



# ACCOUNT DOCUMENT CHECKLIST

## MUFG Bank, Ltd. - Ho Chi Minh City Branch & Hanoi Branch

**CONNECTION SEAL for all pages is required for any documents having more than one page**

<b>NOTE:</b> + (*) Please ask the branch in detail. "Certified by Authority" means verified by Competent Authority + "Certified by Company" means verified by the Legal Representative of Entity with Seal (if any) + "Notarized" means certified by Public Notary Agency + "Legalized" means verified by Country Embassy + "Notarized translation" means translation to Vietnam of docs in foreign languages should be notarized.  <b>THE BANK MAY REQUEST FURTHER SUBMISSION OF SEVERAL DOCUMENTS FOR SOME CASES</b>  <b>PLEASE CONTACT THE BANK FOR OTHER TYPES OF ENTITY</b>		Company (Limited Liability Company, Joint Stock Company)	State-Owned Company (SOE)	Branch of Foreign Business Entity	Branch of Vietnamese Company	Rep. Office of Foreign Business Entity	Rep. Office of Vietnamese company	Project Account of Foreign / Vietnamese Contractor	Offshore Account (Foreign Entities)
<b>A. Bank's Forms (original)</b>									
1	<b>REQUEST TO OPEN BANK ACCOUNT (Form A-1) / ADVICE OF CHANGE (Form A-2)</b>	○	○	○	○	○	○	○	○
2	<b>SIGNATURE REGISTRATION (Form B)</b>	○	○	○	○	○	○	○	○
3	<b>SAME DAY FOREIGN EXCHANGE SPOT TRANSACTIONS AGREEMENT</b>	○	○	○	○	○	○	○	○
4	<b>FATCA SELF - CERTIFICATION (Form W-8BEN-E or Form W-9)</b>	○	○	○	○	○	○	○	○
5	<b>LETTER OF INDEMNITY for Foreign Contract Tax related to Deposit Interest</b>							○	
6	<b>LETTER OF INDEMNITY to delay Chief Accountant / Person in charge of Accounting Registration</b>	△		△					
7	<b>Comprehensive Letter of Indemnity (Form 1) (Supporting documents as true copies)</b>	○	○	○	○	○	○	○	○
8	<b>Confirmation Letter - Board of Director (Original / Certified by Company) (Customer's own form is acceptable if information is provided sufficient)</b>	○	○	○	○	○	○	○	○
<b>B. Legal Documents</b>									
1	<b>IRC - Certificate of Investment Registration &amp; amendments (if any) (if the company with foreign investor(s) holding ≥ 51% charter capital or investment in conditional business) (Certified by Authority or Notarised)</b>	○			○				
2	<b>ERC - Enterprise Registration Certificate and amendments (if any) (Certified by Authority or Notarised)</b>	○	○	△					
3	<b>Permit/ Decision for Establishment from relevant authorities &amp; amendments (if any) O(*) : Mandatory for special company as finance, insurance, law (Certified by Authority or Notarised)</b>	O(*)	△	O(*)					
4	<b>BRC - Certificate of Branch Registration and amendments (if any) Except special company as finance, insurance, law (Certified by Authority or Notarised)</b>			△	○				
5	<b>Certificate of Representative Office Registration &amp; amendments (if any) (Certified by Authority or Notarised)</b>					○			
6	<b>Project/ Contractor License &amp; amendment (if any) (Certified by Authority or Notarised)</b>							○	
7	<b>Notice of Management Office &amp; amendment (if any) &amp; Contractor Contract (In Vietnamese) (Certified by the Project)(Vietnamese translation of Contractor Contract should be certified by the Project)</b>							○	
8	<b>Certificate of Incorporation / IRC / ERC of respective Parent Company / Head Office &amp; amendment (if any) (Certified by Authority or Notarised if Parent Company / Head Office is Vietnamese entity) (Legalized &amp; Notarized translation if Parent company / Head Office is overseas entity)</b>			○	○	○	○		
9	<b>Certificate of Incorporation &amp; amendment (if any) (Legalized and Notarized translation)</b>								○
10	<b>Company's Charter / Articles of Associations &amp; amendment (if any) (in Vietnamese) (Certified by Company) (English version is optional)</b>	○	○	△					

<b>NOTE:</b>		Company (Limited Liability Company, Joint Stock Company)	State-Owned Company (SOE)	Branch of Foreign Business Entity	Branch of Vietnamese Company	Rep. Office of Foreign Business Entity	Rep. Office of Vietnamese company	Project Account of Foreign / Vietnamese Contractor	Offshore Account (Foreign Entities)
<p>+ (*) Please ask the branch in detail. "Certified by Authority" means verified by Competent Authority            + "Certified by Company" means verified by the Legal Representative of Entity with Seal (if any)            + "Notarized" means certified by Public Notary Agency            + "Legalized" means verified by Country Embassy            + "Notarized translation" means translation to Vietnam of docs in foreign languages should be notarized.</p> <p><b>THE BANK MAY REQUEST FURTHER SUBMISSION OF SEVERAL DOCUMENTS FOR SOME CASES</b></p> <p><b>PLEASE CONTACT THE BANK FOR OTHER TYPES OF ENTITY</b></p>									
11	<b>Power of Attorney from Account Holder (Parent Company) to the Authorized Representative</b> (Original / Certified by Company) (Legalized & Notarized translation is mandatory if the Account Holder is foreign entity)			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12	<b>Power of Attorney from Legal Representative to the Authorized Representative</b> (Applicable if Legal Representative is not Authorized Representative)(Original / Certified by Company)	<input type="checkbox"/>	<input type="checkbox"/>						
13	<b>Decision on the Nomination of Chief Accountant/ Person in charge of Accounting</b> (Original / Certified by Company)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>					
<b>Seal Registration Certificate</b>									
14	▪ <b>Enterprises established under Law of Enterprise 2005 or seal change before 01 Jul 2015</b> <b>Seal Registration certificate</b> (Certified by Authority or Notarized)	<input type="radio"/>	<input type="radio"/>		<input type="radio"/>				
	▪ <b>Enterprises established under Law of Enterprise 2014 or seal change after 01 Jul 2015</b> <b>Notice of using Company seal (issued by DPI)</b> In case this notice hasn't been uploaded on the website of DPI (Copy)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>				
	▪ <b>Representative Office / Project account / Branch of Foreign Business Entity</b> (Certified by Authority or Notarized)			<input type="radio"/>		<input type="radio"/>	<input type="radio"/>		
<b>Tax Code Registration (Not required for Enterprises established under Law of Enterprise 2014)</b>									
15	▪ <b>Enterprises established under Law of Enterprise 2005</b> (Certified by Authority or Notarized)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				
	▪ <b>Representative Office, Project Account</b> (Certified by Authority or Notarized)					<input type="checkbox"/>	<input type="checkbox"/>		
<b>C. Identification of Signers</b>									
1	<b>Valid Passport / ID Copies of Authorized Representative(s)</b> (Certified by Authority or Notarized)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	<b>Evidence of (i) Residential Address in Vietnam and (ii) Home Address in overseas of Authorized Representative (applicable if either residential address or home address or both of Authorized Representative are not shown in IRC / ERC or BRC)</b> (Original/ Certified by company) - Housing / apartment rental agreement - Certificate of address (issued by the Company) together with valid visa / work permit / temporary resident card (company address indicated is acceptable) - Power of Attorney (under Bank's form)	<input type="checkbox"/>	<input type="checkbox"/>						
3	<b>Valid Passport / ID Copies of Chief Accountant or Person in charge of Accounting</b> (Certified by Authority or Notarized)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>					
4	<b>Valid Passport / ID Copies of other Authorised Signatory(ies)</b> (Certified by Authority or Notarized)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>D. Transactional documents (original)</b>									
1	<b>Notification of authorized dealers (for Same day exchange SPOT transactions)</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	<b>Letter of Authorization (to authorized person to communicate with the Bank)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>