



BUSINESS ACCOUNT

OPENING CHECKLIST

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keybs.io

WELCOME

What We Need From You

To establish your KeyBS Pay business account, please provide the following. This helps us complete the required verification process as quickly and smoothly as possible.

1. Company Information

Your incorporation/registration documents and company details.

2. Ownership & Control

Identification and ownership information for all beneficial owners owning 25% or more, together with relevant control-person information.

3. Directors & Authorised Users

Identification and verification information for relevant directors, senior management and account users.

4. Banking Information

A bank letter or other approved confirmation of your existing business banking relationship.

5. Business Information

Details of your business activities, customers, suppliers, countries of operation and intended use of KeyBS Pay.

6. Expected Transaction Activity

Expected monthly volume, transaction count, currencies, countries and average transaction sizes.

7. Source of Funds

Information and supporting evidence demonstrating the legitimate origin of funds expected to flow through the account.

8. Regulatory & Tax Information

Applicable licences, registrations and tax identification information.

9. Additional Documentation

We may request additional information where required for compliance, risk assessment, verification or regulatory purposes.

PLEASE ENSURE

All documents are complete, current, legible and consistent with the information provided in your application.

QUICK CHECKLIST

Your Document Checklist

Company

- ☐ Certificate of Incorporation / Registration
- ☐ Registered address & principal business address
- ☐ Business description and website
- ☐ Business licence, where applicable

Ownership & People

- ☐ Beneficial owner (25%+) identification
- ☐ Director / senior management identification
- ☐ Proof of address, where required
- ☐ Authorised user information

Banking & Financials

- ☐ Bank letter or account confirmation
- ☐ Recent business bank statement, if requested
- ☐ Expected transaction volume, currencies and countries

Regulatory & Tax

- ☐ Tax identification information
- ☐ Applicable regulatory licences

A NOTE ON YOUR APPLICATION

Submission of documents does not automatically guarantee account approval. We may request additional information depending on your risk profile, business activity, jurisdiction or transaction profile. Not every document above will apply to every applicant — our team will let you know if anything further is needed.

Questions about your application? Contact info@keybs.io