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| **Documents Checklist: Application for**  **Seoul Financial Hub Tenancy** | | | | |
| Submissions | 1 | Application form | Attachment 1 | □ |
| 2 | Business plan | Attachment 2 | □ |
| 3 | Agreement on the collection, use, and provision of personal information | Attachment 3 | □ |
| 4 | Presentation | Microsoft PowerPoint | □ |
| 5 | Documents of financial business license (issued in the country of origin) |  | □ |
| 6 | Corporate registrations (notarized) |  | □ |
| 7 | The name of the representative of the domestic corporation, branch, etc. and the power of attorney |  | □ |
| 8 | Resume of the representative of the domestic corporation, branch, etc. |  | □ |
| 9 | Business reports (for the last 3 years) |  | □ |
| 10 | Evidence proving that the head office representative is a legitimate representative |  | □ |
| 11 | Confirmation of new employment (optional) | Attachment 4 | □ |
| 12 | Confirmation of incorporation in Korea (optional) | Attachment 5 | □ |

\* Care must be taken when filling the forms: any discrepancies between the application and supporting documents may lead to disadvantages such as cancellation of selection  
\* Additional documents may be requested after document review