# **Commercial Banking Customer KYC Form**



#### A. ACCOUNT INFORMATION (To be filled by the Bank before dispatch to Customer)

Account Number(s)	Date Account Opened	Account Status (active, dormant, frozen, closing, closed)
ustomer's Present Address:		
As per Commercial Registration)		

#### B. MANDATORY DOCUMENTS TO BE PROVIDED BY THE CUSTOMER (To be filled by the Bank before dispatch to Customer)

Kindly provide the following original documents to the Bank:

- 1. In the case of individuals: Identity Card (for Omani national) or Resident Card and Passport with valid Oman Visa page (for non-Omani national) for:
  - a. All the Immediate Owners as specified under Section I point (1) of this form.
  - b. All the Ultimate Beneficial Owners (UBO) as listed under Section I point (2) of this form.
- 2. In the case of juristic entities: Company Identification Document (ID) and for all Authorised Signatories as listed under Section 1 point (4), copies of their Identity Card (for Omani national), Resident Card and Passport with valid Oman Visa page (for non-Omani national). The original ID of any one of the Authorized Signatory ("A') must be sighted by the Bank Official; ID copies of all other Authorized Signatories to be certified by Signatory "A".

3. List the mandatory documents that must be provided if any against the documentation checklist below:-

Company Type	Mandatory Documents required	Customer to provide: (Original copies)
	Original Commercial Registration Certificate listing all shareholders and signatories	
	Current Chamber of Commerce Certificate	
	Computer Extract of Declaration on Commercial Register (computer print-out)	
All Companies	Current authorised signatories registered with Ministry of Commerce and Industry (only for companies registered in Oman)	
	Signing Instructions	
	Attested Power of Attorney (if applicable)	
	<ul> <li>Last available set of yearly audited company accounts (only where company annual turnover exceeds OMR250,000 (USD\$650,000)</li> </ul>	
SAOG, SAOC Companies	Memorandum and Articles of Association attested by Ministry of Commerce and Industry	
General & Limited Partnerships	Partnership Agreement or Constitutive Contract signed by all partners and attested by Ministry of Commerce & Industry	
LLCs	Constitutive Contract signed by all partners and attested by Ministry of Commerce & Industry	
Holding Companies	Either in the form of a SAOG, SAOC or LLC therefore the relevant documents for the above entities will apply	
Course and of Ocean	Documentary evidence of approval to conduct business	
Government of Oman	Approval from Ministry of Finance	
Branches of Foreign or Non-Resident Companies	Documentary evidence of approval to conduct business attested by Omani Embassy or any other GCC Embassy	
For Clubs, Associations,	Either in the form of a SAOG, SAOC or LLC therefore the relevant documents for the above entities will apply	
Co-operatives, Charitable, Diplomatic	Official certification from the relevant Ministry that company has the designated status	
Missions, Social and Professional	Constitution or Rules of the Club, Association or Society	
Societies including	Power of Attorney for Diplomatic Mission	
Non-Government Organisations	Signing Instructions	
	National ID and Passport of authorized signatories	

LE	GAL ENTITY DETAILS					
Da	te of Establishment:					
Na	nture of Business (a summa	ry of the compa	any's activities	):		
Со	mmercial Registration Nur	nber:		Commercial I	Registration	Expiry Date:
Le	gal Entity Type:					
	Sole Trader / Proprietorship		SAOG Compa	ny		SAOC Company
	General Partnership		Limited Partne	ership	$\Box$ L	imited Liability Company (LLC)
	Holding Company		Government of	of Oman & Sta	te Owned Boo	dies
	Branch of Foreign Company	′ 🗆	Non-Resident	Company	□ 7	rusts
	Charities		Others, please	e specify:		
Lis	sted Exchange (In case of cor	npanies listed or	ı a stock exchar	nge, please nar	me the Exchai	nge):
	_	Yes* □ No				
* /	Indication that the company is	s fully or partially	constituted by	bearer shares.		
						y operates (charity beneficiaries),
	countries in which beneficiar e name of the regulator of the			es of beneficia	iries) and ope	rate (countries of operation) and
	-		- 1			A
C	Charity Beneficiaries	Charity Count Beneficiaries	ries of	Charity Cour Operation	itries of	Charity Regulator
Bu	isiness Type (Please tick wh	ich category be	st describes y	our company)	:	
	Agriculture, Hunting & Fores	stry		☐ Transport, S	torage & Con	nmunications
	Fishing			☐ Financial Int	ermediaries	
	Mining & Quarrying			☐ Real Estate,	Renting & Bu	usiness Activities
	Manufacturing		Г	Public Admi Security	nistration, De	fense, Compulsory Social
	Electricity, Gas & Water Sup	pply		☐ Education		
	Construction			☐ Health & So	cial Work	
	Wholesale, Trading, Retail Tr	ade	Г	Other Comr	nunity, Social	& Personal Service Activities
	Repair of cars, Motorcycles, P	ersonal & Househ	old Goods [	☐ Internationa Institutions	l Organization	s, Diplomatic & Consular
	Hotels & Restaurants			Others		

# Commercial Banking Customer KYC Form

Nature of account: ☐ Resident in Oman ☐ Non Resident*  * In case of Non-Resident Account kindly specify Country and Year of Incorporation, and Home Country address of the Parent Company, the purpose of account and provide the latest copy of the renewed Trade License of the Parent Company issued in the country of Incorporation.							
Year of Incorporation							
	Country of Incorporation						
Purpo	ose of Non Resident Account:						
Home	lome Country Mailing Address:						
Home	e Country Residential Address:						
D. FII	NANCIAL INFORMATION						
1.	Turnover						
	a. Your Local sales turnover (OMR Million)						
	Current Projected						
	b. Your Group sales turnover (OMR Million)						
	Current Projected						
	For Charities this should be the intended annual donations.						
2.	Name of the Group (Parent company)						
	Address						
	Is the parent group banking with HSBC Bank?      Yes*   No						
	HSBC Bank (Branch)						
	Account number						
3.	Approximate Annual Revenue in OMR:						
4.	Approximate Assets in OMR:						
5.	Principal source of funds used to initiate the company's relationship with HSBC:						
6.	Source of capital used to undertake the business relationship with HSBC:						
7.	Name of the Auditor						

#### **E. GENERAL INFORMATION**

2.

3.

1. Please state the purpose for which the account(s) listed under Section A of this form is/are being used (for example receipt of salary, pensions, money transfer) and the expected value of receipts into the account monthly in OMR.

Account Number(s)	Purpose of Ac	count	Expected Value of Receipts (Monthly) in OMR
Does your company intend to make cros  ☐ Yes* ☐ No  *If Yes, please explain:	ss border payme	nts from your accounts?	
The purpose of cross border payments remittance.	, e.g. family		
The anticipated number of cross-borde per month.	r payments		
The anticipated monthly value of cross-payments in OMR.	- border		
The countries that payments will be ma received from.	ade to or		
The currencies that cross border payme made in or received in.	ents will be		
Does your company intend to make sign  ☐ Yes* ☐ No *If Yes, please explain:	nificant cash dep	osits?	
Why the company makes significant ca (e.g. the company is paid in cash).	sh deposits		
The anticipated number of inbound pay per month.	rments		
The anticipated monthly value of inbound payments in OMR.			
The currencies that payments will be received in.			
The anticipated number of outbound paper month.	ayments		
The anticipated monthly value of outboin OMR.	und payments		
The currencies that outbound payments	will be made in.		

4.	Please confirm if your company has gone through any Ownership change in the last 5 years or since opening your account with us?  — Yes* — No  *If Yes, please provide the related ownership change documents to the Bank separately to update Bank records if not already done so.				
5.	Please confirm if your company has gone through any Legal Entity status change in the last 5 years or since opening your account with us?  \[ \textstyle \text{Yes*}  \textstyle \text{No} \]  *If Yes, please provide the related mandate documents to the Bank separately to update Bank records if not already done so.				
6.	6. Please provide details of any other Personal or Business accounts	you may have with HSBC both in Oman and abroad.			
	Account Name Acc	ount Number			
	3.				
	4.				
	5.				
	7. Please list the Related firms/Subsidiaries if any:  In Home Country:				
	Outside Home Country:				
8.	8. Number of employees in the Company:				
CC	COMMERCIAL INFORMATION				
1.	Please list the products/services merchandised by the company.     a				
	b				
	C				
	d				
2.	2. Are you authorised dealers for any products/services? If yes, plea	se list below:			
	a				
	b				
	c				
	Vi				

F.

3.	Please list the country of origin of the products/services dealt by the company: a b c d	
4.	ePlease list the countries from where you source (import) the product along with	n percentages:
	Countries	Percentage of your total imports
5.	Please list the countries where you directly sell (export) the product along with	percentages:
	Countries	Percentage of your total exports
6.	Please list the ultimate destination of your products i.e. where your product wo	Percentage of your total re-exports
7.	Please provide names of your Top 5 Buyers and Top 5 Suppliers in the space pr  Buyers	Country
	Suppliers	Country

8.	What types of customer does your company deal with? E.g. Individuals, other businesses, government, public bodies.
	For Charities, Clubs and Societies this will be the types of organisations they deal with.

#### **G. CONTACT DETAILS**

The below information will supersede all previous information provided and will be used for all future communication by the Bank.

Correspondence Address (As per Commercial Registration)	P. O. Box: Post Code: Postal Area: Country:
Telephone Number	Office 1 Office 2
Fax	
Email	
Website/URL Address of the Company	
Primary Contact Person along with Contact Number	Name: Position: Contact No: Name: Position: Contact No: Name: Contact No: Contact No: Contact No: Contact No:
Company's physical address  Note: Please attach location map if available	House/Flat No:

### H. OTHER BANKERS INFORMATION (IF ANY):

Other Banks Used	Purpose				
(in Oman and outside Oman)	Operating Account (Yes / No)	Credit Facilities (Yes / No)	Trade Services (Yes / No)	Remittances (Yes / No)	
1.					
2.					
3.					
4.					
5.					

# I. DETAILS OF OWNERSHIP, DIRECTORS & AUTHORISED SIGNATORY(S) OF THE COMPANY

1. Following are the IMMEDIATE OWNERS of the company with shareholding of 10% or more:

Full Title and Name of Shareholder (as per Identity Card for Omanis and passport for Expatriates)*	Full Residential and P O Box Address of Shareholder	Identification Document Details ** (Identity Card for Omani national or Resident Card and Passport with valid Oman Visa page for Expatriate/Company Registration for Companies)	Country of Residence/ Country of Head Quarters	Shareholding /Ownership Percentage (%)
		ID/Resident Card Number		
		Passport Number		
		Date of Birth		
		Company Registration No		
		Nationality / Incorporation		
		HSBC Customer Number		
		ID/Resident Card Number		
		Passport Number		
		Date of Birth		
		Company Registration No		
		Nationality / Incorporation		
		HSBC Customer Number		
		ID/Resident Card Number		
		Passport Number		
		Date of Birth		
		Company Registration No		
		Nationality / Incorporation		
		HSBC Customer Number		

Full Title and Name of Shareholder (as per Identity Card for Omanis and passport for Expatriates)*	Full Residential and P O Box Address of Shareholder	Identification Document Details ** (Identity Card for Omani national or Resident Card and Passport with valid Oman Visa page for Expatriate/Company Registration for Companies)	Country of Residence/ Country of Head Quarters	Shareholding /Ownership Percentage (%)
		ID/Resident Card Number		
		Passport Number		
		Date of Birth		
		Company Registration No		
		Nationality / Incorporation		
		HSBC Customer Number		
		ID/Resident Card Number		
		Passport Number		
		Date of Birth		
		Company Registration No		
		Nationality / Incorporation		
		HSBC Customer Number		

<sup>\*</sup> For non-individuals – Please state Full name of the company (correspondence /short name will be same)

<sup>\*\*</sup>For Individuals – Please state Passport No., Identity/Resident Card Number, Date of Birth and Nationality.

<sup>\*\*</sup>For Companies – Please state Registration No. and Country of Incorporation. (Please provide Copy of Certificate of Incorporation).

2. Following are the details of the INDIVIDUALS who ultimately beneficially own 10% or more of our Company (i.e. the entity opening/holding account with HSBC) (Applicable only if corporate entities are shown as owners/ shareholders under Section1) (For names of Individuals already covered under Section1, please mention only the name and shareholding percentage)

A Beneficial Owner is the natural person(s) who ultimately owns or controls a customer and/or person on whose behalf transaction is being conducted. It also incorporates those persons, government, exchange listed owners and others who exercise ultimate effective control over a legal person or arrangement.

Full Title and Name of the ultimate beneficial owner (individual) holding 5% or more * (as per Identity Card for Omanis & passport for Expatriates)	Full Residential and P O Box Address the ultimate beneficial owner	Identification Document (Details of Identity Card for Omani national, Resident Card and Passport with valid Oman Visa page for Expatriate and Company Registration for companies, etc.)	Ownership Percentage (%)
		ID /Resident Card Number	
		Passport Number	
		Date of Birth	
		Nationality	
		Country of Residence	
		Company Registration No	
		Country of Incorporation	
		HSBC Customer Number	
		ID /Resident Card Number	
		Passport Number	
		Date of Birth	
		Nationality	
		Country of Residence	
		Company Registration No	
		Country of Incorporation	
		HSBC Customer Number	

Full Title and Name of the ultimate beneficial owner (individual) holding 5% or more * (as per Identity Card for Omanis & passport for Expatriates)	Full Residential and P O Box Address the ultimate beneficial owner	Identification Document (Details of Identity Card for Omani national, Resident Card and Passport with valid Oman Visa page for Expatriate and Company Registration for companies, etc.)	Ownership Percentage (%)
		ID /Resident Card Number	
		Passport Number	
		Date of Birth	
		Nationality	
		Country of Residence	
		Company Registration No	
		Country of Incorporation	
		HSBC Customer Number	
		ID /Resident Card Number	
		Passport Number	
		Date of Birth	
		Nationality	
		Country of Residence	
		Company Registration No	
		Country of Incorporation	
		HSBC Customer Number	

- \* For non-individuals Please state Full name of the company (correspondence /short name will be same)
- \*\* For Individuals Please state Title first, followed by Family name and other given names. Please state Passport Number, Identity/Resident Card Number, Date of Birth and Nationality.
- \*\* For Companies Please state Registration No. and Country of Incorporation. (Please provide Copy of Certificate of Incorporation).
- \*\* If any corporate entity stated under section 1 is listed in a stock exchange, please provide the details here along with documentary evidence.

3. Following are the details of the Directors of our company:

Full Title and Name of the Director * (as per Identity Card for Omanis and passport for Expatriates)	Full Residential and P O Box Address of the Director**	Country of Residence**	Identification Document Details of the Director ** (Identity Card for Omani national or Resident Card and Passport with valid Oman Visa page for Expatriate)
			ID /Resident Card Number
			Passport Number
			Date of Birth
			Nationality
			Country of Residence
			HSBC Customer Number
			ID /Resident Card Number
			Passport Number
			Date of Birth
			Nationality
			Country of Residence
			HSBC Customer Number
			ID /Resident Card Number
			Passport Number
			Date of Birth
			Nationality
			Country of Residence
			HSBC Customer Number
			ID /Resident Card Number
			Passport Number
			Date of Birth
			Nationality
			Country of Residence
			HSBC Customer Number

Full Title and Name of the Director * (as per Identity Card for Omanis and passport for Expatriates)	Full Residential and P O Box Address of the Director**	Country of Residence**	Identification Document Details of the Director ** (Identity Card for Omani national or Resident Card and Passport with valid Oman Visa page for Expatriate)
			ID /Resident Card Number
			Passport Number
			Date of Birth
			Nationality
			Country of Residence
			HSBC Customer Number

<sup>\*</sup> Please state Title first, followed by Family name and other given names and position in the company (Share Holder/ Director/ Power Of Attorney holder)

<sup>\*\*</sup> For Individuals already covered under section 1 & 2 please state only the name and indicate 'Section 1 / 2 refers'

<sup>\*\*\*</sup> Any changes in the mandate to be advised separately.

4. Details of Authorized Signatories for the account(s) of our company: (As advised to the Bank\*\*\*)

Full Title, Name & Position in the Company of the Signatory * (Full name as per Identity Card for Omanis and passport for Expatriates)	Purpose of Access to each Account	Full Residential and P O Box Address of the Signatory**	Country of Residence**	Identification Document Details of the Signatory ** (Identity Card for Omani national or Resident Card and Passport with valid Oman Visa page for Expatriate)
				ID /Resident Card Number
				Passport Number
				Date of Birth
				Nationality
				Country of Residence
				HSBC Customer Number
				ID /Resident Card Number
				Passport Number
				Date of Birth
				Nationality
				Country of Residence
				HSBC Customer Number
				ID /Resident Card Number
				Passport Number
				Date of Birth
				Nationality
				Country of Residence
				HSBC Customer Number

Full Title, Name & Position in the Company of the Signatory * (Full name as per Identity Card for Omanis and passport for Expatriates)	Purpose of Access to each Account	Full Residential and P O Box Address of the Signatory**	Country of Residence**	Identification Document Details of the Signatory ** (Identity Card for Omani national or Resident Card and Passport with valid Oman Visa page for Expatriate)
				ID /Resident Card Number
				Passport Number
				Date of Birth
				Nationality
				Country of Residence
				HSBC Customer Number
				ID /Resident Card Number
				Passport Number
				Date of Birth
				Nationality
				Country of Residence
				HSBC Customer Number

<sup>\*</sup> Please state Title first, followed by Family name and other given names and position in the company (Share Holder/ Director/ Power Of Attorney holder)

<sup>\*\*</sup> For Individuals already covered under section 1 & 2 please state only the name and indicate 'Section 1 / 2 refers'

<sup>\*\*\*</sup> Any changes in the mandate to be advised separately.

5. Details of Other Influential parties in our company (E.g. Chief Financial Officer, Chief Operating Officer): (As advised to the Bank\*\*\*)

Full Title, Name & Position in the Company * (Full name as per Identity Card for Omanis and passport for Expatriates)	Full Residential and P O Box Address of the Signatory**	Country of Residence**	Identification Document Details of the Signatory ** (Identity Card for Omani national or Resident Card and Passport with valid Oman Visa page for Expatriate)
			ID /Resident Card Number
			Passport Number
			Date of Birth
			Nationality
			Country of Residence
			HSBC Customer Number
			ID /Resident Card Number
			Passport Number
			Date of Birth
			Nationality
			Country of Residence
			HSBC Customer Number
			ID /Resident Card Number
			Passport Number
			Date of Birth
			Nationality
			Country of Residence
			HSBC Customer Number

<sup>\*</sup> Please state Title first, followed by Family name and other given names and position in the Company (Share Holder/ Director/ Power Of Attorney holder)

<sup>\*\*</sup> For Individuals already covered under section 1 & 2 please state only the name and indicate 'Section 1 / 2 refers'

<sup>\*\*\*</sup> Any changes in the mandate to be advised separately.

6. **Following are the Political Persons of the Owners/Directors/Signatories listed above:** (Political Person is a person who is or has been a senior official in the Executive, Legislative, Administrative, Military or Judicial sectors of a Government and his/her close associates / immediate family members are or have been in such a position)

Title and Name in Full (as per Identity Card for Omanis and passport for Expatriates)	Position Held in the Company (Shareholder/ Director/Signatory)	Position held in the Government Please mention Government Department (to be completed if the Owner / Director / Signatory/ Influential Party is a Political Person)	If an immediate Family Member or Close Associate of person is a Political Person, please mention details: Name, Position held, Name of Government Department, Relationship with the Owner / Director / Signatory

# By completing/declaring the details above:

- I hereby certify that all information provided herein above are true and correct as of the signature date.
- I undertake to notify the bank of any changes to the information provided.

Signature of Authorized Signatory (As per Bank's Records):	
Name of the Authorized Signatory:	
Position in the Company:	
Date:	Company Stamp: