

## Identification Documents Required

### General Rules

1. The documents must be in Original Form or Certified True Copies of Originals by a certified person.
2. The name on all documents must be in full and consistent and match the name of the client.
3. All verification documents must be in colour
4. All four corners/sides must be visible and must be the same size as the original document.
5. The details/data must be clear and should not be amended or concealed in any way.
6. Photographs must not be covered.
7. Handwritten documents are not accepted.
8. If the document is in a language other than English or recognised by the Company then a translation is required.
9. All MRZ lines of identification documents must be visible.
10. Proof of residence documents must not be older than 3 months and must be a copy of an original paper document received to your home showing your full name and address. PO Boxes are not accepted.

### Proof of Identification document (POI)

The Proof of Identification Document, other than as per the general rules, must be valid (i.e. not expired) and all MRZ lines must be visible. This can be your:

- International Passport
- National Identification Document (Both front and back are required)
- Driving Licence

### Proof of Residence (POR)

The proof of Residence document, other than as per the general rules, must be an original paper document received to your home. It must contain your full name and address and be issued within the last 3 months. This can be any one of the following:

- Utility bill such as water, gas, electricity, common expenses, refuse collection.
- Home Telephone: fixed land line and/or internet connection and/or satellite TV connection.
- Bank statement: bank or credit card statement or confirmation letter signed and stamped by your bank.
- Residency certificate: official residency document issued and stamped by the local municipality.
- A tax bill from your local authority: council tax, income tax.
- A tenancy agreement/contract only if issued in the last 3 months.
- A local passport, driving license or national identity card if this is not already used as a proof of identification and has been issued within the last 3 months.

***Proof of address document to a PO BOX will not be accepted.***

### Certified Persons

Certified document should bear the signature and stamp of the office/person certifying the document, be dated and bear the words **"True copy of original"** for POR and **"True copy of original and the photograph bears a true likeness"** for POI and can be certified by any of the below persons:

- Certifying Officer/Notary Public
- Attorney (registered in your jurisdiction, his/her business card is required)
- Your Investment Adviser, but only during a face-to-face meeting where the original has been provided
- Local Police Station
- Press and Information Office of your jurisdiction

### Corporate Entities are required to provide the following (not older than 6 months)

Legal entities whose shares are in the form of bearer shares will not be accepted. The type of Corporate Certificates will depend on the country of Incorporation, however in general the following is required;

- Certificate of Incorporation
- Memorandum and Articles of Association
- Certificate of Good Standing and Certificate of Incumbency
- Certificate of Registered Address
- Certificate of Director(s) and Company Secretary
- Certificate of Shareholders
- Audited financial statements of the last financial year
- Proof of Identification and Proof of Residency of all Directors and Shareholders
- Board Resolution/Declaration for the establishment of the business relationship
- Where the Shareholder is a legal entity then all the above until the Ultimate Beneficial Owner(s) have been identified
- For any other legal structure, the list of documents required will be provided upon request

***We reserve the right to request additional documents and/or information***

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