



Bank of Industry and Mine

**BIM instruction to identify foreign clients
And what information you need to provide us.**



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Purpose:

In order to prevent money laundering and terrorism funding and also considering the required provisions to apply Item 8 of Article 14 in Money and Banking Law of the country (approved on June 1972 and related corrections), item A of Article 7 in anti-money laundering law (approved on February 2008 of Islamic Parliament of Iran), second chapter of anti-money laundering procedure approved by letter No.181434/T dated on 5th of December 2009 issued by ministers as members of the money laundering law and procedure council and the related corrections, country cash flow documentation procedure approved by letter no.211815/T 39395H on 16th of March 2008 by board of ministers, instruction for definition of dedicated number for the foreigners in the country mentioned in approval No 16173/T40266H on 18th of April 2009 by board of ministers and Article 9 related approvals and also various baking risks management especially operational, reputation and adaptability risks, the **Instruction for the foreign clients' identification in Financial Institutions** is being announced.

At BIM we are committed to protecting all our customers, therefore we absolutely need your help to do this.

Foreigners in Iran mean:

1. Foreign real persons: those persons who are not citizen of Iran and hold the related country's validated passport and have visa or residence permit in Iran. With regards to foreign fugitives, they have to hold especial identity card for the foreigners or long term residence permit issued by Islamic Republic of Iran's Ministry of Interior, for the foreign refugees, they have to hold validated refugee note issued by Islamic Republic of Iran's Police Office.
2. Foreign legal persons:
 - A) Institutes and companies and their related active branches in Iran which have been registered in outside of Iran.

Note: the foreign branches and representative companies which have been registered in Company Registration Office of Iran, will be considered as Iranian Legal persons.
 - B) The Foreign Political Representatives who are residing in Iran including the embassies consulates.
 - C) Official offices of the foreign public entities who are validated by Ministry of Interior inside Iran.

What documents do I need to confirm my identify and residential address when opening an account?

BIM needs to see two separate documents: One to prove your identity and the other to prove your residency. List of acceptable documents include:

- ❖ Valid passport: the passport which is not expired.
- ❖ Valid residence approval issued by Iran's Immigration Police registered in the passport.



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- ❖ Valid visa issued by Ministry of Foreign Affairs registered in the passport.
- ❖ Passport of the visa waiver countries with Iran with entrance stamp and maximum within one month of entrance.
- ❖ Foreigners' passport with extended visa issued by Iran's Police Office.

Note 1: The visa and residence permit in Iran for the political and services passports is being issued by Ministry of Foreign Affairs.

- ❖ Valid refugee document issued by Iran's Police Office.
- ❖ Valid ID card issued by Ministry of the Interior.
- ❖ Valid Deferred Exit Card issued by Ministry of the Interior.

Note 2: The validity of refugee documents, ID cards and deferred exit cards depends on their expiry dates.

❖ **Identity Information**

First name, Last name, Father's name or Mother's name, Date of Birth, Country of Birth, ID card number, type of ID card, nationality, gender and dedicated number.

Note 3: Dedicated number: a unique number which is being dedicated to each of the foreign legal and real persons and will be registered on valid ID documents as a barcode.

Note 4: with regards to Arabians, the name of grandfather can be considered as ID information and there is no need to obtain the last name.

During your relationship with BIM, we may contact you from time to time to ask you to confirm or update your information. This is to help us keep you protected and so we can continue to provide with the right banking services for your needs. If we are unable to acquire all the information we need, we may not be able to continue to provide you with banking services.

Issued by Bank of Industry and Mine

Customer information: PO Box 15875-4456, No.2917, Vali-e Asr Ave. (after Chamran Crossroads)