

CUSTOMER CHECKLIST FOR OPENING BUSINESS ACCOUNTS

Saipan



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

- CNMI¹ Business License
- Social Security Number or Employer Identification Number²

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.)
- Certificate of Incorporation (issued by the state or country in which it was formed)
- Corporate Seal, if applicable
- CNMI¹ Business License
- Employer Identification Number²
- For Foreign³ Corporations doing business in CNMI, also provide:**
 - Certificate of Authority (issued by the CNMI Registrar of Corporations)
 - 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 the CNMI¹ Registrar of Corporations)
- CNMI Business License
- Employer Identification Number² (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 Foreign³ LLC's doing business in CNMI, also provide:**
 - Certificate of Authority (issued by the CNMI Registrar of Corporations)
 - 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
- Partnership Registration and any amendments (file-marked by the Commonwealth Registrar, and also by the state or country where formed), if any
- Partnership Statement (file-stamped by the state or country in which it was formed), if any
- CNMI¹ Business License
- Employer Identification Number²
- If partners are companies, please provide Articles of Incorporation, Partnership Agreement, Articles of Organization, etc., as applicable, for all companies involved.
- For Foreign³ General Partnerships doing business in CNMI, also provide:**
 - Statement of Foreign Qualification (file-marked by the CNMI Registrar of Corporations)
 - 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 (or similar document) (file-marked by the state or country in which it was formed)
- CNMI¹ Business License
- Employer Identification Number²
- If partners are companies, please provide Articles of Incorporation, Partnership Agreement, Articles of Organization, etc., as applicable, for all companies involved.
- For Foreign³ LP's or LLLP's doing business in CNMI, also provide:**
 - Limited Partnership Registration Statement (issued by the CNMI Registrar of Corporations)
 - 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
- Statement of Qualification and any amendments (file-marked by the state or country in which it was formed)
- CNMI¹ Business License
- Employer Identification Number²
- If partners are companies, please provide Articles of Incorporation, Partnership Agreement, Articles of Organization, etc., as applicable, for all companies involved.
- For Foreign³ LLP's doing business in CNMI, also provide:**
 - Statement of Foreign Qualification (issued by the CNMI Registrar of Corporations)
 - 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

- Articles of Association and any amendments (file-marked by the CNMI¹ Registrar of Corporations), if any
If the organization does not have Articles of Association, the following are required:
 - Certified minutes of a meeting indicating:
 - the Officers
 - the authorized signers
 - the purpose of the organization
 - Certified statement that the organization does not have Articles of Association (Please complete bank form BB-39 PID_E, if applicable.)
- CNMI Business License
- Social Security Number or Employer Identification Number²

¹ Commonwealth of the Northern Mariana Islands (CNMI)

² Internal Revenue Service (IRS): 1-800-829-4933 <http://www.irs.gov>

³ An entity formed outside of CNMI is identified as a "foreign" entity. An entity formed in CNMI is identified as a "domestic" entity.

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

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*