

KHCB ACCOUNT OPENING DOCUMENTATION CHECKLIST

BAHRAINI CITIZENS

- Copy of valid Smart Card, Driving License or Passport

RESIDENTS

- Copy of valid Smart Card, Driving License or Passport
- Visa / Residence permit page from passport for expats

NON-RESIDENTS (GCC NATIONALS)

- Copy of Passport
- Copy of Valid National ID
- Proof of residence

ADDITIONAL DOCUMENTS REQUIRED FOR SPECIAL CATEGORY INDIVIDUALS

(orphans, widows, retired, supported by Ministry of Labour, people with disability, students, Bahrainis with income below BD 250 per month)

- Disability ID Card and document authorizing the account applicant
- Official confirmation letter in lieu of Disability ID card

ADDITIONAL DOCUMENTS REQUIRED FOR PEP OR PEP ASSOCIATE

- Ensure proper declaration of employment status and source of funds in the Customer Form
- Net worth statement is recommended

SOLE PROPRIETORSHIP

- Owner's ID. If the owner is non-Bahraini, visa/residence permit passport page for Expats
- Authorised signatorie's copy of ID or passport for all, along with the Power of Attorney, if needed
- Copy of valid CR
- Financial Statement (if any)
- Company profile is highly recommended
- VAT Registration Letter

MINOR BAHRAINI CITIZEN & RESIDENCE ONLY

- Copy of both guardians' valid Smart Card, Driving License or Passport
- in case of Residence VISA / Residence permit page from passport for expats for both guardian
- ID of Minor or Birth Certificate of Minor (in case the mother manages the accounts).

CHARITY

- Owner's ID. If the owner is non-Bahraini, visa/residence permit passport page for Expats
- An Official letter signed by the Board of Trustees requesting for the bank's services and appointing Authorised Signatories to operate the account
- Copy of valid CR
- Financial Statement (if any)
- Official document listing all Board of Directors
- Official document listing all major shareholders (>20%)
- Board Resolution to open the account and appoint Authorised Signatories to operate the account
- Original Certificate Authenticated by the relevant Ministry confirming the identities of those purporting to act on the organisation's behalf
- VAT Registration Letter

SPC

- Owner's ID. If the owner is non-Bahraini, visa/residence permit passport page for Expats
- Authorised signatorie's copy of ID or passport for all, along with the Power of Attorney, if needed
- Copy of valid CR
- Financial Statement (if any)
- Articles of Association
- Company profile is highly recommended
- VAT Registration Letter

PARTNERSHIP

- Owner's ID. If the owner is non-Bahraini, visa/residence permit passport page for Expats
- Authorised signatorie's copy of ID or passport for all, along with the Power of Attorney, if needed
- Copy of valid CR
- Financial Statement (if any)
- Partnership Agreement (PA)
- Company profile is highly recommended
- VAT Registration Letter

LIMITED LIABILITY COMPANY W.L.L

- Owner's ID. If the owner is non-Bahraini, visa/residence permit passport page for Expats
- Board Resolution to appoint Authorised Signatories copy of ID or passport for all, along with the Power of Attorney, if needed
- Copy of valid CR
- Financial Statement (if any)
- Official document listing all Board of Directors
- Official document listing all major shareholders (>20%)
- Board Resolution to open the account and appoint Authorised Signatories to operate the account
- Memorandum of Association
- Articles of Association
- World-Check SDN Search Results on the legal entity name, shareholders, Board of Directors and Authorised Signatories
- Company profile
- VAT Registration Letter

SPV

- Owner's ID. If the owner is non-Bahraini, visa/residence permit passport page for Expats
- Board Resolution to appoint Authorised Signatories copy of ID or passport for all, along with the Power of Attorney, if needed
- Copy of valid CR
- Financial Statement (if any)
- Official document listing all Board of Directors
- Official document listing all major shareholders (>20%)
- Board Resolution to open the account and appoint Authorised Signatories to operate the account
- Memorandum of Association
- Articles of Association
- World-Check SDN Search Results on the legal entity name, shareholders, Board of Directors and Authorised Signatories
- Company profile
- VAT Registration Letter