

Note:

We will only accept proper colored scanned documents and colored documents. Photos/ Images taken from mobile or Tablet is often returned by the acquiring bank.

Status checklist	Documents Name:	Remarks;
<input type="checkbox"/>	Commercial Register	Required all pages, with at least 3months validity License should have a relevant activity to conduct the intended business online
<input type="checkbox"/>	Memorandum/Articles of Association (MOA/AOA)	<i>Copy of MOA/AOA Including all amendments</i> <i>It must clearly mention the designation of the company's current authorize signatory also stating that he/has the authority to sign in the company's behalf to open and close bank accounts.</i>
<input type="checkbox"/>	1) National ID or Passport	For each of the: <ul style="list-style-type: none"> i) Shareholder/Owner: person who owns or control minimum 25% or more shares directly or indirectly ii) Appointed Managing director, Authorized Signatory of the company with powers to open and close accounts iii) Managers / Directors mentioned in the Commercial Register

Documents required with Multi Layered Company Formation:

If a shareholder/owner is a corporate entity (Saudi based company) merchant must provide documents in relation to the parent company such as:

- i) Commercial Register
- ii) Memorandum / Articles of Association (MOA/AOA)
- iii) National ID or Passport of Shareholder/Owner: natural person who owns or control minimum 25% or more shares directly or indirectly.

If a shareholder/owner is a corporate entity (foreign company) merchant must provide documents in relation to the parent company such as:

- i) Commercial Register / Trade License
- ii) Certificate of Incorporation
- iii) Memorandum / Articles of Association (MOA/AOA)
- iv) Passport of Shareholder/Owner: natural person who owns or control minimum 25% or more shares directly or indirectly
- v) Certificate of Incumbency / Board of Resolution / Register Agent member or any legal documents where shareholders / Owners / directors are declared duly attested in Ministry of Foreign Affairs in Saudi Arabia

**If the company is state owned or publicly listed, provide the government authority or the Exchange on which the shares are traded.*

<input type="checkbox"/>	Power of Attorney	Only required if: <ul style="list-style-type: none"> i) the management of the company to open/operate/close bank account in behalf of the company is not clearly stated in MOA or AOA. ii) the appointed authorize signatory as per MOA/ AOA has given an authority to another person
<input type="checkbox"/>	VAT Certificate	Copy of VAT Certificate (only if applicable)

Additional documentation/information may be requested during the review process, our dedicated underwriting team will be assisting to complete this stage.