

This guideline should be used to assist you in preparing the necessary documentation that our Corporate Guarantee Risk Consultant will need to process your request to open a policy with us.

If the policyholder is registered as a Company:

	Latest CM23 (Annual Return as lodged with Ministry of Trade & Industry)
	ID`s of all directors
	If CM23 is <u>not</u> supplied: <ul style="list-style-type: none"> - Control & Ownership structure indicating Beneficial Owners, CEO/Executive Manager(only needed where CM23 is <u>not</u> supplied) - CM22 – Registered address of the company (only needed where CM23 is <u>not</u> supplied) - CM29 – Register of directors and officers (only needed where CM23 is <u>not</u> supplied)
	CM1 - Certificate of Incorporation
	CM9 - Certificate of Name Change (If applicable)
	Proof of Bank Account (Bank letter or Bank statement not older than 3 months)
	Income Tax Certificate and VAT Certificate (if the business is a VAT vendor)
	Proof of Business Address
	Proxy letter / Resolution – (If applicable)