

Iranian Individuals

Term Deposits:

- National ID Card
- Birth certificate
- Address proof and postal code of residence from: utility bill of the last six months (water bill, electricity, piped gas, Tax...), ownership documents, lease contract...
- Certificate of guardianship, if required
- KYC Application Form for individuals (form No. 119 or 7119)
- Account opening form for Individuals (form No. 125 or 725)
- Terms and conditions for opening term deposits (form No. 151 or 751)
- Application form for card and E-Banking services (form No. 600 or 7600)

Current Account:

In addition to the above-mentioned documents, following documents are required as well:

- Valid work permit from: business license, commercial card, permanent medical license...
- Terms and conditions for opening current accounts (form No. 150 or 750)
- Check Book request form (form No. 180)

Iranian Entities

- National ID Card and birth certificate of all board members, managing director, authorized signatories, major shareholders (individuals with more than 5% shares), individuals representing entities in the board and legal representatives of all those above
- Articles/memorandum of association (AOA/MOA), articles of incorporation (or statement of registration for companies under registration)
- Official gazettes and latest changes of the company including:
 - Names of board members, managing director and/or executive directors
 - Names of authorized signatories of the company, and withdrawal conditions of bank accounts
 - Terms and limits of power of board members, managing director and/or executive directors
 - Registered address of company
 - Any changes made to the company's articles/memorandum of association
- Articles/memorandum of association, articles of incorporation, official gazettes and latest changes of the entities listed as member of board and for major shareholders (entities holding more than 10% of shares)
- Address proof and postal code of residence from: utility bill of the last six months (water bill, electricity, piped gas, Tax...), ownership documents, lease contract...
- Latest audited financial statements
- KYC application form for entities (form No. 129 or 7129)
- Account opening form for entities (form No. 135 or 735)
- Terms and conditions for opening term deposits/ current account (form No. 150 or 151 or 750 or 751)
- KYC application form for individuals (form No. 119 or 7119), KYC application form for entities (form No. 129 or 7129) for all board members, managing director, authorized signatories, major shareholders (Individuals with more than 5% and entities with more than 10% of shares) and individuals representing entities in the board
- Introduction letter for the company's representative
- Check book request form (form No. 180)
- Application form for corporate E-Banking services (form No. 620 or 7620)

Additional Documents

- Business license, commercial card.....
- Taxpayer certificate
- Any document related to corporate rating

Foreign Individuals

All following documents must be officially translated in Persian or English approved by Iran Embassy in the country of origin of the client (or in case, approved by Iran's Embassy in the nearest country) confirmed by Iran's Ministry of Foreign Affairs:

- Identification documents from:

For residents

- ✓ Valid passport and valid permanent residence permit
- ✓ Valid refugee booklet
- ✓ Valid ID card issued by the Ministry of Interior
- ✓ Valid exit card (Amayesh) issued by the ministry of Interior for Afghans

For non-residents

- ✓ Valid passport and valid residence permit from:
 - Valid visa, and entrance seal
 - Entrance seal for visa free countries not later than one-month after entrance date
 - Visa extension approval
- Address proof and postal code of residence from: utility bill of the last six months (water bill, electricity, piped gas, Tax...), ownership documents, lease contract...
- Approval from a state organization or Iran's embassy of country of origin, for opening current account
- Employment license and/or approval from a foreign state-body, embassy or consulate for opening current account
- KYC application form for individuals (form No. 119 or 7119)
- Account opening form for individuals (form No. 125 or 725)
- Terms and conditions for opening term deposits (form No. 151 or 751)
- Application form for card and E-Banking services (form No. 600 or 7600)

Additional Documents

- Work permit from the relevant Iranian authority

Foreign Entities

All following documents must be officially translated in Persian or English approved by Iran Embassy in the country of origin of the client (or in case, approved by Iran's Embassy in the nearest country) confirmed by Iran's Ministry of Foreign Affairs:

- National ID Card / birth certificate and passports of all board members, managing director, authorized signatories, major shareholders (individuals with more than 5% shares), individuals representing entities in the board and legal representatives of all those above and resident managers of the company in Iran
- Articles/memorandum of association, company's registration documents, certificate of incorporation or valid documents including information about registration such as date, place, registration number and changes to the articles of association
- The latest official gazette or any other legal document, listing board members and authorized signatories of the company
 - ❖ For board member entities and for the major shareholders (entities with more than 10% of shares), above mentioned documents should also be submitted
- Latest audited financial statements
- Address proof and postal code of residence from: utility bill of the last six months (water bill, electricity, piped gas, Tax...), ownership documents, lease contract...
- Approval from Ministry of Foreign Affairs for foreign political representatives and international organizations
- Approval from Ministry of Interior for foreign NGOs
- KYC application form for individuals (form No. 119 or 7119), KYC application form for entities (form No. 129 or 7129) for all board members, managing director, authorized signatories, major shareholders (Individuals with more than 5% and entities with more than 10% of shares) and individuals representing entities in the board
- KYC application form for entities (form No. 129 or 7129)
- Account opening form for entities (form No. 135 or 735)
- Terms and conditions for opening term deposits/current account (form No. 150 or 151 or 750 or 751)
- Check book request form (form No. 180)
- Application form for corporate E-Banking services (form No. 620 or 7620)

Additional Documents

- Work permit from the relevant Iranian authority