

## **BUSINESS ACCOUNT DOCUMENTATION REQUIREMENT(S) – SAIPAN**

The following documents are required at account opening and are subject to the Bank's review and acceptance. We will also ask to see government-issued picture identification or other identifying documents for all owners or signers of the businesses.

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### **Additional Resources**

<sup>1</sup> Issued by the CNMI Registrar of Corporations. Please visit <https://commerce.gov.mp/application-center> for more information.

<sup>2</sup> Employer Identification Number is issued by the Internal Revenue Service (IRS).

Please visit <https://www.irs.gov/businesses/small-businesses-self-employed/employer-id-numbers> for more information.

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### **Sole Proprietorship**

☐ CNMI Business License<sup>1</sup>

☐ Employer Identification Number<sup>2</sup> (Proof of Identification Number e.g. IRS Letter, Tax Documents, etc.) or Social Security Number

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### **Corporation**

☐ Employer Identification Number<sup>2</sup> (Proof of Identification Number e.g. IRS Letter, Tax Documents, etc.)

☐ CNMI Business License<sup>1</sup>

☐ Articles of Incorporation, and any amendments<sup>1</sup>

If the Articles of Incorporation does not provide current information the following is required:

☐ Annual Corporate Report – List of current corporate officers and must be filed by a corporation

☐ Meeting Minutes/Corporate Resolution – Listing of officers of the corporation that is certified by the secretary or other officer authorized to act on behalf of the secretary

☐ Certificate of Incorporation<sup>1</sup>

☐ By-Laws

☐ Corporate Seal (if available)

☐ If officers are companies, please provide Articles of Incorporation, Partnership Agreement, Articles of Organization, etc. as applicable for all companies involved

**For Foreign Corporations** doing business in Saipan, the following are also required:

☐ Provide Certification, Consents, Authorizations, Registration documents and any amendments, etc. as applicable

☐ If documents are in a foreign language, also provide certified translation for each document

☐ Certificate of Authority from the CNMI Registrar of Corporations<sup>1</sup>

**For Non-Profit Corporations** the following are also required:

☐ Internal Revenue Service Correspondence advising of the tax-exempt status

☐ By-Laws or Meeting Minutes

☐ Board Resolution

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### **Limited Liability Company (LLC)**

☐ Employer Identification Number<sup>2</sup> (Proof of Identification Number e.g. IRS Letter, Tax Documents, etc.) OR Social Security Number, if Single-Member LLC without a TIN

☐ CNMI Business License<sup>1</sup>

☐ Articles of Organization, and any amendments<sup>1</sup>

☐ Operating Agreement, and any amendments (not applicable to Single-Member LLC's)

☐ Certificate of Organization<sup>1</sup>

☐ Annual (LLC) Report

☐ If managers/members are companies, please provide Articles of Incorporation, Partnership Agreement, Articles of Organization, etc. as applicable for all companies involved

**For Foreign LLC's** doing business in Saipan, the following are also required:

☐ Provide Certification, Consents, Authorizations, Registration documents and any amendments, etc. as applicable

☐ If documents are in a foreign language, also provide certified translation for each document

☐ Certificate of Authority from the CNMI Registrar of Corporations<sup>1</sup>

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## BUSINESS ACCOUNT DOCUMENTATION REQUIREMENT(S) – SAIPAN

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### **Partnership, Limited Partnership (LP), Limited Liability Partnership (LLP), Limited Liability Limited Partnership (LLLLP)**

- ☐ Employer Identification Number<sup>2</sup> (Proof of Identification Number e.g. IRS Letter, Tax Documents, etc.)
- ☐ CNMI Business License<sup>1</sup>
- ☐ Partnership Agreement, Limited Partnership Agreement, or Limited Liability Partnership Agreement, and any amendments<sup>1</sup>, OR
  - ☐ **For Partnership** – Registration Statement for Partnership
  - ☐ **For LP, or LLLP** – Certificate of Limited Partnership
  - ☐ **For LLP** – Statement of Qualification, and any amendments
- ☐ If Partners are companies, please provide Articles of Incorporation, Partnership Agreement, Articles of Organization, etc. as applicable for all companies involved

**For Foreign Partnerships, LP's, LLP's, or LLLP's** doing business in Saipan, the following are also required:

- ☐ Provide Certification, Consents, Authorizations, Registration documents and any amendments, etc. as applicable
  - ☐ If documents are in a foreign language, also provide certified translation for each document
- ☐ Statement of Foreign Qualification or Limited Partnership Registration from the CNMI Registrar of Corporations<sup>1</sup>

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### **Unincorporated Organization**

- ☐ Employer Identification Number<sup>2</sup> (Proof of Identification Number e.g. IRS Letter, Tax Documents, etc.) or Social Security Number
- ☐ CNMI Business License<sup>1</sup>
- ☐ Articles of Association, and any amendment (file-marked by the CNMI Registrar of Corporations)<sup>1</sup>
  - If the organization does not have Articles of Association, the following are required:
    - ☐ Certified Organization Meeting Minutes indicating the Officers and/or Authorized Signers, and the purpose of the organization
    - ☐ Certified Statement that the organization does not have Articles of Association
- ☐ Bylaws (if applicable)
- ☐ Organization Rules (if applicable)
- ☐ Chapter Certificate (if applicable)
- ☐ Notification letter of Federal Election Committee Number (Political Action Committee) (if applicable)
- ☐ Notification letter of Taxpayer Identification Number (TIN) from the Internal Revenue Service