



The following is required to open an account at **BPM Financial Limited**

COMPANY

1. **Certificate of Incorporation** (duly notarized where such body is not incorporated in Jamaica)
2. **Memorandum and Articles of Association or Articles of Incorporation**
3. **Partnership Agreement**
4. **Trust Agreement**
5. **For Clubs and Societies:** Constitution documents and Certificates from the Companies Office of Jamaica and of the Department of Cooperatives and Friendly Society
6. **Notice of Change of Directors** (where applicable)
7. **Notice of Secretary**
8. **Company Tax Payer Registration (TRN)**
9. **Tax Compliance Certificate**
10. **Proof of Address** for the company, Authorized Signers, Directors, and Majority Shareholders.
11. **Signatories:** The company Secretary may provide a letter, listing the names and addresses of all Directors, Authorized Signers, and Majority Shareholders confirming that they are Directors/Signing Officers/Majority Shareholders of the company and that the necessary paperwork has been filed with the Office of the Registrar of Companies. This letter must be accompanied by a certified copy of Form 23 from the Office of Registrar of Companies confirming the identity of the Company Secretary.
12. **Completed and Signed Client Account Application Form**
13. **Completed Source of Funds Form** (This form must be completed for all transactions equaling or exceeding US\$15,000.00 or its equivalent in any other currency).

ALL SIGNATORIES ARE REQUIRED TO PROVIDE THE FOLLOWING

14. **Valid Photo Identification** (Passport, Driver's Licence, or National ID) for the overseas client their ID must be notarized if the ID is sent to our office.
15. **Taxpayer Registration Number** (TRN or other unique reference number issued in another country)
16. **Completed and Signed Client Information Form**
17. **Proof of Employment (job letter or 3 last payslips)**
 - a. **If self-employed** (3 months' worth of bank statements; financial statement of the business or self/unemployment verification form signed by a J.P.).
 - b. **If retired** (NIS Slip, Pension Statement or bank statements showing the Pension income; or self/unemployment verification form signed by a J.P.).
18. **Proof of (residential) Address** not older than 3 months (utility bill, credit card, bank or hire purchase statement in your name). Married persons with no bill in their name may provide a bill in their spouse's name and their marriage certificate.
19. **PAYMENT OPTIONS**
 - A. In branch and Online payments are available through, **Sagicor Bank**, and **CIBC Firstcaribbean International Bank**.
 - B. Bill Express
 - C. Paymaster
 - D. JMMB Money Transfer
 - E. Debit cards and Cheques (payable to BPM Financial Limited) at our offices

CASH DEPOSIT IS NOT ACCEPTED AT OUR OFFICE