

AIDE MEMOIRE CHECKLIST

(Please tick requisite documents obtained and attached)

COMPANY

- Certified copy of Certificate of Incorporation
- Certified copy of Memorandum & Article of Association
- Resolution of Board of Directors
- Power of Attorney (Foreign Companies)
- Certified copy of Certificate of Compliance (Foreign Companies)
- Certified copy of the Company's current CR12
- Certified copy of PIN
- Certified copy of VAT
- Certified copies of ID & / or Passport and PIN for Directors and/ or Signatories
- (1) Passport size photograph of Directors and/ or Signatories

- Certified copy of Business Registration
- Certificate Partnership Mandate or Deed
- Certified copies of ID or Passport
- (1) Passport size photograph
- Certified Copy of PIN Certificate

CLUBS/ SOCIETIES/ NGOS ASSOCIATIONS/ DIPLOMATIC MISSIONS

- Certified copy of Constitution/ Rules / By-laws
- Certified copy of Certificate of Registration or Exemption Certificate
- Certified copy of Board Resolution
- List of Registered Officials
- Certified copies of ID or Passport and PIN of Officials and /or Signatories
- (2) Passport size photographs of Officials and/or Signatories
- PIN for the organization
- Authorization letter signed and stamped by Ambassador (for Embassies)

SOLE PROPRIETORSHIP

- Certified copy of Business Registration Certificate
- Certified copy of ID or Passport
- (2) Passport size photographs
- Certified Copy of PIN Certificate

PUBLIC SECTOR

- Board Resolution
- Letter from the Ministry / Permanent Secretary
- Certified Copy of the Gazette notice / Act of Parliament
- Certified Copy of ID or Passport for each Signatory
- 2 passport size photographs for each Signatory
- Certified PIN certificate copy for each Signatory