

# Important Documents Checklist

Adapted and simplified from FEMA Checklist: [https://www.fema.gov/media-library-data/1441313659995-38b0760a58131b871d494ddacbf52b6e/EFFAK\\_2015\\_508\\_enabled.pdf](https://www.fema.gov/media-library-data/1441313659995-38b0760a58131b871d494ddacbf52b6e/EFFAK_2015_508_enabled.pdf)

## Basic Details

- ☐ Full Name of the Client
- ☐ LEID of the Client

## Request Details

- ☐ Deletion of Signatory
- ☐ Addition of Signatory
- ☐ Deletion and Addition of Signatory
- ☐ Straight to Bank Form along with signatory Update

## Board Resolution or Document on Signatory Update

- ☐ Board Resolution Date is Valid
- ☐ Board Resolution is signed by the appropriate authorities
- ☐ Board Resolution Supersede Confirmation

## Specimen Signature Card

- ☐ Specimen Signature of all signatories available
- ☐ Clarity of Specimen Signature

## For Germany clients - Additional Documents

- ☐ All ID & V Documents are received

## Any Additional Documents

- ☐ Identity documents of Signatories added
- ☐ Original Verified Signature and Seal by Front End

## Status of Original Documents Receipt

- ☐ Received by confirmation Mail

☐ Received Date

### Internal Checks

☐ Complete set of Documents Received Date

☐ Client Central ID Request Raised Date

☐ eOPs Request Raised Date

☐ Request Completed Date

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