

Customer Due Diligence (CDD)

We will also need the following customer due diligence (CDD) documentation under our EU anti-money laundering requirements:

- **Certified colour** copy of **passport** for all **directors** and anyone else with **25% or more** of the ultimate beneficial ownership/issued shares of the company.
Must be **certified** by an independent lawyer, notary, auditor or bank official and picture in copy must be clear and easily identifiable.
The certification should state '*true copy of the original document*' or similar and include *date and official stamp*.

Two (2) Documents (*certified copy as per the above or original*) proving residential address for **at least two directors** (*if the company has two or more*) **and anyone else with 25% or more** of the **ultimate beneficial ownership/issued** shares of the company.

The following must apply:

- Must be **utility bill**, government/council bill or bank/credit card statement (*Mobile Phone bills will not be accepted*)
- Documents for **at least one** Director must be translated into English, if required.
- Must be dated within the last **3 months**.
- Must have the individuals **full name and full address**
- Address should preferably be in top left corner as per a standard letter, or clearly identifiable
- Two (2) documents for **each officer** must be from 2 different companies
- **No pen markings** or any corrections on the documents permitted

We will need scans of the above certified documents sent to us, we cannot proceed with the incorporation without receiving the Due Diligence documents.

Corporate Shareholder?

If there is a corporate shareholder in the company then the following is also needed.

Please note that as the company structure contains a corporate shareholder, **we will require the following documentation:**

- A letter from an *independent lawyer (ideally located within the country that the corporate entity is incorporated in)* on their **official company paper** outlining the structure of the company in full and confirming who the ultimate beneficial owner/owners are.
Please include percentage owners and full details for beneficial owners including name, address, date of birth and passport number (*optional*).
- Due diligence documentation for the beneficial owners in the form of a certified copy of passport & two documents proving residential address (*guidelines set out above*)

We cannot proceed with the incorporation without receiving the Due Diligence documents!