

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: Choose an Item

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	<input type="checkbox"/>
2	Copy of Two Legible and Valid Identifications:	<input type="checkbox"/>
3	Bank Statement Available	<input type="checkbox"/>
4	Proof of Address	<input type="checkbox"/>
5	Complete the Know you Customer (KYC) Form	<input type="checkbox"/>
6	Form W-9	<input type="checkbox"/>
7	Form W8BEN – Individual	<input type="checkbox"/>
8	Form W8BEN-E - Corporate	<input type="checkbox"/>
9	Copy of UBO (Ultimate Beneficiary Owner) Identifications	<input type="checkbox"/>

Additional Documents for Corporate Accounts

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