

Compliance Documentation Checklist

Mandatory Documents Needed

The following requirements are necessary to claim assets from accounts of Individual and/or corporate account. The requested documents must contain the "Apostille" of the Ministry of Foreign Affairs of your jurisdiction of residence to be processed. The "Apostille" of the Ministry of Foreign Affairs is required by the laws of the Commonwealth of Puerto Rico and the Federal Regulations of the United States:

Type of Account:

Customer Name / Company Name:

Documents for Individual and Corporate Accounts:

SN	Documents Required	Checklist
1	Duly Signed and completed OCIF IBE and IFE Claim Form A - Proof of Claim	
2	Copy of Two Legible and Valid Identifications:	
3	Bank Statement Available	
4	Proof of Address	
5	Complete the Know you Customer (KYC) Form	
6	Form W-9	
7	Form W8BEN – Individual	
8	Form W8BEN-E - Corporate	
9	Copy of UBO (Ultimate Beneficiary Owner) Identifications	

Additional Documents for Corporate Accounts

SN	Documents Required	Checklist
1	Form W8BEN-E - Corporate	
2	Copy of UBO (Ultimate Beneficiary Owner) Identifications	
Corporate Resolution, Commercial Registry, Articles of Incorporation or equivalent document		
3	Certificate of Incorporation	
4	Valid Good Standing Letter	
5	Copy of the last Minutes of the Assembly	
6	Copy of current tax identification or its equivalent	
7	Evidence of the Closure of the Corporation or inactivity of the operation	