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REQUIREMENTS TO OPEN A MERCHANT ACCOUNT

In order to better serve you and avoid any possible delay in the account opening process for your Merchant account, we kindly ask you to complete and provide the following forms and requirements set forth below:

1. **Merchant Internet Services Account Opening Application Forms**
 - 1 Complete Corporate Application for a Bank Account – This form needs to be completed thoroughly and captured the signatures of the said beneficial owners and authorized signatories to the account.
 - 2 Bank Mandate - Certified Extract of Board of Directors regulating the conduct of this account.
 - 3 Due Diligence Authorization Form (to be completed for each said beneficial owner and authorized signatory)
 - 4 Signature Card
 - 5 Online Banking Form- Corporate Account (attached is the Online Banking Access Agreement)
 - 6 Merchant Questionnaire
 - 7 Standard Terms & Conditions (Read Only)
 - 8 Merchant Internet Service Agreement (Provided by Bank once application has been pre-approved)
2. **Identification**
 - 1 A clearly legible "certified" copy of a passport photo identification (with passport number and nationality) for each said beneficial owner and authorized signatory.
3. **References**
 - 1 Two bank references for each beneficial owner and signatories to the account. The reference must be an **original** on the bank's letterhead and should state the name of the account, type of account, date account opened, average balances for at least 12 previous months, how the account is being conducted, the individual's integrity and any other relevant information.
 - 2 One reference for each said beneficial owner and signatory to the account from an accountant or attorney.
 - 3 Proof of Address - A copy of recent utility bill for each said beneficial owner and authorized signatory to the account.
4. **Company Documents**
 - 1 Certified copy of Certificate of Incorporation
 - 2 Articles and Memorandum of Association
 - 3 Certificate of Good Standing (if company has existed for 12 months or more)
 - 4 Resolution of Appointment of Directors and Registers of Directors & Members of the company
 - 5 Copy of the most recent financial statements for each said beneficial owner
 - 2 Merchant business plan containing at the minimum the following: executive summary, background information on the company, directors and owners, description of product or services and long-term strategic plan etc.
 - 1 If client is an existing merchant, copies of processing statements (at least 6 mths)

It is required that the company be incorporated in Belize.