

3 Steps to open a Business Account

1

Business Documentation:

1. Certificate of Registration
2. Business TIN Letter (should be different from Director/Owner's TIN)
3. Resolution on Company letterhead detailing the following:
 - name of persons authorised to operate on account
 - mode of operation on account
 - signatures of Directors/Signatories
4. Last 6 months Business and/or Personal Account statements or as required

Note: HFC Bank is exempted from identifying the principal owners of any company that is listed on the South Pacific Stock Exchange.

2

Directors/Signatories to Provide:

1. Citizenship Confirmation:
 - Birth Certificate or
 - Passport or
 - Citizenship Certificate
2. Tax Identification Number:
 - Personal TIN Letter or FRCS/FNPF Joint Card
3. Current residential address confirmation:
 - Valid Driving License or
 - Voter ID
 - Utility Bill not more than 90 days old with signatory's name and current residential address on it

3

Fill out these Forms:

1. Non-consumer Account Application Form
2. Notice of Authority Form
3. Supplementary Form to Non-Consumer Account Application Form
4. Indemnity Authority Form

Note: The above applies to Sole Trader and Limited Liability Companies

Note: Minimum opening balance is \$1000.00 and Search Fee of \$35 is applicable.

For more information on other types of accounts such as Partnerships, NGOs, etc., please email customercare@hfc.com.fj or call **132001** or visit our website at www.hfc.com.fj