

[Company Letterhead/Logo]

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

**Subject: Mandatory Identity Verification Update for Corporate Account [Account Number]**

Dear [Authorized Representative Name],

As part of our ongoing commitment to security and compliance with international banking regulations, [Institution Name] requires all corporate clients to periodically update their identity documentation.

To ensure uninterrupted access to your corporate account services, please provide the following updated documents by [Deadline Date]:

- Certified copy of the Certificate of Incorporation or Business License.
- Current Register of Directors and Register of Members (Shareholders).
- Valid government-issued photo identification for all Ultimate Beneficial Owners (UBOs) holding 25% or more interest.
- Proof of physical business address (utility bill or bank statement issued within the last 3 months).

**How to submit:**

You may upload digital copies through our secure portal at [Web Address] or present original documents at any of our branch locations.

Please note that failure to provide this information by the specified deadline may result in temporary restrictions on your account transactions.

If you have any questions, please contact your Relationship Manager or our Corporate Support Team at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Sender Name]

[Title/Department]

[Institution Name]