



REQUIRED DOCUMENTS FOR A BUSINESS CHECKING ACCOUNT PER LEGAL ENTITY:

SOLE PROPRIETORSHIP

- Fully completed 'DSB Business Application Form
- Registration from the Chamber of Commerce in Suriname, **including the ISIC code (not older than 3 months)**
- Financial statements:
 - Start-up entrepreneurs ≤ 1 year: a financial forecast for a period of 1 year (profit and loss statement, opening balance sheet, and explanatory notes).
 - Companies > 1 year: financial statements not older than 2 years (profit and loss statement, balance sheet, and explanatory notes).
- Business license (if applicable)
- VAT FIN number
- Asycuda import & export proof (if applicable)

PUBLIC LIMITED LIABILITY COMPANY / SHAREHOLDER-DIRECTOR OF A PUBLIC LIMITED LIABILITY COMPANY

- Fully completed 'DSB Business Application Form
- Registration from the Chamber of Commerce in Suriname, **including the ISIC code (not older than 3 months)**
- Notarial deed of incorporation with Articles of Association
- Copy of shareholders' register
 - Copy of the share transfer deed, if the shares have been transferred
 - If the shareholder is a legal entity (for example a Public Limited Company, a Private Limited Company, or a Foundation), the following documents of the legal entity are required:
 - Certified extract from the Trade Register, not older than 3 months
 - Notarial deed of incorporation with Articles of Association
 - Copy of the shareholders' register (applicable to a Public Limited Company, a Private Limited Company, or a foreign entity)
 - UBO register
 - For all Ultimate Beneficial Owner(s) (natural persons) holding $\geq 10\%$:
 - Valid proof of identity (ID card, driver's licence, or passport). For non-residents, a passport is mandatory
 - Proof of residential address

- Financial statements:
 - Start-up entrepreneurs \leq 1 year: a financial forecast for a period of 1 year (profit and loss statement, opening balance sheet, and explanatory notes).
 - Companies $>$ 1 year: financial statements not older than 2 years (profit and loss statement, balance sheet, and explanatory notes).
- Business license (if applicable)
- VAT FIN number
- Asycuda import & export proof (if applicable)

PARTNERSHIP / GENERAL PARTNERSHIP (VOF) / LIMITED PARTNERSHIP (CV)

- Fully completed 'DSB Business Application Form
- Registration from the Chamber of Commerce in Suriname, **including the ISIC code (not older than 3 months)**
- Agreement between partners
- Financial statements:
 - Start-up entrepreneurs \leq 1 year: a financial forecast for a period of 1 year (profit and loss statement, opening balance sheet, and explanatory notes).
 - Companies $>$ 1 year: financial statements not older than 2 years (profit and loss statement, balance sheet, and explanatory notes).
- Business license (if applicable)
- VAT FIN number
- Asycuda import & export proof (if applicable)

FOUNDATION

- Fully completed 'DSB Business Application Form
- Registration from the Chamber of Commerce in Suriname, **including the ISIC code (not older than 3 months)**
- Notarial deed of incorporation with Articles of Association
- Financial statements:
 - Start-up entrepreneurs \leq 1 year: a financial forecast for a period of 1 year (profit and loss statement, opening balance sheet, and explanatory notes).
 - Companies $>$ 1 year: financial statements not older than 2 years (profit and loss statement, balance sheet, and explanatory notes).
- List of main donors/sponsors
- Agreements with donors/sponsors
- Organizational structure
- List of collaborating Non-Profit Organizations
- Business license (if applicable)
- VAT FIN number

ASSOCIATION / COOPERATIVE

- Fully completed 'DSB Business Application Form
- Registration from the Chamber of Commerce in Suriname, **including the ISIC code (not older than 3 months)**
- Articles of association
- Resolution from the Ministry of the Interior (proof of formal establishment)
- Financial statements:
 - Start-up entrepreneurs ≤ 1 year: a financial forecast for a period of 1 year (profit and loss statement, opening balance sheet, and explanatory notes).
 - Companies > 1 year: financial statements not older than 2 years (profit and loss statement, balance sheet, and explanatory notes).
- Business license (if applicable)
- VAT FIN number (if applicable)
- Asycuda import & export proof (if applicable)
- Minutes of Board meeting (if applicable)

FOREIGN COMPANY BRANCH

- Fully completed 'DSB Business Application Form
- Registration from the Chamber of Commerce in Suriname, **including the ISIC code (not older than 3 months)**
- Organizational structure
- Financial statement of the branch in Suriname:
 - Start-up businesses \leq 1 year: a financial forecast for a period of 1 year (profit and loss statement, opening balance sheet, and explanatory notes).
 - Businesses $>$ 1 year: financial statements not older than 2 years (profit and loss statement, balance sheet, and explanatory notes).
- Business license (if applicable)
- VAT FIN number (if applicable)
- Asycuda import & export proof (if applicable)

From the organization (parent company) established abroad.

Important: All documents of the foreign organization must be legalized and provided with an Apostille in the country where the statutory seat is established.

- Certified extract from the Trade Register, not older than 3 months
- Notarial deed of incorporation with Articles of Association
- Copy of the shareholders' register
 - If the shareholder is a legal entity (for example a Public Limited Company, a Private Limited Company, or a Foundation), the following documents of the legal entity are required:
 - Certified extract from the Trade Register, not older than 3 months
 - Notarial deed of incorporation with Articles of Association
 - Copy of the shareholders' register (applicable to a Public Limited Company, a Private Limited Company, or a foreign entity)
 - UBO register
 - For all Ultimate Beneficial Owner(s) (natural persons) holding \geq 10%:
 - Valid proof of identity (ID card, driver's licence, or passport). For non-residents, a passport is mandatory
 - Proof of residential address
- Financial figures of the most recent year
- Reference letter from the bank where the foreign organization maintains its account

FOREIGN (OFFSHORE) COMPANY (not established in Suriname) (PRIVATE LIMITED COMPANY / LIMITED LIABILITY COMPANY (LLC))

Important: All foreign documents must be legalized and provided with an Apostille stamp in the country of establishment.

- Fully completed 'DSB Business Application Form
- Certified extract from the Trade Register, not older than 3 months
- Notarial deed of incorporation with Articles of Association
- Copy of the shareholders' register
 - If the shareholder is a legal entity (for example a Public Limited Company, a Private Limited Company, or a Foundation), the following documents of the legal entity are required:
 - Certified extract from the Trade Register, not older than 3 months
 - Notarial deed of incorporation with Articles of Association
 - Copy of the shareholders' register (applicable to a Public Limited Company, a Private Limited Company, or a foreign entity)
 - UBO register
 - For all Ultimate Beneficial Owner(s) (natural persons) holding $\geq 10\%$:
 - Valid proof of identity (ID card, driver's licence, or passport).
For non-residents, a passport is mandatory
 - Proof of residential address
- Financial statements not older than two (2) years
- Organizational structure (provide an overview of the complete organizational structure, including all intermediate entities, ownership percentages, and voting rights, up to the ultimate natural persons – Ultimate Beneficial Owners)
- Reference letter from the bank where the foreign organization maintains its account
- Approval from the Foreign Exchange Committee in Suriname
- Business license in Suriname (if applicable)
- VAT FIN number in Suriname (if applicable)

REQUIREMENTS FOR ALL NATURAL PERSONS

All owners, directors, shareholders $\geq 10\%$, board members, authorized signatories, and Ultimate Beneficial Owners (UBOs) must provide the following documents:

- Valid identification. For E-ID, a copy of both front and back.
- Proof of residential address
- Recent employer statement

- **Non-resident representatives, board members, and/or authorized signatories:**
- Valid identification (passport required)
- Proof of residential address
- Recent employer statement
- Reference letter from the bank where they privately bank

BOARD CHANGES ON BUSINESS ACCOUNT

It is important to first officially register the change with the Chamber of Commerce and Industry and/or through a Notary, depending on the legal form and nature of the change.

1. Fully completed 'DSB_Business Application Form'
 2. Request letter: a legally signed letter from the organization addressed to the Bank regarding the change.
 3. Copy of the approved minutes of the Board of Directors meeting or the Shareholders' meeting
 4. Chamber of Commerce extract not older than 3 months
 5. Valid business license (if applicable)
 6. VAT FIN number (if applicable)
 7. Financial statements not older than two (2) years
 8. Deed of amendment to the Articles of Association, if an amendment has taken place
 9. Copy of the shareholders' register and/or share transfer deed
 10. List of (main) donors/sponsors and collaborating Non-Profit Organizations – applicable for a Foundation/Association
 11. Report of development activities (describe in the report the projects undertaken by the organization to achieve its objectives) – applicable for a Foundation
 12. Organizational structure
 13. Death certificate: in the event of the death of the owner of a sole proprietorship, director, or board member
 14. Declaration of inheritance and death certificate: in the event of the death of the owner of a sole proprietorship
- **For all legally authorized representatives and new board members (natural persons):**
 - Valid proof of identity (ID card, driver's licence, or passport). For non-residents, a passport is mandatory
 - Proof of residential address