

5 Other



Please note the following:

- Any potential client who is a non-resident or has temporary residential status **may** be subject to Exchange Control requirements. Please contact the Bank for any additional requirement(s) related to the account opening process.



Visit our website:
www.fidelitygroup.com

Nassau: t 356-7764
Freeport: t 352-6676/7
Marsh Harbour: t 367-3135

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Personal Account Opening Guidelines

 **FIDELITY**
We're good for you!

Personal Account Opening Guidelines

We aim to make the account opening process as easy as possible. To avoid delays, the following information should be completed in full for each account holder, joint holder, signatory, Power of Attorney holder and beneficial owner.

1 Proof of Identity



In general, the Bank **must** maintain documents which verify your physical identity (photo), full and correct name, date of birth and place of birth. The recommended document is a **current and valid Passport; however, the account opening personnel can advise of alternate documents specific to your circumstances.**

- An original or certified copy of an acceptable photo identification document must be presented.
- A **combination** of identity documents presented are expected to be current and valid, clearly display the photograph, document number, date of birth, country of birth, signature and expiry date.

2 Proof of Address



The Bank **may** be required to maintain documents which verify your permanent residential address. The account opening personnel can advise of the specific requirements for your circumstances. **Where required** the following are acceptable for proof of address:

- A utility bill not older than six (6) months or
- A real property tax bill not older than twelve (12) months or
- Current Bahamian Voter's Card

An acceptable document, either original or certified copy, **must** be presented as proof of address .

Mailing & U.S. Billing Address

The Bank **must** verify all mailing and U.S. billing addresses of customers wishing to obtain a Fidelity issued Credit or Debit Card. The following are acceptable for proof of mailing and U.S. billing addresses:

- A utility bill not older than six (6) months or
- A real property tax bill not older than twelve (12) months or
- Any other reputable corporate institution issued document (not older than 6 months) indicating the customer receives mail at the identified mailing and/or U.S. billing address.

A minimum of ONE (1) of the above documents must be obtained where the mailing address and U.S. billing addresses are the same. Where the mailing and U.S. billing addresses differ, separate address verification documents are needed for each of the mailing and U.S. billing addresses.

3 Bank Forms



The following Bank issued documents must be completed; and can be obtained by visiting a branch conveniently located near you or by visiting our website.

- Relationship Information Form
- Account Information Form
- Signature Card
- Tax Resident Self-Certification Form

Notes:

- Please ensure that the name on the identity verification document matches with that on the Relationship Information Form, Account Information Form and Tax Resident Self-Certification Form.
- All signature(s) on the Relationship Information Form, Account Information Form and Tax Certification Form must match the signature(s) on the ID verification document.

4 Certified Documents



All documents presented **must** be originals or certified photocopies that are clear and legible. For a photocopied document to be considered "certified," a person of an approved profession must certify it. Professions approved by the Bank for this purpose are identified below. In all cases, the name of the certifier must be clearly printed underneath his/her signature along with a contact address, telephone and fax number and where applicable, a license/registration number. Professions approved by the Bank as certifiers of documents:

- Fidelity Bank (Bahamas) Limited and Royal Fidelity employees
- Officials employed by a Bahamian licensed bank
- Licensed Lawyers
- Licensed Accountants
- Notaries Public