

Identity Verification Documents Required for Opening a Corporate Account

As reported by news reports and other media, frauds using corporate accounts and consumer damage caused by criminals conducting fraudulent commercial transactions have often occurred. Some of these acts misused bank accounts. At the request of the National Police Agency, Shinsei Bank is tightening the screening at the time of opening bank accounts.

Under the above circumstances, we would like to ask you to provide the identity verification documents below when you apply to open a corporate account.

With “Act on the Use of Numbers to Identify a Specific Individual in the Administrative Procedure” in effect from January 2016, we would also like to ask you to provide the verification documents to identify corporate number when you open a corporate account.

Your understanding and cooperation are greatly appreciated.

1. Corporation identification documents

(1) Mandatory:

Certified copy of commercial registration (Certificate of full registry records within six months after the issue). ⇒Please provide the original copy.

Certificate of registered seal (within six months after the issue)
⇒Please provide the original copy.

(2) Optional: Copies are acceptable. However, please bring originals if possible.

Documents for confirming the actual conditions of the business (e.g., Company profile, product brochures, estimates)

Authorization certifying documents (e.g., Financial instruments business registration) in the case of a business that is required to register or report for authorization

Building registry and lease agreement relating to the principal office of the corporation

Receipts of payments for national and local taxes (with the address of the principal office)

2. Verification documents for corporate number

Corporate number holders ⇒Any one of the documents (a)(b)(c) below is satisfactory

(a) Corporate number designation notice

(With name of the corporation, locations of its head or principal office, the corporate number and issued within six months prior to the date of submission)

(b) Corporate number designation notice other than (a) above

(With name of the corporation, locations of its head or principal office, the corporate number and issued more than six months prior to the date of submission)

AND

Corporation identification documents of 1-(1) above.

(c) Printout of corporate number official site of National Tax Agency ※

(Printed within six months prior to the date of submission)

AND

Corporation identification documents of 1-(1) above.

※ Printout of “latest information with revision history” of the corporation on the “Corporate number official site of National Tax Agency” (Printed within six month)

LINK to the site (Japanese Only): <http://www.houjin-bangou.nta.go.jp/>

3. Identity verification document of the person who visits the branch (Please provide a certificate with his/her photo. Any one of the following unexpired documents is acceptable)

Driver’s license

Certificate of the driving history, issued on or after April 1, 2012

Basic Resident Register Card with a photo of the person

Passport with the current address, but without any revision to the address

Foreign resident's registration card

Resident card

Special permanent resident certificate

Individual Number Card (with an ID photo)

⇒ Verification of items on the front side only. Individual Number on the back side is not required.

“Notification card (without ID photo)” cannot be used as a verification document.

4. Document certifying the relationship between the corporation that will open an account under its name and the person who visits the branch

Letter of attorney specifying that the representative of the corporation has entrusted the person who visited the branch with opening an account for the corporation; the registered seal of the corporation is imprinted on the letter.

⇒ However, letter of attorney is not required if the person who visits the bank is the representative and if that is specified in the certificate of full registry records)

5. Registered seal of the corporation (If you wish to register a depositor's bank seal (“*todokede-in*”), please bring with you both your registered seal and depositor's bank seal.)

The registered seal is necessary for the application documents you will fill out at the branch counter.

【Points to note】

- You may be asked some questions on the transaction purpose, the details of your business and the identification verification (name, address and birth date) of the individuals who have relationships that constitute substantial control over the business management of the corporation (substantial controllers) based on the documents submitted by you.
- We may request you to provide additional documents other than the above, if any of the individuals concerned with your corporation or the transaction that your corporation intends to conduct is a party living or located in a particular country, or an individual who is or has been entrusted with the public functions of a foreign government, defined in "Act on Prevention of Transfer of Criminal Proceeds" (eg. heads of state or prominent public function in government or central bank, etc. of a foreign country) or his/her family members.
- You may be requested to provide documents other than the above when required for screening.
- It will take approximately two weeks from the date of application receipt to open a corporate account.
- We may not meet your request as a result of the screening.

【Procedures】

To open a corporate account, please prepare the above identity verification documents described above and visit the nearest institutional business branch as listed in the Shinsei Bank website. We have a total of nine branches including Head Office: Nihonbashi Head Office, Sapporo, Sendai, Kanazawa, Nagoya, Osaka, Hiroshima, Takamatsu, and Fukuoka.

Application receipt hours at the institutional business branches (including Head Office):
09:00 - 15:00 on weekdays

For any inquiries about the opening of corporate accounts, please contact:

Shinsei Corporate Call Center (Operation Hours: 09:00 - 17:00 on our business days)

Toll free number: 0120-511-025