

ANNEXURE - A

I hereby declare that this company is not an existing client of any of our strategic partners

BDM/RM Name & Signature

Existing CIF number (if any): _____

Please create the CIF for the Payroll Services to be provided to the below customer.

S.No,	Criteria	Details	Requirement Received and validated by		
			BDM/RM	Coordinator	Ops
1	Name of the Employer		Choose an item.		
2	Trade License/ MOL number		Choose an item.		
3	Name of Owner/ Authorized Signatory		Choose an item.		
4	Number of Employees		Choose an item.		
5	Nature of company	Choose an item.	Choose an item.		

(DOCUMENTS REQUIRED TO BE SUBMITTED ALONG WITH ENTITY ENROLMENT FORM)

S.No,	Document Name / Type	Format	Requirement Received and validated by		
			BDM/RM	Coordinator	Ops
1	Duly filled, signed and stamped New Entity Enrolment (Parent/ Child/Branch)	Original*	Choose an item.		
2	No Objection Certificate	Original*	Choose an item.		
3	FATCA Forms (W8 BEN E / W9)	Original*	Choose an item.		
4	CRS Form	Original*	Choose an item.		
5	Pricing Approval	Original*	Choose an item.		
6	Subsidiary Form along with first page of entity form if its group of company.	Original*	Choose an item.		
7	Authorized signatory(ies) Passport, Emirates ID copies and visa copy for expatriates.	Copy **	Choose an item.		
8	Company Trade License copy;	Copy **	Choose an item.		
9	Labor List/ MOL Kashaf.	Copy **	Choose an item.		
10	MOL / Free zone Authority employee list	Copy **	Choose an item.		
11	MOA (Memorandum of Association)/ POA (Power of Attorney) or Board Resolution copy(ies)	Copy **	Choose an item.		
12	Passport copy or/and Emirates ID copy of owner	Copy **	Choose an item.		

* All Original documents required must be stamped as "Signed in my presence", by the RM

** Copies to be stamped as "Original seen" by the RM

Note

- Each trade license of a child company should carry a separate set of above documents (no more Annexures)
- Each Trade license of child corporate should carry separate set of documents as per checklist
- FATCA and CRS are exempted if trade license is branch of any parent/child corporate

Validated and signed by :

Relationship Manager	Sales Coordinator	Head of Sales