

COLLAS DAY | COMMERCIAL

Client requirements

COMMERCIAL | CLIENT REQUIREMENTS

In accordance with guidelines issued by our regulator, the Guernsey Financial Services Commission, for 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 > 10% 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
	<i>Please see overleaf for notes</i>

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 10% 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 Agreement

Any 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)

Company formation services are currently provided by the Guernsey Trust Company Limited ('GTC') which is part of the Collas Day group. GTC is appropriately licensed by the Guernsey Financial Services Commission.



► **collas day** PO Box 140, Manor Place,
St Peter Port, Guernsey GY1 4EW

► **t:** +44 (0)1481 723191 **f:** +44 (0)1481 711880

e: inbox@collasday.com ► **w:** collasday.com