

## REQUIREMENTS TO OPEN AN INDIVIDUAL'S 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

### 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, current contract defining the duration of the agreement and compensation expected or Financial Statements.
  - In the case of a retired person: Annual/monthly benefit letter indicating the amount granted or recent income.