

**GUIDE TO DOCUMENTATION REQUIRED FOR OPENING A CORPORATE ACCOUNT**

For us to consider a request to open an account with Ziraat Bank, London Branch, please forward to us the following completed documents

1. Account Mandate
2. Account Opening Form for Corporate Customer
3. Corporate Fax and Email Indemnity
4. Form of Resolution (sole director only) or Form of Resolution (More than one director)
5. Tax Compliance – Self Certification Form

Please ensure the following are also sent to us along with the above completed and signed documents:

1. Certificate of Incorporation
2. Memorandum & Articles of Association
3. a) For UK companies – forms submitted to Companies House  
b) For Turkish companies  
Gazette for Commercial Registration  
Notarised Specimen Signatures
4. Audited Annual Accounts for the last 3 years (if applicable)
5. Full names and home address of each individual shareholder and director
6. Identification Document – passport or national identity card verified as ‘original seen by a bank official’.
7. Address Verification Document – either a utility bill of bank / credit card statement not more than 3 months old/ Address verification document signed by ZiraatBank Branch in Turkey.
8. An introductory reference.( if the company is already a customer of Ziraat Bank for a minimum two year period an introduction letter from the relevant Branch. If not, then an alternative bank reference would be sought from within Turkey / Europe.

For 6 and 7 above, this is required for individuals who are shareholders (more than 25%), directors and authorised signatories (who will operate the account/will provide instructions).

If ownership of the company is more complex, for example where holding companies are involved we will advise further regarding our additional requirements. If applicable, please provide a global family tree.

A minimum initial opening balance of GBP500.00 is required.

Please also provide a written introduction, on company letterhead, on how the company anticipates the account being utilised including what is the purpose of the account, your anticipated markets, from whom do you expect to receive funds and to whom do you expect to make payments. This information is required so that we may properly consider the best operating options for the company.

In keeping with "Know Your Customer" requirements we may require additional information upon receipt of the above and that any account opened will be subject to review on at least an annual basis with additional up dated information being required.

Kindly consider our above requirements and, when you are ready to proceed, contact us again to arrange a suitable time for a visit to our offices in London.

T.C. Ziraat Bankasi A.S. London Branch

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T.C. Ziraat Bankasi A.S. London Branch is authorised by the Prudential Regulation Authority and regulated by the Prudential Regulation Authority and the Financial Conduct Authority