



DUE DILIGENCE REQUIREMENTS & SUPPORTING DOCUMENTATION

Personal Clients (Single / Joint)

ID - Copy of Passport, National Identity Card, Photo Driving Licence

Proof of Address (POA) – Utility Bill, Bank Statement or Official Government Letter (Tax Authority, etc...) (not printed from Internet or Mobile Phone Bill)

Corporate Clients

- Memorandum and Articles of Association
- Certificate of Incorporation
- Most recent accounts (if available / applicable)
- Proof of registered Address (recent original utility bill or bank statement displaying the Company's Name and Registered Address)
- Proof of Business (mailing) Address (recent original utility bill or bank statement displaying the Company's Name and Business (mailing) Address) if different for registered address
- Individual verification of at least two Directors (if applicable) (copy of ID and POA for each as per Personal client requirements)
- Copy of Register of Shareholders
- Individual verification of shareholders with a holding of 25% or more:
 1. Individual shareholders (copy of ID and POA for each as per Personal client requirements)
 2. Corporate shareholders (a complete list of supporting documentation for each Company as listed above)

NOTES

All bills or bank statements must be dated within three months

For all applications from outside the UK and EU, please supply notarised copies of the applicable documents. Please ensure to provide proof that the Certifier is certifying the documents under either of the below capacities, e.g. by providing a license, stamp etc.

Airline pilots, An embassy, consulate or high commissioner of the country, Barrister/ Solicitor/ Lawyer, Chartered accountant, Local government officer, Member of judiciary, Member of parliament, Official director of a VAT registered company/ charity, Officer of armed services, Notary public, Post office official, Senior civil servant, Serving police or customs officer

Insert for photo ID: "I have seen the original document and certify that the copy is a true copy of the original document and the picture bears a reasonable likeness".

Insert for a proof of residency: "I have seen the original document and certify that the copy is a true copy of the original document".

Please note this list is not exhaustive and additional supporting documentation maybe required