



## REQUIREMENTS TO OPEN AN DBA ACCOUNT

### Formats to complete

- Application for Opening Account
- Additional signatory request (In case of having more than 1 signatory in the account).
- Registration of Signatures
- Acknowledgment of receipt of Security Procedure
- Acknowledgment of receipt of Privacy Policy
- Acknowledgment of receipt of the Disclosure on the FATCA Regulation
- Acceptance of the Account Opening Agreement

### Requirements Documents

- Tax Reports
- Copy of tax identification card (complete document)
- CURP (Unique Key of Population Registry) and RFC (Federal Taxpayers Registry)
- Updated proof of domiciliary tax in the name of the company that correspond to the content in RFC
- Bank Reference (no longer than 90 days)

### Owner Documentation

- Form W-8BEN
- Copy of valid passport in color
- Copy of a secondary identification in color (one of the following):
- Copy of national identity document
- Professional certificate (With date of issue not less than 10 years)
- Voters Credential
- National military service card (With an issue date of less than 10 years)
- Consular registration certificate
- Unique military identity card
- Affiliation card to the National Institute for Older Persons
- Credentials and ID cards issued by the Mexican Social Security Institute (IMSS) (With date of issue is equal to or less than 5 years or when presented by a Right Holder in both cases the document must have the stamp of validity)
- Credentials and ID cards issued by the Institute of Security and Social Services of State Workers. (With date of issuance is equal to or less than 5 years or when presented by a Right Holder in both cases the document must have the stamp of validity)
- Credentials and ID cards issued by the Social Security Institute for the Mexican Armed Forces. (With date of issue is equal to or less than 5 years or when presented by a Right Holder in both cases the document must have the stamp of validity)
- Credentials and ID cards issued by the Popular Insurance.

- Proof of address (no more than 90 days after its issuance) eg: electricity, water, gas, Cable TV  
In case the owner does not have evidence of address in his name, he must provide the following documents:
- Copy of the lease agreement
- Explanatory letter indicating the relationship with the owner of the address.
- Banking Reference (no more than 90 days after its issuance)
- Proof of income according to:
- In case of permanent employee: Certification of income and / or employer's letter indicating monthly salary.
- In case of professional/independent service provider: evidence of the most recent income tax return, bank statement no more than 30 days from its issuance and current contract defining the duration of the agreement and compensation expected.
- In the case of a retired person: Annual/monthly benefit letter indicating the amount granted or recent income.