

## **M.G.T.M. FINANCIAL SERVICES LIMITED**

### **LIST OF DOCUMENTS REQUIRED FOR OPENING AN ACCOUNT (LEGAL ENTITY)**

1. Certified true copy of Certificate of Incorporation.
2. Certified true copy of Memorandum & Articles of Association.
3. Certified true copy of Certificate of Registered Address or other document(s) stating the registered address (not older than 6 months).
4. Certified true copy of Certificate of “Good Standing” / Certificate of Incumbency\* (not older than 6 months).
5. Certified true copy of Certificate of Directors (not older than 6 months).
6. Certified true copy of Certificate of Shareholders or other document(s) stating major beneficial owners (natural persons) owning directly or indirectly more than 10% of shares of the company (not older than 6 months).
7. Originals / Certified true copies of ID cards/ Passports of major beneficial owners/controllers.  
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8. Originals / Certified true copies of recent (not older than 6 months) utility bills (e.g. water, electricity or phone) or any other documents indicating proof of address (e.g. local authority tax bill, bank statement etc.) of major beneficial owners/ controllers.\*\*
9. Original / Certified true copy of PoA for the representation (if any).
10. Original / Certified true copy of Resolution of the Board of Directors to open an account and granting authority to those who will operate it.
11. Certified true copies of ID cards/ Passports of Director(s) and authorised representative(s).\*\*
12. Originals / Certified true copies of recent (not older than 6 months) utility bills (e.g. water, electricity or phone) or any other documents indicating proof of address (e.g. local authority tax bill, bank statement etc.) of director(s) and authorised representative(s).\*\*
13. Certified true copy of signature specimen of director(s) and authorized representative(s).\*\*\*
14. Questionnaire.
15. Authority and Indemnity in respect of telephone and fax instructions Form.
16. Codeword Form.
17. Latest audited financial statements and/or copies of the latest management accounts (might be additionally requested).

\* For companies, registered more than 6 months ago.

\*\* Copies of these documents could be made by a specialist of M.G.T.M. FINANCIAL SERVICES LIMITED

\*\*\* These signature specimen could be executed in the presence of a specialist of M.G.T.M. FINANCIAL SERVICES LIMITED

*For companies, incorporated outside of the Republic of Cyprus all documents should be apostilled.  
For companies, incorporated in the Republic of Cyprus all documents must be submitted in their original form or notarized by Cypriot notary/attorney/lawyer.*

*All documents in a language other than Greek or English must be translated.*

*If any of your Company's directors or shareholders are legal entities (not natural persons), please provide a full set of documents for those entities as well.*