beneficial owner who owns or exercises control of 25% or more (whether directly or indirectly) of the voting / controlling rights	<input type="checkbox"/>
Shareholders / Partners / Beneficial Owners	17. Where the controlling shareholder is an individual Certified true copy of NRIC or passport for each shareholder/ partner/ beneficial owner who owns or exercises control of 25% or more (whether directly or indirectly) of the voting/controlling rights	<input type="checkbox"/>
Shareholders / Partners / Beneficial Owners	18. Where the controlling shareholder is an individual Proof of address for each shareholder / partner / beneficial owner who owns or exercises control of 25% or more (whether directly or indirectly) of the voting / controlling rights (not applicable if NRIC is provided)	<input type="checkbox"/>
Shareholders / Partners / Beneficial Owners	19. Where the controlling shareholder is an corporation Particulars of controlling shareholders and / or partners of the corporate controlling shareholder (documents requested for in items 1 to 4 in respect of the corporate shareholder)	<input type="checkbox"/>
Financial Statements	20. Latest audited financial statements	<input type="checkbox"/>
Financial Statements	21. Where the corporation is not required to prepare audited financial statements regularly, balance sheet (not older than 12 months) that is certified by a director to give a true and fair view of the state of affairs of the corporation	<input type="checkbox"/>

Please note that proof of address should be a bank or utility statement that is less than 3 months old. Passports should be used unless the Applicant holds a Singapore-issued NRIC (applicable to Singaporeans/PR).

If a document provided is not in English, please also provide an English translation of the document which is certified by:

- a suitably qualified translator;
- a practising advocate and solicitor, an embassy or consulate official or an approved company auditor in the country of formation or incorporation of the Applicant who is conversant in that foreign language; or
- the in-house/general counsel, director, group/in-house company secretary of the Applicant who is conversant in that foreign language.

A certified true copy:

a) in relation to the certificate of incorporation, formation or establishment, means a copy of the certificate of incorporation, formation or establishment, where applicable, certified as a true copy of the original by:

- i. an official, holding an office corresponding to the Registrar of Companies under the Singapore Companies Act, in the country of formation or incorporation of the Applicant;
- ii. a notary, practising advocate and solicitor or an embassy or consulate official in the country of formation or incorporation of the Applicant;
- iii. the in-house/general counsel of the Applicant; or
- iv. a certified public or professional accountant.

b) in relation to the identification document for an individual such as NRIC or passport, where applicable, certified as a true copy of the original by:

- i. a notary, practising advocate and solicitor or an embassy or consulate official in the country of formation or incorporation of the Applicant;
- ii. the in-house/general counsel of the Applicant; or
- iii. a certified public or professional accountant,

If you have any questions or issues about applying for an ADDX account as a corporate, please contact us at team@addx.co