

CORPORATE BUSINESS REGISTRATION FORM

Bahrain Financing Company
E. corporatefx@bfc.com.bh
T. 1722 8888

Name of Company	
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1.0 COMPANY INFORMATION

1.1 LEGAL FORM			
Type of entity e.g. Limited Liability, Partnership, Sole Proprietorship etc.			
1.2 REGISTERED BUSINESS ADDRESS			
Flat No.		Building No.	
Road No.		Block No.	
Area		Country	
1.3 TRADING ADDRESS (if different to above)			
Flat No.		Building No.	
Road No.		Block No.	
Area		Country	
1.4 CONTACT DETAILS			
Contact Name ¹		Designation	
Telephone No.		Email Address	
1.5 INCORPORATION DETAILS			
Commercial Registration No.		Expiry Date	
Date of Incorporation		Country of Incorporation	
Is the organisation publicly listed on any stock exchange? Y/N		If 'YES', please state the exchange organisation listed	
1.6 REGULATORY STATUS (if applicable)			
Name of Regulatory Authority			
License Number			
Has your organisation ever had any regulatory or criminal enforcement actions resulting from violations of anti-money laundering laws or regulations? Y/N			
If "YES" please provide details			

¹An owner or authorised person mentioned on the Commercial Registration or authorised representative of the company mentioned on the Letter of Representation

2.0 OWNERS AND CONTROLLERS

It is required to provide details of all individuals owning 20% or more of the company. For example if the company is owned by another company it is required to provide details of that company and the individuals that own that company also. If the ownership structure is complex, please attach as an appendix.

2.1 OWNERS HOLDING 20% OR MORE OF COMPANY			
Name	Nationality	Country of Residence	
2.2 POWER OF ATTORNEY (if applicable)			
Name	Nationality	Country of Residence	
2.3 DIRECTORS AND AUTHORISED SIGNATORIES (as mentioned in the Commercial Registration)			
Name	Nationality	Country of Residence	
2.4 POLITICALLY EXPOSED PERSONS (PEPs)			
Are any beneficial owners, company directors or senior executives PEPs? (Individuals who are, or have been, entrusted with prominent public functions such as heads of state or government, senior politicians, senior government, judicial or military officials, senior executives of state owned corporations or important political party officials.) Y/N			
<i>If yes, please complete below</i>			
Legal Name	Title / Position Held	Name of Public Entity	Nature of business

3.0 BUSINESS ACTIVITY PROFILE

3.1 NATURE OF BUSINESS			
Please describe the nature of your business activity			
3.2 TYPE OF SERVICE			
Wire Transfer		Foreign Exchange	
Average no. of transactions per month		Average no. of transactions per month	
Average volume per month		Average volume per month	
3.3 ANTICIPATED TRANSACTION ACTIVITY			
<p>Purpose of transactions with BFC (e.g. wire transfers to pay suppliers/staff salaries/office rent, exchange foreign currency received from customers, purchase foreign currency for business travel). Please explain in detail all expected activity. "Business" is not sufficient.</p> <p>During the compliance review process you may be requested to provide proof such as copy of invoice etc.</p>			
<p>Source of funds (e.g. business income, cash received from customers).</p> <p>During the compliance review process you may be requested to provide proof such as Financial Statements, copy of invoice, bank statement, bank withdrawal slip etc.</p>			
Please provide any additional information that may assist us with understanding your business activity with BFC			

4.0 DECLARATION AND LETTER OF REPRESENTATION

4.1 CLIENT DECLARATION

Note: Must be signed by an owner or authorised person mentioned in the Commercial Registration

The information in this form is accurate and to the best of my knowledge does not contain any material omissions. All transactions done with BFC are for legitimate business only and are not related to money laundering or terrorist financing. I agree to produce documentary evidence for source of income, purpose of transaction and any other additional details in support of our transactions as and when required by BFC or the authorities. I will inform BFC of any significant changes to the company information provided. I have read and understood the BFC Terms and Conditions and agree to be bound by them.

We hereby authorise the following individuals to conduct business transactions on behalf of our company and sign transaction receipt vouchers. Transactions by the below representatives will be executed by visiting a BFC branch and/or via email instruction to corporatefx@bfc.com.bh from the company's official Email address _____.

Authorised Representatives can also book transactions, to be undertaken at a BFC branch, through BFC's Corporate Online FX Booking Service using their email address stated in the below table.

We accept that BFC shall not be held liable for any fraudulent emails received from our registered email address or any fraudulent activity undertaken by any of our company representatives.

Attached are certified copies of their valid identification documents. They will produce their original identification on request.

Any changes will be informed to you in writing immediately.

Name	Designation	CPR Number	Email Address	Specimen Signature

Additional Comments

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Yours sincerely

Signature:

Name:

Designation:

Company Seal/Stamp

5.0 AUTHORISATION AND CONFIRMATION

I confirm that I am acting

On behalf of the company mentioned in this form

On behalf of third party, which is _____

6.0 DOCUMENTS TO BE PROVIDED

	KYC DOCUMENTS REQUIRED	Submitted (Y/N)
6.1	Valid Commercial Registration	
6.2	Certified copy of identification for all owners, directors, authorised signatories and representatives listed. Preferably CPR card including the Smartcard Information printout.	
6.3	Letter of Representation signed by an owner or authorised person mentioned on the Commercial Registration (not required if transaction to be conducted by the owner or the authorised person).	
6.4	Regulator's license (if applicable)	
6.5	Proof of purpose of transaction or source of funds. (E.g. Invoice copy or Cheque copy)	
6.6	Memorandum and articles of incorporation, including all amendments to original	
6.7	Most recent audited financials	
6.8	Ownership structure chart for multi-tiered ownership structures	

All identification documents must be valid (not expired), issued by a government body, clear and legible (including a clear photo) and show the entire details with no portions cut off. The certification can be provided by an independent professional individual, organisation or a BFC employee, but may not be provided by an individual from your own organisation.

FOR OFFICE USE

Registered by: _____

Industry Type: _____

Branch Name: _____

Date: _____

ID Number: _____

Contact No.: _____

Signature: _____