

Client Due Diligence Requirements

To ensure compliance with all applicable anti-money laundering, terrorist financing, and proliferation financing laws, regulations, and best practices, notarized or certified copies of the following documents related to the Applicant of the proposed Company are required:

A | FOR INDIVIDUALS / NATURAL PERSONS

- One form of in-date photo identification (i.e. passport, driver's license, etc.),
- Verification of residential address (i.e. recent utility bill, bank statement, etc.) less than three months old, and
- Completed Client Information Form.

B | FOR A COMPANY

- Certificate of Incorporation (and any associated change of name document),
- Memorandum and Articles of Association,
- Certificate of Good Standing, or proof of existence,
 - Register of Directors,
 - Register of Members,
- Each individual listed on the register of members and register of directors will be required to submit the documents as noted in section A above, and
- Each corporate entity listed on the register of members and register of directors will be required to submit the documents, each as noted in relevant sections B, C, or D.

C | FOR A LIMITED LIABILITY COMPANY

- Certificate of Formation,
- Operating agreement,
- Certificate of Good Standing, or proof of existence,
- Register or listing of Managers,
- Register or listing of Members and their contributions,
- Each individual manager or member, as listed, will be required to submit the documents as noted in section A above, and
- Each corporate manager or member, as listed, will be required to submit the documents, each as noted in section B, C, or D.

D | FOR A PARTNERSHIP

- Certificate of Registration,
- Certificate of Good Standing, or proof of existence,
- Limited partnership agreement,
- Register or listing of Partnership Interests,
- Each individual partner, as listed, will be required to submit the documents as noted in section A above.
- Each corporate partner, as listed, and the General Partner will be required to submit the documents, each as noted in section B, C, or D.

E | FOR A TRUST

- A copy of the trust instrument,
- Evidence to verify the identity of the trustee(s), Settlor, Protector, Enforcer, and vested beneficiaries (if any) as noted in Section A and B above.

Notes

1 | NOTARIZED OR CERTIFIED DOCUMENTS

- Refers to a copy of an original document certified as a true copy of the original, and for identification documents that and that the photo is a true likeness of the applicant.
- Acceptable certifiers include a notary public, qualified lawyer, qualified accountant, member of the judiciary, senior civil servant, or a serving police officer.
- Documents provided must be in English, or a certified translation is required, and their certification should include the information at b) through to e) below.
- The certifier must provide the certification (including a stamp if available) directly on the copy of each document including:
 - a) "Certified to be a true copy of the original", and for identification documents also include "that the photo is a true likeness of the applicant",
 - b) Print his/her name clearly,
 - c) Sign and date the document,
 - d) Clearly indicate his/her position or capacity,
 - e) Provide their contact address, email, and phone number.

2 | ACCEPTABLE EVIDENCE OF IDENTITY

- Current signed passport (this is the preferred form of evidence showing the reference number, the issuing office, expiry date, full name, signature, and photograph),
- Current driver's license, bearing photograph and signature, or
- Government-issued national identity card, bearing a photograph and signature.

3 | ACCEPTABLE EVIDENCE OF RESIDENTIAL ADDRESS *(NOT MORE THAN 3 MONTHS OLD)*

- Local authority tax bill,
- Recent utility bill,
- Recent bank or credit card statement.

4 | FOREIGN DOCUMENTS

Please ensure that full information is provided to avoid any delays in the formation of your entity. We reserve the right to request any further information at any time to ensure the client is fully compliant with all due diligence requirements.