

## **BUSINESS ACCOUNT DOCUMENTATION REQUIREMENT(S) – SAIPAN**

The following documents are required at account opening and are subject to the Bank's review and acceptance. We will also ask to see government-issued picture identification or other identifying documents for all owners or signers of the businesses.

---

### **Additional Resources**

<sup>1</sup> Issued by the CNMI Registrar of Corporations. Please visit <https://commerce.gov.mp/application-center> for more information.

<sup>2</sup> Employer Identification Number is issued by the Internal Revenue Service (IRS).

Please visit <https://www.irs.gov/businesses/small-businesses-self-employed/employer-id-numbers> for more information.

---

### **Sole Proprietorship**

- CNMI Business License<sup>1</sup>
  - Employer Identification Number<sup>2</sup> or Social Security Number
- 

### **Corporation**

- Employer Identification Number<sup>2</sup>
- CNMI Business License<sup>1</sup>
- Articles of Incorporation, and any amendments<sup>1</sup>
  - If the Articles of Incorporation does not provide current information the following is required:
    - Annual Corporate Report – List of current corporate officers and must be filed by a corporation
    - Meeting Minutes/Corporate Resolution – Listing of officers of the corporation that is certified by the secretary or other officer authorized to act on behalf of the secretary
- Certificate of Incorporation<sup>1</sup>
- By-Laws
- Corporate Seal (if available)
- If officers are companies, please provide Articles of Incorporation, Partnership Agreement, Articles of Organization, etc. as applicable for all companies involved

**For Foreign Corporations** doing business in Saipan, the following are also required:

- Provide Certification, Consents, Authorizations, Registration documents and any amendments, etc. as applicable
  - If documents are in a foreign language, also provide certified translation for each document
- Certificate of Authority from the CNMI Registrar of Corporations<sup>1</sup>

**For Non-Profit Corporations** the following are also required:

- Internal Revenue Service Correspondence advising of the tax-exempt status
  - By-Laws or Meeting Minutes
  - Board Resolution
- 

### **Limited Liability Company (LLC)**

- Employer Identification Number<sup>2</sup> OR Social Security Number, if Single-Member LLC without a TIN
- CNMI Business License<sup>1</sup>
- Articles of Organization, and any amendments<sup>1</sup>
- Operating Agreement, and any amendments (not applicable to Single-Member LLC's)
- Certificate of Organization<sup>1</sup>
- Annual (LLC) Report
- If managers/members are companies, please provide Articles of Incorporation, Partnership Agreement, Articles of Organization, etc. as applicable for all companies involved

**For Foreign LLC's** doing business in Saipan, the following are also required:

- Provide Certification, Consents, Authorizations, Registration documents and any amendments, etc. as applicable
    - If documents are in a foreign language, also provide certified translation for each document
  - Certificate of Authority from the CNMI Registrar of Corporations<sup>1</sup>
-

# BUSINESS ACCOUNT DOCUMENTATION REQUIREMENT(S) – SAIPAN

---

## Partnership, Limited Partnership (LP), Limited Liability Partnership (LLP), Limited Liability Limited Partnership (LLLLP)

- Employer Identification Number<sup>2</sup>
- CNMI Business License<sup>1</sup>
- Partnership Agreement, Limited Partnership Agreement, or Limited Liability Partnership Agreement, and any amendments<sup>1</sup>, OR
  - For Partnership** – Registration Statement for Partnership
  - For LP, or LLLL** – Certificate of Limited Partnership
  - For LLP** – Statement of Qualification, and any amendments
- If Partners are companies, please provide Articles of Incorporation, Partnership Agreement, Articles of Organization, etc. as applicable for all companies involved

**For Foreign Partnerships, LP's, LLP's, or LLLL's** doing business in Saipan, the following are also required:

- Provide Certification, Consents, Authorizations, Registration documents and any amendments, etc. as applicable
  - If documents are in a foreign language, also provide certified translation for each document
- Statement of Foreign Qualification or Limited Partnership Registration from the CNMI Registrar of Corporations<sup>1</sup>

---

## Unincorporated Organization

- Employer Identification Number<sup>2</sup> or Social Security Number
- CNMI Business License<sup>1</sup>
- Articles of Association, and any amendment (file-marked by the CNMI Registrar of Corporations)<sup>1</sup>
  - If the organization does not have Articles of Association, the following are required:
    - Certified Organization Meeting Minutes indicating the Officers and/or Authorized Signers, and the purpose of the organization
    - Certified Statement that the organization does not have Articles of Association
- Bylaws (if applicable)
- Organization Rules (if applicable)
- Chapter Certificate (if applicable)
- Notification letter of Federal Election Committee Number (Political Action Committee) (if applicable)
- Notification letter of Taxpayer Identification Number (TIN) from the Internal Revenue Service