

## Types of Entities and Required Documentation for Business Borrowers and Depositors

TYPE OF ACCOUNT	REQUIRED DOCUMENTATION
Sole Proprietorship	<ul style="list-style-type: none"> <li>✓ <b>Fictitious Business Name Statement (DBA)</b>, certified by the county clerk*</li> <li>✓ <b>Drivers License</b></li> <li>✓ <b>Credit Card Verification</b></li> </ul>
Partnership	<ul style="list-style-type: none"> <li>✓ <b>Partnership Agreement</b> – (all partners should execute signature card)</li> <li>✓ <b>DBA*</b></li> </ul>
Limited Partnership	<ul style="list-style-type: none"> <li>✓ <b>Certificate of Limited Partnership (Form LP-1)</b> – certified and filed with the Secretary of State (Only general partners should execute signature card)</li> <li>✓ <b>DBA – if applicable*</b></li> </ul>
Limited Liability Partnership	<ul style="list-style-type: none"> <li>✓ <b>Certificate of Registration (Form LLP-1)</b> – certified and filed with the Secretary of State</li> <li>✓ <b>DBA – if applicable*</b></li> </ul>
Unincorporated Association	<ul style="list-style-type: none"> <li>✓ <b>Resolution</b> adopted by the governing body of the association authorizing the opening of the account and designating the person(s) who have authority to act with respect to the account and sign checks drawn against the account and sample signatures.</li> <li>✓ Copy of the <b>Charter, Bylaws or Governing Rules of the Association</b></li> <li>✓ <b>Letter signed by two or more officers of the organization</b> authorizing designated individuals to open an account*</li> </ul>
Limited Liability Companies	<ul style="list-style-type: none"> <li>✓ <b>Articles of Organization</b></li> <li>✓ <b>Opening Agreement</b></li> <li>✓ <b>Statement of Information (Form LLC-12)</b> filed biennially</li> <li>✓ <b>If foreign, add:</b> <ul style="list-style-type: none"> <li>○ <b>Certificate of Registration</b> – from California Secretary of State</li> <li>○ <b>Certificate of Good Standing</b> – from appropriate state*</li> </ul> </li> </ul>
Corporation	<ul style="list-style-type: none"> <li>✓ <b>Articles of Incorporation</b></li> <li>✓ <b>Certificate of Good Standing</b> (if filed)</li> <li>✓ <b>Statement of Domestic Stock Corporation</b></li> <li>✓ <b>DBA – if applicable*</b></li> </ul>
Foreign Corporation – “other state” – engaged in intrastate transactions	<ul style="list-style-type: none"> <li>✓ <b>Articles of Incorporation</b></li> <li>✓ <b>Corporate Minutes</b> – showing current officers and certified by corporate secretary</li> <li>✓ <b>Certificate of Good Standing</b> – from appropriate state</li> <li>✓ <b>Certificate of Qualification</b> – certified copy</li> <li>✓ <b>Biennial statement*</b></li> </ul>
Foreign Corporations – “other state” – NOT transacting intrastate business and “other nation”	<ul style="list-style-type: none"> <li>✓ <b>Articles of Incorporation</b></li> <li>✓ <b>Corporate Minutes</b> – showing current officers and certified by corporate secretary</li> <li>✓ <b>Registration of Corporate Name</b> – with California Secretary of State</li> <li>✓ <b>Certificate of Good Standing</b> – from appropriate state or nation*                             <ul style="list-style-type: none"> <li>○ Other nation:                                     <ul style="list-style-type: none"> <li>▪ <b>Corporate Resolutions</b> – notarized and the notary’s validity verified at a U.S. Embassy or consulate office. The U.S. Embassy personnel will affix a seal (“apostile”) to the notarized certification.*</li> </ul> </li> </ul> </li> </ul>
All other types of accounts	✓ <b>Refer to*</b>

\* For all types of accounts refer to **BCG’s New Accounts Documentation Manual, SPM #2**

A New Account/Loan Application must be completed by applicant prior to account opening. Account Officer to complete the “Second Sheet” and New Account/Loan Department complete risk rating for all new customers.

A New Account/Loan Application and Personal Financial statement must be completed by all applicants requesting credit.

All applicants must be verified through Deluxe Detect or other consumer reporting agency, OFAC and any additional Government list by the New Accounts or Note Department.