

BANK ACCOUNT OPENING DOCUMENT CHECKLIST – VCB

1. For Corporate Customers:

No.	Documents required	Requirement		Required for		Notes
		Type	Qty	FIIA account	Current account	
1	Application for opening account – non individual customers (VCB form)	Original	1	✓	✓	
2	FATCA Questionnaire (VCB form)	Original	1	✓	✓	
3	Commitment for Opening FIIA account	Original	1	✓		
4	Business Registration/ Certification of Incorporation	Notarized & legalized copy	1	✓	✓	This document needs to be notarized and legalized.
5	Appointment of legal representative <i>(only required if the Business Registration does not show such information)</i>	Notarized & legalized copy	1	✓	✓	This document needs to be notarized and legalized.
6	Minutes/Resolution/Decision of the Board of Management/Member Council etc. or Power of Attorney appointing authorized account holder <i>(only required if the Legal representative is not the account holder)</i>	Notarized & legalized copy	1	✓	✓	This document needs to be notarized and legalized.
7	Certificate of Seal Registration <i>(only required if the seal to be used in Vietnam)</i>	Notarized & legalized copy	1	✓	✓	This document needs to be notarized and legalized.
8	ID/Passports of authorized signatory(ies) who are registered in the mandate	Copy	1	✓	✓	The Client shall present the original for verification, or submit a notarized copy.
9	Other documents subject to agreements between the Client and VCB <i>(if any)</i>	Original	1	✓	✓	

2. For Individual Customers:

No.	Documents required	Requirement		Required for		Note
		Type	Qty	FIIA account	Current account	
1	Application for opening account – individual (VCB form)	Original	2	✓	✓	
2	FATCA Questionnaire (VCB form)	Original	1	✓	✓	
3	Commitment for Opening FIIA account	Original	1	✓		
4	ID/Passports of the Client	Copy	1	✓	✓	The Client shall present the original for verification, or submit a notarized and legalized copy
5	Valid entrance visa to Vietnam	Copy	1	✓	✓	The Client shall present the original for verification, or submit a notarized and legalized copy
6	Other documents subject to agreement between the Client and VCB (<i>if any</i>)	Original	1	✓	✓	