

**1-i. What you need to bring**

	Private Limited	Partnership/ Limited Partnership	Limited Liability Partnership	Sole Proprietor	Society/ Club/ Association
OCBC Business Account application form	yes	yes	yes	yes	yes
Minimum deposit in cash or cheque	yes	yes	yes	yes	yes
Certified true copies of NRIC / Passport of all Authorised Signatories / Partners / Office Bearers (Person certifying cannot certify his/her own NRIC/Passport)	yes	yes	yes	yes	yes
Certified true copies of residential address proof eg. NRIC, Telco bill of all Authorised Signatories/Partners/Office Bearers (Bill dated within last 3 months from date of application) (Person certifying cannot certify his/her own residential address proof)	yes	yes	yes	yes	yes
Certified true copy of Memorandum & Articles of Association (M&A)	yes	no	no	no	no
Certified true copy of By-Laws of Society/Association/ Club	no	no	no	no	yes
Certified true copy of Minutes of Meeting of Management Committee (Signed by 2 office bearers of different functions)	no	no	no	no	yes#
Board Resolution (bank's standard/company's) (Signed by any 2 Directors or Director & Company Secretary)	yes	no	yes^	no	no

^LLP to also submit their LLP Partnership Agreement, if available

#To include authorisation to open and close accounts with the Bank and appointment of authorised signatories.

## 1-ii. Certification of true copies

Photocopied documents must be certified true by signature from the following:

<b>Private Limited</b>	Any 1 Director (For M&A, any Director or Company Secretary)
<b>Partnership / Limited Partnership</b>	Any 1 Partner (For Partnership only) Any General Partner (For Limited Partnership only)
<b>Limited Liability Partnership</b>	Any 1 Partner
<b>Sole Proprietorship</b>	Business Owner
<b>Society/Club/Association</b>	Any 1 Office Bearer

## 2. Signatories required to be present at bank branch for account opening

The following signatories must be present with their NRICs/Passports at OCBC Bank Branch at point of account opening;

<b>Private Limited</b>	Any 2 Directors (unless otherwise specified in board resolution)
<b>Partnership / Limited Partnership</b>	All Partners (For Partnership only) All General Partners (For Limited Partnership only)
<b>Limited Liability Partnership</b>	Any 2 Partners
<b>Sole Proprietorship</b>	Business Owner
<b>Society/Club/Association</b>	Any 2 Office Bearers