

DOCUMENT CHECKLIST FOR PRIVATE LIMITED/PUBLIC COMPANY

CERTIFIED TRUE COPY DOCUMENT

How to certify the documents as 'certified true copies' to bank's requirements



STEP 1

M&AA needs to be Certified True Copy by 2 directors (or 1 director + 1 secretary) before submission to the bank

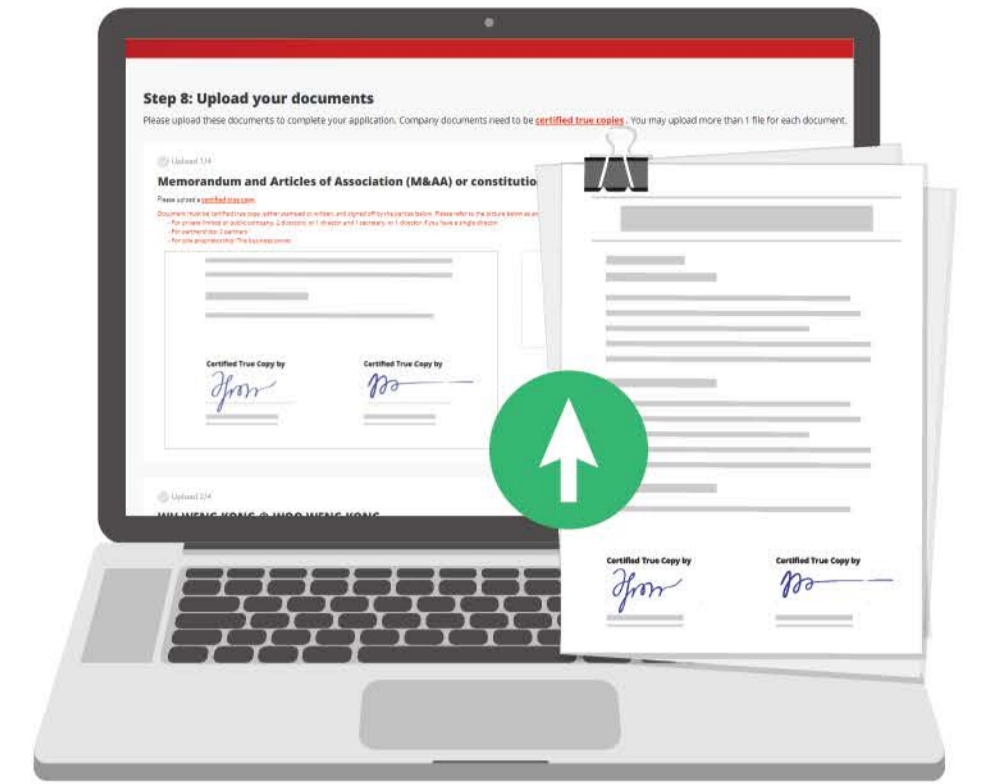


STEP 2

'Certified True Copy by' to be stamped or written at the bottom of the first page of the M&AA document for the 2 signors

STEP 3

Get both signors to sign off (as shown by illustration)



STEP 4

Upload a pdf copy of this Certified True Copy M&AA as part of the application

IDENTIFICATION DOCUMENTS

How to provide the required identification documents (images) according to bank's requirements

IMAGE 1: NRIC/PASSPORT & SIGNATURE



STEP 1

On a white piece of paper, place your back of NRIC/Passport on the **left side** of the paper. Indicate your signature to the right of the NRIC/Passport



STEP 2

Take a photo in **landscape (horizontal)** format



STEP 3

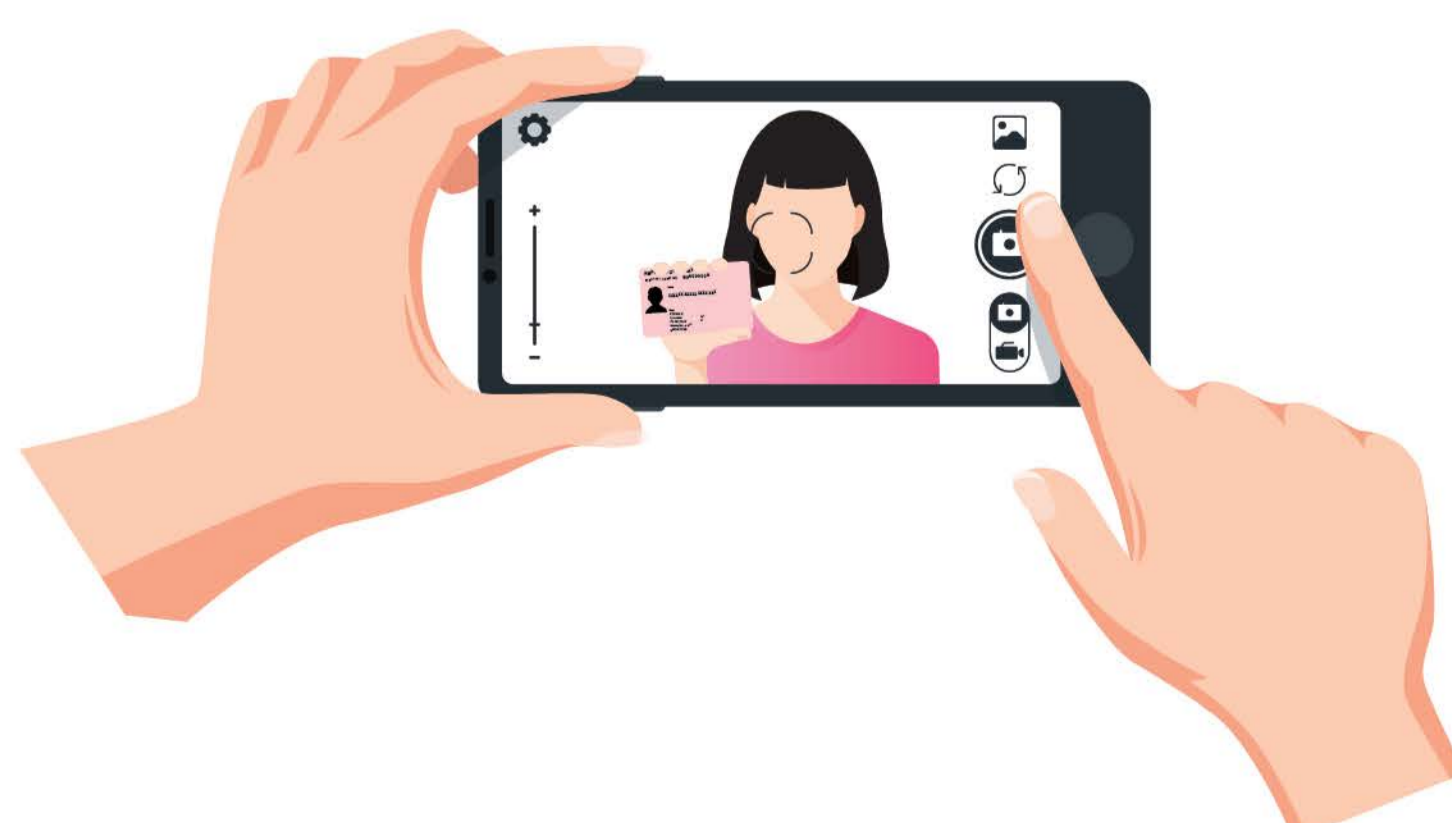
Upload this image for the application

IMAGE 2: FRONT OF NRIC/PASSPORT WITH OWNER OF NRIC/PASSPORT



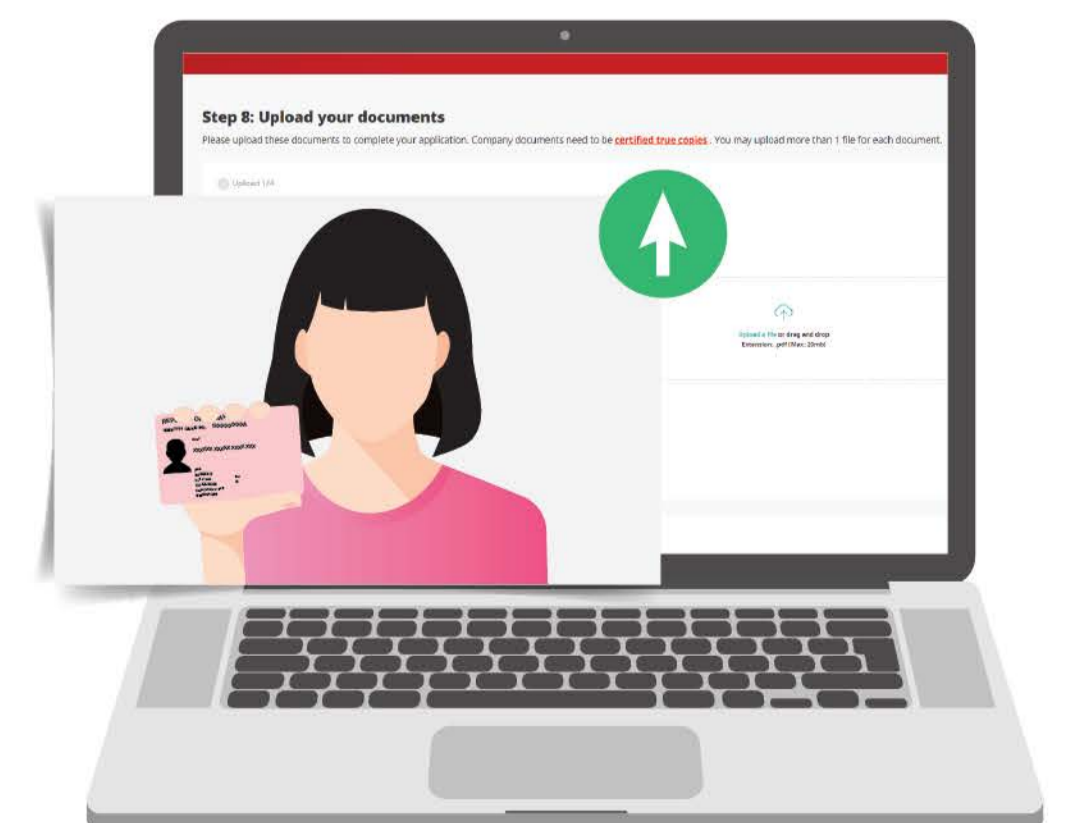
STEP 1

Take an image of yourself holding the front of your NRIC/Passport on your right



STEP 2

Ensure the camera is in **landscape (horizontal)** format when taking the photo



STEP 3

Upload this image for the application