

CUSTOMER CHECKLIST FOR OPENING BUSINESS ACCOUNTS Guam



Hafa adai. Thank you for choosing Bank of Hawaii.

To assist you with the account opening process, the following are required at the time of account opening:

SOLE PROPRIETORSHIP

- Professional License, if applicable
- Guam Business License
- Social Security Number or Employer Identification Number¹

CORPORATION

- Certification Regarding Beneficial Owners of Legal Entity Customers form (CMP-12_E)⁵
- Articles of Incorporation and any amendments (file-marked by the state or country in which it was formed)
- Bylaws and any amendments (If no Bylaws, please complete bank form BB-39 PID_E.)
- Corporate Seal, if applicable
- Guam Business License
- Employer Identification Number¹
- For Foreign² Corporations doing business in Guam, also provide:**
 - o Certificate of Authority (issued by GDRT³)
 - o Certified translation of Articles of Incorporation, Bylaws, certifications, consents, authorizations, registration documents and any amendments, etc., as applicable (if document is in a foreign language)

LIMITED LIABILITY COMPANY (LLC)

- Certification Regarding Beneficial Owners of Legal Entity Customers form (CMP-12_E)⁵
- Articles of Organization and any amendments (file-marked by the state or country in which it was formed)
- Operating Agreement and any amendments (If no Operating Agreement, please complete bank form BB-39 PID_E.)
- Certificate of Organization (issued by GDRT³)
- Guam Business License
- Employer Identification Number¹ (or Social Security Number, in the case of a single-member LLC without a separate TIN)
- If managers/members are companies, please provide Articles of Incorporation, Partnership Agreement, Articles of Organization, etc., as applicable, for all companies involved.
- For Foreign² LLC's doing business in Guam, also provide:**
 - o Certificate of Authority (issued by GDRT)
 - o Certified translation of Articles of Organization, Operating Agreement, certifications, consents, authorizations, registration documents and any amendments, etc., as applicable (if document is in a foreign language)

GENERAL PARTNERSHIP (includes Joint Ventures)

- Certification Regarding Beneficial Owners of Legal Entity Customers form (CMP-12_E)⁵
- Partnership Agreement and any amendments
- Guam Business License
- Employer Identification Number¹
- If partners are companies, please provide Articles of Incorporation, Partnership Agreement, Articles of Organization, etc., as applicable, for all companies involved.
- For Foreign² General Partnerships doing business in Guam, also provide:**
 - o Registration of Partnership (file-marked by GDRT³)
 - o Certified translation of the Partnership Agreement, Articles of Incorporation, Articles of Organization, certifications, consents, authorizations, registration documents and any amendments, etc., as applicable (if document is in a foreign language)

LIMITED PARTNERSHIP (LP) / LIMITED LIABILITY LIMITED PARTNERSHIP (LLLP)⁴

- Certification Regarding Beneficial Owners of Legal Entity Customers form (CMP-12_E)⁵
- LP Agreement and any amendments
- Certificate of Limited Partnership (file-marked by the state or country in which it was formed)
- Guam Business License
- Employer Identification Number¹
- If partners are companies, please provide Articles of Incorporation, Partnership Agreement, Articles of Organization, etc., as applicable, for all companies involved.
- For Foreign² LP's or LLLP's doing business in Guam, also provide:**
 - o Registration of Partnership (file-marked by GDRT³)
 - o Certified translation of LP / LLLP Agreement, Articles of Incorporation, Articles of Organization, certifications, consents, authorizations, registration documents and any amendments, etc., as applicable (if document is in a foreign language)

LIMITED LIABILITY PARTNERSHIP (LLP)

- Certification Regarding Beneficial Owners of Legal Entity Customers form (CMP-12_E)⁵
- LLP Agreement and any amendments
- Registration of Limited Liability Partnership (file-marked by the state or country in which it was formed)
- Guam Business License
- Employer Identification Number¹
- If partners are companies, please provide Articles of Incorporation, Partnership Agreement, Articles of Organization, etc., as applicable, for all companies involved.
- For Foreign² LLP's doing business in Guam, also provide:**
 - o Certificate of Foreign LLP (issued by GDRT³)
 - o Certified translation of LLP Agreement, Articles of Incorporation, Articles of Organization, certifications, consents, authorizations, registration documents and any amendments, etc., as applicable (if document is in a foreign language)

UNINCORPORATED ORGANIZATION

- Certified minutes of a meeting indicating:
 - o the Officers
 - o the authorized signers
 - o the purpose of the organization
- Certification of the meeting minutes (Please complete bank form BB-39 PID_E, if applicable.)
- Guam Business License or Letter of Exemption, as applicable
- Social Security Number or Employer Identification Number¹

¹ Internal Revenue Service (IRS): 1-800-829-4933 <http://www.irs.gov>

² An entity formed outside of Guam is identified as a "foreign" entity. An entity formed in Guam is identified as a "domestic" entity.

³ Guam Department of Revenue and Taxation (GDRT)

⁴ There is no statutory law authorizing the creation of a domestic LLLP in Guam.

⁵ The Certification Regarding Beneficial Owners of Legal Entity Customers form (CMP-12_E) is not required for the following:

- *Sole proprietorships*
- *Unincorporated associations*
- *Natural persons opening accounts on their own behalf*
- *Personal / family trusts*
- *Banks and other financial institutions*
- *Federal, state, county or foreign government agencies*
- *Publicly traded entities*