

# KYC DOCUMENT GUIDANCE

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## FOR INDIVIDUALS :

1. Copy of the passports ;
2. Proof of address dated within the last three months.

Typically, this would be:

- Bank Statement;
  - Utility bill such as water/electricity/telephone landline bill;
  - Residence permit;
  - Tax return form.
3. Curriculum Vitae for the Shareholders/Beneficial owners with information regarding their employment history and source of wealth.

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## FOR CORPORATES:

1. Full set of the corporate documents.

The Documents to include the following:

- Certificate of incorporation;
  - Memorandum and Articles of Association;
  - Certificate of incumbency, or extract from the Registry, or other official document, with current date clearly stating the registered office, directors and shareholders, or certified true copies of the register of members and directors;
2. Copy of the most recent financial statements;
  3. Ownership structure chart up to the UBOs

## IMPORTANT NOTES:

Certification of documents is acceptable provided the certifier confirms that the document is a "Certified true copy of the original document". Also is necessary to:

- Sign and date the certification;
- Printing the name and capacity of the certifier under the signature;
- Adding the company stamp.