



List of supporting documents required to open your IBAN account for business

Version CP-AB-CO-M-001.3

Supporting documentation is required to complete the application process. More details on what additional information is required are provided below.

ID verification for all individuals marked as authorized representatives (ARs) on this application form

ALL individuals marked as ARs on this form have to be verified. For verification of each AR, one of the below 3 verification methods will be applied.

Different verification method may apply for different ARs based on the below stated criteria:

- Verification method 1
 - Applied if ID document of AR is from a country stated on [this list](#).
 - This verification method is completed remotely
- Verification method 2
 - Applied if the requirement listed for Verification method 1 is not met, but the AR has a personal bank account in his/her name in an EU country
 - AR will be asked to wire a small amount (can be as small as €0.01) from his personal EU bank account to a ConnectPay account
 - This verification method is completed remotely
- Verification method 3
 - All ARs can still opt for method 3.*
 - Applied if the requirement listed for Verification method 2 is not met
 - This verification method is completed face-to-face

The required supporting documentation for each of the 3 methods is stated below.

ALL ARs have to provide supporting documents according to the below table.

		Method 1	Method 2	Method 3
1	Clear copy of passport or national ID	Completed during video call at later stage, no additional documentation required	Soft copy via email. Notarized and apostilled hard copy via physical mail	Completed at face-to-face meeting
2	ConnectPay terms and conditions signed	No additional documentation required	Soft copy via email. Hard copy via physical mail	Completed at face-to-face meeting

ID verification for all UBOs, directors and other individuals listed on this application form NOT marked as authorized representatives

Verification for all such individuals is completed remotely. The below stated document is required for each individual listed on this application form:

		Method
1	Clear copy of passport or national ID	Soft copy via email only

Verification of corporate documents and other supporting documents

For verification of corporate documents, one of the below 2 verification methods will be applied:

- Verification method 1 is applied if the company is incorporated in a country stated on the below list¹
 - Verification method 2 is applied for companies incorporated in all other countries.
- Both verification methods are completed remotely.

The required supporting documentation for each of the 2 methods is stated below:

		Method 1	Method 2
1	Certificate of incorporation (or the equivalent for the applicable jurisdiction)	Soft copy via email only	Soft copy via email. Notarized and apostilled hard copy via physical mail

2	Memorandum and Articles of Association (or the equivalent for the applicable jurisdiction)	Soft copy via email only	Soft copy via email. Notarized and apostilled hard copy via physical mail
3	Dated extract from the company register, issued within the past 3 months. It should confirm company's registration number, registered address, details on its management, date of issue of the valid M&AA (or equivalent corporate document) and the fact that the company is in good standing. In case the dated extract from the registry of companies, issued within the past 3 months, does not include all necessary information, additional certification from the Registered Agent should be provided.	Soft copy via email only	Soft copy via email. Notarized and apostilled hard copy via physical mail
4	Documents confirming the beneficial ownership	Soft copy via email only	Soft copy via email. Notarized and apostilled hard copy via physical mail
5	Resolution confirming the authority of any individual marked on this application form as an authorized representative, including the person signing for this application form. It must be clearly stated that all authorized representatives, including the person signing for this application form have the right to open and manage company accounts. This document is only required if the authority of any individual marked on this application as authorized representative, including the person signing this application form, is not visible in the corporate documents (Articles of Association or other).	Soft copy via email only	Soft copy via email. Notarized and apostilled hard copy via physical mail
6	Detailed corporate chart clearly defining the Ultimate Beneficial Owner(s) - if the company is part of a larger group structure of companies, please include a company group chart showing all companies in the structure up to the UBO. This chart should include ALL companies in the group. Please state for each company the country of incorporation, the purpose or activity, the name of the director and specify the shareholding for each company.	Soft copy via email only	Soft copy via email only
7	All license(s) issued by any government or government-supported institution.	Soft copy via email only	Soft copy via email only
8	Companies registered in international offshore financial centers should provide documents evidencing their economic activity: agreements, invoices, transport documents, (CMR, BoL) etc.	Soft copy via email only	Soft copy via email only
9	Any other documents you would like to add to support this application.	Soft copy via email only	Soft copy via email only

²Verification method 1 is applied if the company is incorporated in a country stated below:

China, Denmark, France, Germany, Hong Kong, Ireland, Italy, Luxembourg, Malta, Netherlands, Singapore, Switzerland, UK

General notes

- For companies whose ultimate beneficial owner's (UBO) legal ownership cannot be reasonably verified by ConnectPay, additional UBO verification procedure might be applied.
- Please make sure to provide all documents as stated above to avoid delays with your application.
- ConnectPay reserves the right to ask for additional documents at any time.
- For sending hard copies by physical mail please use the following address: Konstitucijos ave. 12, 09308 Vilnius, Lithuania.
- Please notice that all the supporting documents have to be provided in English. Otherwise, only professionally translated documents are accepted, together with a certificated copy of the original document.