

Client Curriculum Vitae



In accordance with the guidelines issued by our regulator, the Guernsey Financial Services Commission, our own internal client risk profiling and to comply with Anti-Money Laundering Legislation, we require certain information and documentation concerning the ownership and financing of all entities for which we provide, or are being asked to provide, services.

In order to minimise any delays and reduce the inconvenience of collating the necessary information, the following schedule sets out our current minimum requirements. We do reserve the right to request additional information should we deem it necessary at any time.

Type of Beneficial Owner ¹	Client Due Diligence ("CDD")/Information required ²
Individual	Proof of Identity ³ Proof of residential address ⁴ Completed 'Client CV' form
Private Company	Certificate of Incorporation Memorandum and Articles of Association (or equivalent) Register of Directors Register of Shareholders Latest financial statements Board resolution establishing offshore entity ⁵ CDD on directors as per 'Individual' ⁶ CDD on any shareholder owning >25% of voting shares as per individual ⁶
Public (Listed) Company	Listing certificate CDD on at least two directors as per 'individual' Board resolution establishing offshore entity ⁵
Trust / Foundation	Trust / Foundation Deed and ancillary documents CDD on Trustees as per 'Type' CDD on Settlor as Individual List of beneficiaries if not disclosed in Trust Documents (CDD may be requested on some or all beneficiaries)
Partnership	Partnership Agreement CDD on Partners Partners' resolution establishing offshore entity ⁵
Other entity	Please contact us for guidance

Please see overleaf for notes

NOTES

1. Where beneficial ownership structure is complex, a structure diagram should be provided and CDD information provided on all vertical relationships (i.e. overlying parent company on up to ultimate beneficial owner(s) and any other links in between). 'Beneficial Owner' includes anyone with an ultimate interest of at least 25% of the entity for which we are to provide services.
2. All documentation provided as copies should be certified as a true copy - see Guidelines for Certification below. Alternative documents not specifically listed should be pre-approved by us.
3. Acceptable forms of proof of identity are:
 - Valid Passport
 - Driving license (if contains photograph of individual)
 - National ID Card
 - Armed Forces ID Card

For all Passports / Identity Documents please ensure the following:

- The document is valid and shows the issue and expiry dates
 - The photograph is clear and all features are visible
 - The page showing signature is included
 - The place of issue and passport number details are included and are clearly legible
 - Nationality details are included
4. Acceptable forms of proof of residential address are:
 - Valid, full driving license (unless provided as proof of identity already)
 - Utility Bill (e.g. Gas, Water, Electricity, etc - we cannot accept a mobile telephone bill)
 - Television License
 - Home / Motor Insurance Policy Document or Certificate
 - Bank / Building Society / Credit Card Statement from recognised Financial Institution (our discretion is final)
 - Council Tax or Rates Bill
 - Local Rent Card or Tenancy AgreementAny third party documentation must be from a recognised/verifiable provider and must not be more than three months old
 5. An extract of Board/Partner meeting minutes is acceptable if certified as a true extract by a director or the Company Secretary.
 6. Where Corporate Directors exist, we will require information on the Corporate entity as per 'Private Company' and on its Directors as per 'Individual'

GUIDELINES FOR CERTIFICATION REQUIREMENTS

Who can certify your documentation?

An independent lawyer/accountant, a bank manager, manager of a regulated credit or financial institution, Commissioner of Oaths, Notary Public, Justice of the Peace/member of the judiciary, senior civil servant or a British Embassy official

What wording should the certification include?

- 'A certified true copy of the original document'
- The certifier must use an official stamp quoting company name and address
- Sign and clearly print their name
- Date the certification
- Indicate their position or official capacity on the copied document
- Include the name of the regulating body of the certifier if applicable, (ACCA, Law Society, FSA, etc)
- Include their registration number issued by the regulating body (if applicable)

CLIENT CURRICULUM VITAE

FULL NAME		Include any aliases or former names
DATE & PLACE OF BIRTH		A certified copy of your current passport or other identification document must be provided (see attached notes)
NATIONALITY		
TAX RESIDENCE		Disclose all jurisdictions where you are considered tax resident
TAX DOMICILE		If deemed domiciled in any other jurisdiction, disclose here as well
RESIDENTIAL ADDRESS		Acceptable 3 rd party proof of principal main residential address to be provided as per attached notes. If resident at this address for less than 3 years, please provide former address(es) during this period
SOURCE OF FUNDS		Please provide as much detail as possible to demonstrate how funds to be transferred into proposed structure were (or will be) generated. Where gifts, loans or inheritances from other parties have been received, give full disclosure of identity of who received from and their relationship / connection to you. Also provide detail of where funds to be transferred in will be remitted from We reserve the right to require further explanation and / or documentary evidence if insufficient detail provided for our satisfaction

All shaded fields must be completed - additional pages may be attached where more room is required

**CONTACT
DETAILS**

HOME
Telephone
Mobile
Fax
Email

[Redacted]

All verbal and written communications from us will be issued in the English language unless specifically arranged otherwise (any translation costs will be disbursed)

OFFICE
Telephone
Mobile
Fax
Email

[Redacted]

At least one means of contact must be given.

**Preferred
contact
method**

[Redacted]

In order of preference. Include any preferred / precluded times if applicable

**Professional
Advisers and
nature of
advice taken**

[Redacted]

Give names and contact details of all professional advisers whom you have engaged to advise on activities for which we are asked to provide services or any other relevant advice such as personal tax advice

Copies of relevant advice should be attached to your submission.

Unless expressly indicated otherwise by you, we reserve the right to contact one or more of these advisers to confirm the advice given or to seek a reference on you

If you have not taken independent professional advice, please indicate this here. In such circumstances we may require that advice be taken and copies provided to us before we agree to act in any capacity.

Guernsey Trust Company Limited take no responsibility for action or inaction as a result of a failure on your part to take sufficient advice or to provide us with copies of advice taken

I confirm that all the above information is true and accurate and that I have understood the nature of all information requested. I accept that you may make further enquiries at your discretion and that my completion of this form is no guarantee of my acceptance as a client of Guernsey Trust Company Limited.

SIGNATURE [Redacted]

DATE [Redacted]