

CUSTOMER CHECKLIST FOR OPENING BUSINESS ACCOUNTS

Limited Liability Company (LLC) - 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 LLCs 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
- Signed Operating Agreement and any amendments (If no Operating Agreement, complete Bank form Certification Regarding Business Documents BB-39_E.)
 - Certified Meeting Minutes or Resolution which lists current Member(s) / Manager(s), if not listed on DCCA or in Operating Agreement.
- Employer Identification Number³ (or Social Security Number, if Single-Member LLC without a separate TIN)
- If Managers/Members are companies, provide the following documents for all companies involved.
 - Corporation:
 - 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
 - If company does not do business in the State of Hawaii, also provide Articles of Incorporation, and any amendments (file-marked by the State or Country in which it was formed)
 - Limited Liability Company (LLC)
 - Operating Agreement and any amendments, for all companies involved.
 - Certified Meeting Minutes or Resolution which lists current Member(s) / Manager(s), if not listed on DCCA or in Operating Agreement.
 - If company does not do business in the State of Hawaii, also provide Articles of Organization, and any amendments (file-marked by the State or Country in which it was formed).
 - Partnership
 - Partnership Agreement (General, LP, LLP, LLLP) and any amendments
 - If company does not do business in the State of Hawaii, also provide:
 - Registration Statement for Partnership (for GP & LLP), file-marked by the State or Country in which it was formed
 - Statement of Qualification (for LLP), file-marked by the State or Country in which it was formed
 - Certificate of Limited Partnership (for LP, LLLP), file-marked by the State or Country in which it was formed

ADDITIONAL REQUIREMENTS

Doing Business in the State of Hawaii:

- Trade Name Registration with the DCCA¹, if applicable

Not Doing Business in the State of Hawaii⁵:

- Articles of Organization, and any amendments (file-marked by the State or Country in which it was formed)
- For Foreign⁴ LLCs, 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 LLC not doing business in the State of Hawaii: https://www.capitol.hawaii.gov/hrscurrent/Vol08_Ch0401-0429/HRS0428/HRS_0428-1003.htm