

CUSTOMER CHECKLIST FOR OPENING BUSINESS ACCOUNTS

Corporation - State of Hawaii



Aloha. 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 and are subject to the Bank's review and acceptance. Additional documents may be required.

****All Corporations doing business in the State of Hawaii must be registered with the Department of Commerce & Consumer Affairs (DCCA)^{1**}**

REQUIRED DOCUMENTS

- Certification Regarding Beneficial Owners of Legal Entity Customers (Bank form CMP-12_E)²
- Employer Identification Number³

ADDITIONAL REQUIREMENTS – DOING BUSINESS IN THE STATE OF HAWAII

- Certified Meeting Minutes (signed by the Corporate Secretary) is required for the election of officers if officers are not listed with DCCA.
- Trade Name Registration with the DCCA¹, if applicable.

ADDITIONAL REQUIREMENTS – NOT DOING BUSINESS IN THE STATE OF HAWAII⁵

- Articles of Incorporation, and any amendments (file-marked by the State or Country in which it was formed)
- Certified Corporate Resolution or Meeting Minutes (signed by the Corporate Secretary) with current list of officers and naming the person(s) authorized to act for the Corporation
- For Foreign⁴ Corporations, also provide Certifications, Consents, Authorizations, Registration documents and any amendments, etc. as applicable. And, if documents are in a foreign language, also provide certified translation for each document.

¹ Registration to be verified by Bank of Hawaii via State of Hawaii's DCCA website indicating the registered entity is in "Good Standing" and Trade Name (if applicable) is "Active": <https://hbe.ehawaii.gov/documents/search.html>

² The Certification Regarding Beneficial Owners of Legal Entity Customers 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

³ Internal Revenue Service (IRS): <http://www.irs.gov>

⁴ An entity formed outside of the State of Hawaii, whether it is another State, a U.S. Territory or another Country, is identified as a "foreign" entity by the DCCA. An entity formed in the State of Hawaii is identified as a "domestic" entity. <http://cca.hawaii.gov/breg/legalinfo/>

⁵ Definition of Foreign Corporation not doing business in Hawaii: https://www.capitol.hawaii.gov/hrscurrent/Vol08_Ch0401-0429/HRS0414/HRS_0414-0431.htm