

# 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

- CNMI<sup>1</sup> Business License
- Social Security Number or Employer Identification Number<sup>2</sup>
- Request for Taxpayer Identification Number and Certification form (W-9)<sup>3</sup>

### CORPORATION

- Certification Regarding Beneficial Owners of Legal Entity Customers form (CMP-12\_E)<sup>4</sup>
- 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
- CNMI<sup>1</sup> Business License
- Employer Identification Number<sup>2</sup>
- Request for Taxpayer Identification Number and Certification form (W-9)<sup>3</sup>
- For Foreign<sup>5</sup> 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)<sup>4</sup>
- 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 CNMI<sup>1</sup> Registrar of Corporations)
- CNMI Business License
- Employer Identification Number<sup>2</sup> (or Social Security Number, in the case of a single-member LLC without a separate TIN)
- Request for Taxpayer Identification Number and Certification form (W-9)<sup>3</sup>
- 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>3</sup> 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)<sup>4</sup>
- 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
- CNMI<sup>1</sup> Business License
- Employer Identification Number<sup>2</sup>
- Request for Taxpayer Identification Number and Certification form (W-9)<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>5</sup> 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)<sup>6</sup>**

- Certification Regarding Beneficial Owners of Legal Entity Customers form (CMP-12\_E)<sup>4</sup>
- LP Agreement and any amendments
- Certificate of Limited Partnership (or similar document) (file-marked by the State or Country in which it was formed)
- CNMI<sup>1</sup> Business License
- Employer Identification Number<sup>2</sup>
- Request for Taxpayer Identification Number and Certification form (W-9)<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>5</sup> 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)<sup>4</sup>
- LLP Agreement and any amendments
- Statement of Qualification and any amendments (file-marked by the State or Country in which it was formed)
- CNMI<sup>1</sup> Business License
- Employer Identification Number<sup>2</sup>
- Request for Taxpayer Identification Number and Certification form (W-9)<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>5</sup> 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 CNMI<sup>1</sup> 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 Number<sup>2</sup>
- Request for Taxpayer Identification Number and Certification form (W-9)<sup>3</sup>

<sup>1</sup> Commonwealth of the Northern Mariana Islands (CNMI)

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

<sup>3</sup> Request for Taxpayer Identification Number and Certification form (W-9) is required for new interest-bearing accounts only.

<sup>4</sup> The Certification Regarding Beneficial Owners of Legal Entity Customers form (CMP-12\_E) is not required for the following:

- Sole Proprietorships
- Publicly Traded Entities
- Natural Persons Opening Accounts on their own Behalf
- Unincorporated Associations
- Banks and other Financial Institutions
- Federal, State, County or Foreign Government Agencies
- Personal/Family Trusts

<sup>5</sup> An entity formed outside of CNMI is identified as a "foreign" entity. An entity formed in CNMI is identified as a "domestic" entity.

<sup>6</sup> There is no statutory law authorizing the creation of a domestic LLLP in CNMI.