

CLIENT ACCEPTANCE & MONEY LAUNDERING FORM

A separate form shall be completed for each beneficial shareholder of the Company as well as for any persons that will be involved in the administration of the Company (i.e. giving instructions to the Company secretary to perform certain tasks).

Applies to individuals, partnerships, companies etc.*

Information/Document needed:	Comments/Reply	Provided
		Yes/No/N/A
Identification of Individuals		
Please provide the following		
➤ Full Name		
➤ Date of Birth		
➤ Home Address		
➤ Business Address		
➤ Home Telephone		
➤ Business Telephone		
➤ Mobile Phone		
➤ Home Fax		
➤ Business Fax		
➤ Personal E-mail address		
➤ Business E-mail address		
➤ Occupation and employment history		
➤ Education		
Copy of:		
➤ Passport		
Provide		
➤ Signature (print completed form and provide specimen here)		
➤ Bank References (attach)		
Verify permanent address by either:		
➤ a recent (not older than 3 months) utility bill or local authority tax bill (attach) or		
➤ recent bank statement (attach)		
Additional Requirements – Non Cypriot residents where there is face to face contact		
➤ Reference letter from a reputable financial institution or professional adviser in the prospective client's home country (attach)		

Information/Document needed:	Comments/Reply	Provided
Additional Requirements – Non Cypriot residents where there is no face to face contact		
➤ a reliable professional adviser in the prospective client's home country to confirm identity or as an agent to check personal verification details or		
➤ a copy of the passport authenticated by an attorney or consulate.		
Company, unincorporated business or partnership (as shareholder)		
Identify in line with the requirements for individual clients the Principal		
➤ Directors/Partners		
➤ All beneficial shareholders – normally >5%		
➤ Authorised Signatories		
Provide:		
Latest copy of audited financial statements		
Copy of the certificate of incorporation or equivalent		
Copy of Memorandum and Articles of Association		
Certificates issued by the Official Receiver and Registrar (or equivalent)		
➤ Registered Office		
➤ List of Shareholders		
➤ List of Directors and Secretary		
Bank References or		
Good Standing Certificate		
Appropriate Board Resolutions		
Additional documents for a quoted company or subsidiary of such company in a recognised stock exchange		
Evidence that any individual representing the company has the necessary authority to do so should be sought and retained		