



Healy Consultants



No	Appointment as sole bank signatory	Done?
1	<p>Ring your local bank branch to confirm they will i) witness your signature for an overseas corporate bank account and ii) the bank officer will stamp the signed documents and return them to you;</p>	
2	<p>Travel to your local Bank Branch with: i) your original passport ii) overseas corporate bank account signature card (Healy Consultants already emailed you) and iii) an original Proof of Address (bank statement, utility bill etc) dated not more than 2 months old, with your full address (not PO box), your full name as per passport and iv) the name and address of the overseas bank officer;</p>	
3	<p>At your local bank branch, the bank officer should take 5 minutes to do the following:</p> <ul style="list-style-type: none">➤ You will sign two sets of the overseas corporate bank account opening signature cards where marked "SIGN HERE" by Healy Consultants. Please sign blank documents only. Do not sign on the signing guidelines because the overseas bank will not accept forms with 'sign here' on;➤ The bank officer will i) chop (verified / original seen) next to your signatures ii) co-sign next to your signatures and iii) write his/her verification code on the above;➤ You will sign two copies of your Passport and two copies of your original Proof of Address. The bank officer will i) place a chop (verified / original seen) next to your signature ii) co-sign next to your signature and iii) write his/her verification code on the above;	



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4	From the specific bank officer that attended to you, please collect his/her contact details, business card and bank verification code. Include these details in the courier you send to our Singapore Office;	
5	<ul style="list-style-type: none">➤ In some branches in some countries around the world, the bank officer will not return the above stamped documents to you. Instead, branch policy dictates that the signed, stamped documents be sent directly to their overseas branch via internal secure bank courier mail;➤ As much as possible, skillfully negotiate with the bank officer to return the documents to you for onward courier to Healy Consultants Singapore office;➤ If your banker refuses to return them to you, then to supply your local branch with the name and address of the overseas branch bank officer. Take photocopies of all signed documents;	
6	Following your bank branch visit, email the signed documents to Healy Consultants for confirmation that all documents were correctly signed and stamped. Only then should you send a courier to Healy Consultants Singapore office;	
7	After the above, dispatch a courier to our Singapore Office to include the following: <ul style="list-style-type: none">➤ Two sets of signed bank signature cards, with bank officer signature and chop;➤ Two sets of signed copy of Passport and Proof of Address, with bank officer signature and chop;➤ Contact details and business card of bank officer;	