



## Opening New Account

- License from the Ministry of Commerce and Industry (valid)
- Recent extract (within six months) from the Ministry of Commerce and Industry (except for professional and craft licenses)
- Approval form in the Commercial Register in case there is any difference between the Commercial Register extract and the Article of Incorporation and its amendments (i.e. company name, management, change in partners, capital ... etc.)
- The Company's articles of incorporation (for joint stock companies, the company's articles of incorporation and articles of association) and amendments (if any)
- Official approved identity (Civil ID or Passport for non-residents) for each of (the owner, partners, general manager and authorized signatories), and for joint stock companies (chairman of the board of directors, vice-chairman of the board of directors, chief executive officer, members of the board of directors and authorized signatories), and in If the owner or partner is a legal entity, a license is requested from the Ministry of Commerce and Industry (valid)
- Certificate of the Public Authority for Civil Information in the name of the entity (in the absence of the entity's civil number in the license/extract)
- Certificate from the Ministry of Commerce and Industry stating the Chairman and Vice Chairman of the Board of Directors (for joint stock companies only)
- Certificate from the Ministry of Commerce and Industry stating the members of the Board of Directors (for joint stock companies only)

## Opening Additional Account

- License from the Ministry of Commerce and Industry (valid)
- Recent extract (within six months) from the Ministry of Commerce and Industry (except for professional and craft licenses)
- Certificate from the Ministry of Commerce and Industry stating the Chairman and Vice Chairman of the Board of Directors (for joint stock companies only)
- Certificate from the Ministry of Commerce and Industry stating the members of the Board of Directors (for joint stock companies only)
- An official letter requesting the opening of an additional account signed by the legal representative of the company, including the type of account (current, investment agency...etc.) and the account currency (Dinar, Euro, dollar...etc.)

## Dormant Account Activation

- License from the Ministry of Commerce and Industry (valid)
- Recent extract (within six months) from the Ministry of Commerce and Industry (except for professional and craft licenses)
- Approval form in the Commercial Register in case there is any difference between the Commercial Register extract and the Article of Incorporation and its amendments (i.e. company name, management, change in partners, capital ... etc.)
- Certificate from the Ministry of Commerce and Industry stating the Chairman and Vice Chairman of the Board of Directors (for joint stock companies only)
- Certificate from the Ministry of Commerce and Industry stating the members of the Board of Directors (for joint stock companies only)
- Official approved identity (Civil ID or Passport for non-residents) for each of (the owner, partners, general manager and authorized signatories), and for joint stock companies (chairman of the board of directors, vice-chairman of the board of directors, chief executive officer, members of the board of directors and authorized signatories), and in If the owner or partner is a legal entity, a license is requested from the Ministry of Commerce and Industry (valid)
- An official letter signed by the legal representative of the company, including a request to activate the dormant account

## Updating Profile/Adding Signature

- License from the Ministry of Commerce and Industry (valid)
- Recent extract (within six months) from the Ministry of Commerce and Industry (except for professional and craft licenses)
- Approval form in the Commercial Register in case there is any difference between the Commercial Register extract and the Article of Incorporation and its amendments (i.e. company name, management, change in partners, capital ... etc.)
- The Company's articles of incorporation (for joint stock companies, the company's articles of incorporation and articles of association) and amendments (if any)
- Official approved identity (Civil ID or Passport for non-residents) for each of (the owner, partners, general manager and authorized signatories), and for joint stock companies (chairman of the board of directors, vice-chairman of the board of directors, chief executive officer, members of the board of directors and authorized signatories), and in If the owner or partner is a legal entity, a license is requested from the Ministry of Commerce and Industry (valid)
- Certificate of the Public Authority for Civil Information in the name of the entity (in the absence of the entity's civil number in the license/extract)
- Certificate from the Ministry of Commerce and Industry stating the Chairman and Vice Chairman of the Board of Directors (for joint stock companies only)
- Certificate from the Ministry of Commerce and Industry stating the members of the Board of Directors (for joint stock companies only)

## Entities Under Establishment

- Documents required to open the account (a letter from the Ministry of Commerce and Industry withholding the incorporation amount or a printed inquiry from the ministry's website)
- The official approved identity (civil ID or passport of a non-resident) for the person who made the deposit process

## Non-Resident Entities

- Article of Association
- Evidence of the names of the authorized signatories (Register of Directors)
- Directors authorities if not mentioned in (AoA)
- Commercial Registration
- Passport copies of directors, GCC nationals to provide Civil IDs
- Documents must be certified by the Embassy of the State of Kuwait in the country issuing the agency and certified by the Kuwaiti Ministry of Foreign Affairs (and presented to the legal department of KFH for approval before dealing with it)