

# CUSTOMER CHECKLIST FOR OPENING BUSINESS ACCOUNTS

## American Samoa



*Talofa. 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

- Appropriate ASG<sup>1</sup> Business License, if applicable<sup>2</sup>
- Social Security Number or Employer Identification Number<sup>3</sup>

### CORPORATION

- Articles of Incorporation and any amendments [file-marked by the ASG<sup>1</sup> Territorial Registrar's Office (*domestic*) or by the state or country in which it was formed (*foreign*)]
- Bylaws and any amendments (If no Bylaws, please complete bank form BB-39 PID\_E.)
- Certificate of Incorporation (issued by the ASG Treasurer) (for Domestic American Samoa Corporations)
- Corporate Seal, if applicable
- Appropriate ASG Business License, if applicable<sup>2</sup>
- Employer Identification Number<sup>3</sup>
- For Foreign<sup>4</sup> Corporations doing business in American Samoa, also provide:**
  - o ASG Permit to Transact Business (issued by ASG Governor)
  - 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)

- 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.)
- Appropriate ASG<sup>1</sup> Business License, if applicable<sup>2</sup>
- Employer Identification Number<sup>3</sup> (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 Foreign<sup>4</sup> LLC's doing business in American Samoa, also provide:**
  - o ASG Permit to Transact Business (issued by ASG Governor)
  - 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)

- Partnership Agreement and any amendments
- Appropriate ASG<sup>1</sup> Business License, if applicable<sup>2</sup>
- Employer Identification Number<sup>3</sup>
- If partners are companies, please provide Articles of Incorporation, Partnership Agreement, Articles of Organization, etc., as applicable, for all companies involved.
- For Foreign<sup>4</sup> General Partnerships doing business in American Samoa, also provide:**
  - o ASG Permit to Transact Business (issued by ASG Governor)
  - 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)<sup>5</sup>

- LP Agreement and any amendments
- Appropriate ASG<sup>1</sup> Business License, if applicable<sup>2</sup>
- Employer Identification Number<sup>3</sup>
- If partners are companies, please provide Articles of Incorporation, Partnership Agreement, Articles of Organization, etc., as applicable, for all companies involved.
- For Foreign<sup>4</sup> LP's or LLLP's doing business in American Samoa, also provide:**
  - o ASG Permit to Transact Business (issued by ASG Governor)
  - 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)

- LLP Agreement and any amendments
- Appropriate ASG<sup>1</sup> Business License, if applicable<sup>2</sup>
- Employer Identification Number<sup>3</sup>
- If partners are companies, please provide Articles of Incorporation, Partnership Agreement, Articles of Organization, etc., as applicable, for all companies involved.
- For Foreign<sup>4</sup> LLP's doing business in American Samoa, also provide:**
  - o ASG Permit to Transact Business (issued by ASG Governor)
  - 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.)
- Appropriate ASG<sup>1</sup> Business License, if applicable<sup>2</sup>
- Social Security Number or Employer Identification Number<sup>3</sup>

<sup>1</sup> American Samoa Government (ASG)

<sup>2</sup> If an entity is formed in another US or foreign jurisdiction and the entity is registered in the US and solely engaged in doing business with the ASG on a contract basis, a business license is not required because American Samoa law permits entities formed outside the US to perform work for the ASG or US government in American Samoa under the referenced exception, i.e., without the requirement of a business license.

<sup>3</sup> Internal Revenue Service (IRS): 1-800-829-4933 <http://www.irs.gov>

<sup>4</sup> An entity formed outside of American Samoa is identified as a "foreign" entity. An entity formed in American Samoa is identified as a "domestic" entity.

<sup>5</sup> There is no statutory law authorizing the creation of a domestic LLLP in American Samoa.