



## WELCOME TO BNP PARIBAS VIETNAM ACCOUNT OPENING PROCESS

Thank you for considering BNP Paribas Vietnam as your corporate banking partner. Below is an overview of our account opening process, and your contact point should you have any questions.

### BNP Paribas New Account Opening Process Overview

- 1 Your Relationship Manager will confirm with you on your business requirements and account type and collect some preliminary information.
- 2 Depending on your entity type and the account type, you will receive a tailored Account Opening Checklist<sup>1</sup>. A dedicated Onboarding Manager will contact you to go through details of required information and documents as per the Checklist including the Account Opening Form and clarify any questions you might have.
- 3 You provide the required information and documents together with the completed Account Opening Form via email to the Relationship Manager and Onboarding Manager for pre-check and review.
- 4 Upon completion of the review, the Onboarding Manager will request that you to execute the Account Opening Form and other documents and send the full package to the bank to initiate the account onboarding process<sup>2</sup>.
- 5 After your account is opened, you will receive an update from your Relationship Manager and the Account Opening Notification Letter from the Onboarding Manager<sup>3</sup>.
- 6 Subject to your requirement to online banking services, a dedicated Implementation Manager will reach out to you to proceed with Online Banking documents and process.

1. Typically including but not limited to Enterprise Registration Certificate (or equivalent document), Company Charter, Company Ownership Structure Document, ID/Passport of Legal Representative(s) or Authorized Representative(s), Chief Accountant and authorized signors (with visa or equivalent document for foreigner residing in Vietnam).

2. Please ensure the correctness and completeness of the details before executing the documents in accordance with the relevant requirements in the checklist. Please also ensure all company information is updated on National Business Registration Portal.

3. As an integral part of onboarding, the bank shall perform KYC verification as well as documents and data validation process. There are risk management measures to prevent fraud and improper usage of accounts in addition to the regular review of account information and transactions.



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## Appendix (Common Account Type)

Account Type	Description/Usage
Current Account	Current account is a type of bank account which enables an entity to conduct everyday banking transactions, such as making payments or receiving money, setting up monthly banking instruction to pay a fixed amount to a specific account, etc.
Direct Investment Capital Account (DICA)	DICA is a capital account opened for foreign direct investment entities to conduct the investment activities and transactions in Vietnam, such as receiving equity injections, offshore loans disbursement, or to make dividend payments, offshore loan repayment, etc.
Indirect Investment Capital Account (IICA)	IICA is a capital account opened for offshore foreign investors to conduct indirect investment activities and transactions in Vietnam, such as payment for share/ equity purchase of a local company, receiving dividend from their indirect investment in Vietnam, etc.
Overseas Investment Capital Account	Residents who are organizations authorized to invest overseas can open this account subject to State Bank of Vietnam's approval.
Escrow Account	The account is set up to safe-keep and make disbursement of the cash upon joint instructions by the parties as described in the Escrow Agreement.
Others	Please contact your Relationship Manager.

**General Banking Term and Conditions:** [Regional Account Opening, Cash Management and e-Banking Terms & Conditions - BNP Paribas Asia Pacific.](#)

## 📞 Contact Us

If you have any questions or concerns at any point during the process, please contact your Relationship Manager, or contact us via:

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