

# Enclosures to be provided For the opening of an account

## ACCOUNT FOR A LEGAL ENTITY

### P.L.C (Public Limited Company)

#### INCORPORATED COMPANY

- (1) Memorandum and Articles of Association signed by the Founder (stamped and registered)
- (2) Report of the Constitutive General Meeting
- (3) Report of the 1<sup>st</sup> Meeting of the Board of Directors/Appointment of the Manager
- (4) Statement of Payment of Capital
- (5) List of Shareholders
- (6) Registration receipt for the documents (1) to (5) with the Court Clerk's Office
- (7) Extract from the Trade Registry
- (8) Publication in the JORT (Official Journal of the Tunisian Republic)
- (9) List of Authorized Signatories
- (10) Photocopies of the ID cards or passports of Managers and Signatories
- (11) Approval of API or CEPEX

#### COMPANY UNDER CONSTITUTION

- (1) Draft of Memorandum and Articles of Association or photocopy of the deposit receipt with the Court Clerk's Office
- (2) Opening of an unavailable account  
*The account shall be made available on the presentation of the documents (1) & (2) and the receipt of deposit with the Court Clerk's Office*
- (3) Photocopies of the ID cards of the Signatories

#### INCREASE OF CAPITAL

- (1) Report of the Extraordinary General Meeting deciding the capital increase
- (2) Opening of an unavailable account  
*The account shall be made available on the presentation of the Statement of Capital Increase and Payment*

#### Representative Office or Branch

- (1) Certified Articles of Association of the parent company
- (2) Report appointing the person in charge and granting him powers to operate the bank account(s)
- (3) Extract from the Trade Registry

## ACCOUNT PERSONAL

#### TRADING PERSON

- (1) Extract from the Trade Registry
- (2) Copy of the ID card or passport
- (3) Copy of the licence or business card or any other official document of activity

### Private Limited Company and Partnership

#### INCORPORATED COMPANY

- (1) Articles of Association duly signed and stamped
- (2) Registration receipt for the articles of Association with the Court Clerk's Office
- (3) Report of appointment and powers of the Manager (if Manager is non statutory)
- (4) Extract from the Trade Registry
- (5) Publication in the JORT (Official Journal of the Tunisian Republic)
- (6) Photocopies of the ID card or passport of the Manager
- (7) Approval of API or CEPEX

#### INCREASE OF CAPITAL

- (1) Report of the Meeting deciding the capital increase
- (2) Receipt of Deposit with the Court Clerk's Office
- (3) Publication in the JORT

#### Associations

- (1) Memorandum and Articles of Association
- (2) Certification or authorization of the Ministry of the Interior (Tunisia)
- (3) Report of appointment of the persons authorised to open and manage the bank account

#### International Organizations or NGO

- (1) Agreement or authorization allowing their establishment in Tunisia
- (2) Deed authorizing the proxy to open and manage the bank account

#### Diplomatic & Consular Missions

- Copy of the official deed accrediting the Head of Mission in Tunisia and conferring on him the power to open and manage the bank account

#### NON-TRADING PERSON

- (1) Copy of the ID card or passport
- (2) Copy of the Residency Permit or passport

Note : Companies and traders must submit their tax registration details  
The documents must be submitted as originals or as certified copies.