

UK Nominee Services - Due Diligence Requirements

If you require any of the Nominee Services (Shareholder, Director, Member or Company Secretary) it is essential we comply with current (subject to change without further notice) International Anti-Money Laundering regulations and best practices. We need to have the items and information described below in respect of each Beneficial Owner, Director and Shareholder. It is acceptable to have another company as a Beneficial Owner of the new company, but we need to know the ultimate individual who owns a company. This will be also required if you order Bank Introduction Services in the UK, so you will need these documents anyway and this process will minimise delays with opening a bank account.

If you ordered a structure from us and we know all Beneficial Owners, you do not need to submit the same information twice (for example, if you incorporated an offshore company through us and it is used as a shareholder in the UK Company, we will have your incorporation documents kit; proof of ID; residential address).

Below is a schedule of our minimum requirements, but we reserve the right to request additional information at any time:

Type of Beneficial Owner	Client Due Diligence
Individual	Proof of Identity Proof of residential address Professional Reference Letter
Private Company	Certificate of Incorporation Memorandum and Articles of Association (or equivalent) Register of Directors Register of Shareholders CDD on any shareholders
Public (Listed) Company	Listing certificate CDD on at least two directors as per 'individual' Board resolution establishing offshore entity 4
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 4

Guidelines on Certification of the above documents:

1. Acceptable forms of proof of identity are:

- Valid Passport
- National ID Card
- Driving license (if contains photograph of individual)

For all Passports / Identity Documents please ensure the following details are included:

- The document is valid and shows the issue and expiry dates
- Clear copy of the photograph
- The signature is clearly displayed
- The place of issue and passport number details are included and are clearly legible
- Nationality details

2. Acceptable forms of proof of residential address are (Not more than 3 months old):

- Utility Bill (e.g. Gas, Water, Electricity, but NOT 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

3. Professional reference from a professional (lawyer, accountant, bank manager, etc) who may be contacted at a later time. The references should include, at the least, the following wording and must appear on the professional's letter-headed paper:

'I/we confirm that I/we have known
Mr/Mrs/Miss/Ms..... for

years and can confirm that he/she is a real and proper person and one I/we believe suitable to

operate a company registered in [insert jurisdiction of choice]
..... as well as

any related bank accounts. We confirm his/her bona fides and his/her usual residential address

as being the following:-

4. An extract of Board / Partner meeting minutes is acceptable if certified as a true extract by a director or the Company Secretary.

GUIDELINES FOR CERTIFICATION REQUIREMENTS

An independent lawyer / accountant, a bank manager, Commissioner of Oaths, Notary Public, Justice of the Peace / member of the judiciary or a British Embassy official can certify your documents.

The certification should include:

- 'A certified true copy of the original document'
- An official stamp of the Certifier stating company name and address
- Sign and clearly print the Certifier's name
- Date the certification
- Position or official capacity of the Certifier on the copied document
- Include the name of the regulating body of the certifier if applicable
- Include their registration number issued by the regulating body (if applicable)