

Client Onboarding Checklist - [Your Company Name]

Section A: KYC & Identity Verification

Document	Required	Received	Verified	Notes
Passport Copy (valid)	Yes			
Residency Visa / Emirates ID	Yes			
Proof of Address	Yes			
Source of Funds Declaration	Yes			
Bank Reference Letter	Optional			
PEP/Sanctions Screening	Yes			

Section B: Risk Assessment & Compliance

Task	Completed	Approved By	Notes
Risk Profiling Form			
AML/CFT Screening			
FATCA/CRS Declaration			
Tax Residency Declaration			
Consent for Data Processing			
Compliance Officer Approval			

Section C: Legal Agreements

Document	Required	Signed	Date	Notes
Client Engagement Letter	Yes			
NDA / Confidentiality Agreement	Yes			
Fee Schedule or Mandate Letter	Yes			

Section D: Corporate Client Add-Ons

Document	Required	Received	Verified	Notes
Certificate of Incorporation	Yes			
MOA / AOA	Yes			
Board Resolution	Yes			
Shareholder Register / UBO Declaration	Yes			
Power of Attorney	Yes			

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Section E: Internal Checks

Task	Completed	By	Date	Notes
Client Entry in CRM / DMS				
Compliance Sign-Off				
Management/Partner Approval				

Final Status: Approved and Onboarded Rejected Pending Additional Info

Signature (Onboarding Officer): _____

Date: _____