

Requirements to Open a Correspond Account

Thank you for choosing Essential Money Services. Opening an E.M.I. for a corporation is straightforward and our goal is to make the process as easy as possible. There are a number of documents that will be required to complete your application process, and be rest assured, we are here to help you through every step.

Checklist of Requirements

Required Essential Money Services Forms

- Application Form – Verification and validation of the required information
- Personal Information Sheet (s) for each named person on the account
- W-9 Form (US Citizens only)
- Power of Attorney – OPTIONAL (Only complete if required)

Required Documents (For each named person in your Corporate Documents)

- Notarized color copy of picture and signature pages of a valid Passport(s)
- Copy of a utility bill dated within 3 months, displaying physical address. PO Boxes are not accepted.
- Financial Reference Letter or Professional Reference Letter for each name person on the account – include a copy of the writer’s business card

Required Company Documents

Please send a notarized copy of the Corporate Documents, based on your Company formation.

International Business Company (IBC)	Limited Liability Company (LLC)
<ul style="list-style-type: none"> • Certificate of Incorporation • Memorandum & Articles of Association/By-Laws/Constitution • Register of Shareholder(s) • Register of Director(s) or Officer(s) • Shares Certificate • Certificate of Good Standing (if more than 1 year old) • Certificate of Incumbency 	<ul style="list-style-type: none"> • Certificate of Formation • Articles of Organization • Operating Agreement • Register of Member(s) • Endorsement Certificate • Register of Manager(s) • Certificate of Ownership • Certificate of Good Standing (if more than 1 yr old)
Trust	Foundation
<ul style="list-style-type: none"> • Certificate of Trust • Trust Deed • Certificate of Good Standing 	<ul style="list-style-type: none"> • Certificate of Formation • Foundation Article • Certificate of Good Standing

Application and Approval Process

The below image outlines the steps and documents required to complete this process.

Step 1

Complete attached forms and gather required documents
Scan the packet and email services@cayebank.bz

Step 2

Essential will review your file
We will reach out to you with any questions or need for clarification

Step 3

Once accepted as complete, customer service will pass your packet to the Compliance Department for final review

Step 4

After approval you will be provided with a provisional account number and wire instructions

Step 5

Mail us your original documents and email your wire receipt to fund your account
After approval we'll send you the contract.

APPLICATION FOR CORRESPOND ACCOUNT

ACCOUNT INFORMATION

Type of Account : E.M.I. Correspond

USD EUR GBP CAD INR MXN AUD CNY MYR COP

Online Operations E.M.I. statements, account activity and secure communications are available through online portal
Statements E.M.I. Statements and account activity are available online through the Essential MSB portal. Electronic copies of your statement may be sent by email for a fee of FEDEX, UPS or DHL (depending on your location) per statement upon request.
Correspondence Please indicate an email address to use for correspondence.

Primary Email: _____

Secondary Email: _____

COMPANY INFORMATION

Company Name _____

Director(s) Personal Sheet, the last page of this application, must be completed for each named individual)

Last Name _____ First Name _____ Middle Initial _____

Last Name _____ First Name _____ Middle Initial _____

Last Name _____ First Name _____ Middle Initial _____

Company Street Address (PO Box not accepted) _____

City _____ State/Province _____ Postal Code _____ Country _____

Telephone _____ Fax _____

Company Website _____ Email _____

Email will be used for all communications.

Name and Address of Company's Registered Agent _____

AUTHORIZED SIGNATORIES INFORMATION

The following persons are hereby authorized to execute any instructions in connection with the account opened in connection with and pursuant to the Mandate executed by the named parties with Essential Money Services, dated _____. The signatures set opposite each of the names below are genuine signatures of such persons and shall operate as specimen signatures of such persons. (Attach Personal Information Sheet(s), Form E.M.I. for each named individual.

Name (Block Letters)	Relationship to Account	Signature
	<input type="checkbox"/> Beneficial Owner and Signatory <input type="checkbox"/> Signatory only <input type="checkbox"/> Power of Attorney <input type="checkbox"/> Other _____	
	<input type="checkbox"/> Beneficial Owner and Signatory <input type="checkbox"/> Signatory only <input type="checkbox"/> Power of Attorney <input type="checkbox"/> Other _____	
	<input type="checkbox"/> Beneficial Owner and Signatory <input type="checkbox"/> Signatory only <input type="checkbox"/> Power of Attorney <input type="checkbox"/> Other _____	
	<input type="checkbox"/> Beneficial Owner and Signatory <input type="checkbox"/> Signatory only <input type="checkbox"/> Power of Attorney <input type="checkbox"/> Other _____	
	<input type="checkbox"/> Beneficial Owner and Signatory <input type="checkbox"/> Signatory only <input type="checkbox"/> Power of Attorney <input type="checkbox"/> Other _____	