

# Requirements to Open an Account at National Bank of Dominica Ltd

## Personal Customers

### ***Dominican Residents***

- ✓ Identification – Passport and Social Security Card
- ✓ Proof /Verification of Address – Recent Utility Bill, Driver’s License, Lease/Rental Agreements, Bank Statements. Only one is required and should not be older than 6 months. For a minor residing with a parent, a copy of the birth certificate showing parentage and a document verifying the parent's address is acceptable.
- ✓ Proof of income
  - Job letter, including job position, length of employment, and salary.
  - If a job letter is unavailable, three months' salary slips are required.
  - For the self-employed: Record of finances or business registration.
  - For pensioners: A statement from the disbursement institution (bank statement or letter).
- ✓ Bank reference – *where applicable*
- ✓ Declaration of Business Activity (*Part of the application*)
- ✓ Account Statement Agreement (*Part of the application*)
- ✓ Minimum \$100ECD to open account, an additional \$10 will be required for a debit card.

### ***Dominican Non-Residents***

#### **Face to Face**

- ✓ Identification – Passport and Social Security Card
- ✓ Proof /Verification of Address - Recent utility bill, Driver’s License, Lease/Rental Agreements, Bank Statements. Only one is required and should not be older than 6

months. For a minor residing with a parent, a copy of the birth certificate showing parentage and a document verifying the parent's address is acceptable.

- ✓ Proof of income
  - Job letter, including job position, length of employment, and salary.
  - For the self-employed: Record of finances or business registration.
  - For pensioners: A statement from the disbursement institution (bank statement or letter).
- ✓ Bank reference letter from the customer's bank where they reside.
- ✓ Declaration of Business Activity (*Part of the application*)
- ✓ Account Statement Agreement (*Part of the application*)
- ✓ Minimum \$100ECD to open account, an additional \$10 will be required for a debit card.

### **Non-Face to face**

- ✓ Notarized copy of Passport and Social Security Card
- ✓ Proof /Verification of Address - Recent utility bill, Driver's License, Lease/Rental Agreements, Bank Statements. Only one is required and should not be older than 6 months.
- ✓ Proof of income
  - Job letter, including job position, length of employment, and salary.
  - For the self-employed: Record of finances or business registration.
  - For pensioners: A statement from the disbursement institution (bank statement or letter).
- ✓ Bank reference (reputable credit or financial institution where you reside)- verifying length of relationship, type of relationship, nature of business, verification of identification, verification of permanent address and signature
- ✓ Declaration of Business Activity (*Part of the application*)
- ✓ Account Statement Agreement (*Part of the application*)
- ✓ Minimum \$100ECD to open account, an additional \$10 will be required for a debit card.

### **Non-Dominican Residents**

- ✓ Identification – Passport and Social Security Card
- ✓ Proof /Verification of Address - Recent utility bill, Driver's License, Lease/Rental Agreements, Bank Statements. A letter confirming address from a Notary Public, Village/City Council, or a member of the clergy (if applicable) is also acceptable. Only one is required and should not be older than 6 months.

- ✓ Proof of income
  - Job letter, including job position, length of employment, and salary.
  - For the self-employed: Record of finances or business registration.
  - For pensioners: A statement from the disbursement institution (bank statement or letter).
- ✓ Bank reference (reputable credit or financial institution)– verifying length of relationship, type of relationship, nature of business, verification of identification, verification of permanent address and signature.
- ✓ Valid work permit
- ✓ Written Declaration “Reason for Opening an account in Dominica” addressed to the bank.
- ✓ Declaration of Business Activity (*Part of the application*)
- ✓ Account Statement Agreement (*Part of the application*)
- ✓ Minimum \$100ECD to open account, an additional \$10 will be required for a debit card.

### ***Non-Dominican Non-Resident***

- ✓ Face-to-face contact must be made
- ✓ Identification – Passport and Social Security Card
- ✓ Proof /Verification of Address - Recent utility bill, Driver’s License, Lease/Rental Agreements, Bank Statements. Only one is required and should not be older than 6 months.
- ✓ Proof of Income
  - Job letter, including job position, length of employment, and salary.
  - For the self-employed: Record of finances or business registration.
  - For pensioners: A statement from the disbursement institution (bank statement or letter).
- ✓ Bank reference (reputable credit or financial institution) in the applicant's country of residence – verifying length of relationship, type of relationship, nature of business, verification of identification, verification of permanent address and signature
- ✓ Written Declaration “Reason for Opening an account in Dominica” addressed to the bank.
- ✓ Declaration of Business Activity (*Part of the application*)
- ✓ Account Statement Agreement (*Part of the application*)
- ✓ Minimum \$100ECD to open account, an additional \$10 will be required for a debit card.

## **Corporate Business / Registered Company**

- ✓ Identification for all beneficial owners, directors and signatories (Passport and Social Security Card)
- ✓ Verification of address of all beneficial owners, directors and signatories
- ✓ Opening deposit of at least \$500 ECD

### **Company Information**

- ✓ Name, address, and registered office of the company
- ✓ Resolution of the Board of Directors to open the account
- ✓ Designation of account signatories
- ✓ List of current shareholders

### **Documents**

- ✓ Original or certified copy of the Certificate of Incorporation
- ✓ Articles of Incorporation
- ✓ Certificate of Good Standing (can be obtained at the registry)
- ✓ Declaration of business activity, including the nature of business and source of funds
- ✓ Bank reference from a reputable financial institution in Dominica in relation to companies that have already begun to conduct business activity in the country.

## **Business/Trading-As**

- ✓ Identification process for personal customers (Passport and social security card)
- ✓ Opening deposit of at least \$500ECD

### **Business Documents**

- ✓ Certificate of Registration of the business name
- ✓ Documents supporting registration / statement of particulars
- ✓ Certificate of Good Standing (if applicable)
- ✓ Sole Trader Form

### **Proof of Business Address (if applicable)**

- ✓ Lease
- ✓ Utility bill with business name and address

# Groups and Non-Profit Organizations

## Business Documents

- ✓ Copy of the most recent minutes
- ✓ Copy of by-laws (for churches and organized groups)
- ✓ Registration certificate
- ✓ Letter requesting to open the account, stating conditions of signing, authorized signatories, and signing rules
- ✓ Proof of Business Address (if applicable)
- ✓ Lease
- ✓ Utility bill with business name and address

## ECCU First Step Account

The ECCU First Step Savings Account is available to ECCU residents 18 years and over who are first-time account holders:

- ✓ One valid photo ID (e.g., social security card, driver's license, or passport)

### **Please note:**

- No international wire transfers are permitted with this account
- No overdrafts are permitted
- Deposits must not exceed XCD\$36,000.00 per year