

Company Structure

Notarized or certified copies of the following documents:

1. Certificate of Incorporation or equivalent;
2. Certificate of Good Standing or equivalent (if applicable);
3. Memorandum and Articles of Association or Articles of Organization;
4. Register of Directors and Officers or equivalent;
5. Register of Members (shareholders) or equivalent;
6. Board resolutions/minutes stating that the persons executing documents on behalf of company are properly authorised.
7. Operating Agreement (only applicable for LLC structures - showing ownership percentages of members, voting rights and management structure).
8. Entity Self-Certification form for FATCA/CRS (if applicable - notarization/certification not required).

Directors and Ultimate Beneficial Owners

Notarized or certified copies of the following documents for all directors and shareholders:

1. If the director or shareholder is an individual:
 - a. Copy of valid passport (in color), including signature page;
 - b. Document verifying permanent residential address (i.e. fixed line utility bill, no more than 3 months old);
 - c. CV or resume with full name, permanent residential address and occupation (if applicable - notarization/certification not required);
 - d. Individual self-certification form for FATCA/CRS (if applicable - notarization/certification not required).
2. If a director or shareholder is a corporation or another entity, please provide certified copies of the incorporating documents (as highlighted above).

Notes:

- ✓ Any document in a language other than English must be translated to English and such translation attested to and/or notarized.
- ✓ Please refer to the Standards of Certification of KYC Documentation listed on the following page for persons accepted to notarize/certify documents and the form of certification/notarization required.
- ✓ The above requirements are intended as indications of typical requests for standard due diligence - enhanced due diligence may be required based on the information presented.

Standards of Certification

Persons Approved to Certify KYC Documents

- ✓ Notary Public
- ✓ Registered Lawyer/Attorney/Barrister/Accountant/Actuary or Doctor – practicing in the Cayman Islands (where the certifier is not practicing in the Cayman Islands they must be able to be identified as accredited by a government approved membership* body by a government acceptable to CIMA).
- ✓ Individuals approved on an individual basis by a governmental regulatory body (e.g. CIMA) or other body in the same or other jurisdiction with a status deemed equivalent to CIMA. Likely to be executive management, Board members and/or Money Laundering Reporting Officers and their Deputies.
- ✓ Members of the Judiciary.
- ✓ Embassy and/or Consular officials.

This list is not exhaustive and other individuals seeking to provide certification can be assessed on an as-needed basis by our compliance team. Written approval must be obtained from them before proceeding with any individual not listed above.

Standards of Certification of KYC Documents

The notarization/certification of each document must contain:

- ✓ The following sentence: **“certified true and correct copy of the original seen by me”** and where appropriate (i.e. for identification documents such as passports) **“and the image is a true likeness of the individual!”**
- ✓ Date the certification was made.
- ✓ Signature, position, name and address of the certifying individual.
- ✓ Contact details of the certifying individual – address, telephone number and/or email address.
- ✓ OPTIONAL - Certification Stamp (provided the details in the stamp meet the minimum requirements) and where appropriate a registration/accreditation number.*

Notes

- ✓ It must be possible, from the details provided, to be able to identify the individual certifying is authorised to certify documentation and we must be able to contact the person undertaking the certification, if necessary.
- ✓ Any photograph/image of the individual being certified (passport, driving license etc) must be clear and legible. Any document in a language other than English must be translated to English and such translation attested to and/or notarised.
- ✓ The date of the signatory should be **no older than six months.**
- ✓ **Copies of certified copies will not be accepted.** We must receive the original certified copy.
- ✓ Please note that documents not certified according to the Standards of Certification mentioned above **cannot be accepted.**

* Where a certifying person (i.e. Lawyer/Attorney/Barrister/Accountant/Actuary or Doctor), that doesn't practice in the Cayman Islands, have made representation to certify documentation, it is mandatory to obtain evidence of their accreditation or links to government websites noting the accreditation.

This form can be completed by the certifier and submitted along with the relevant copy documents. Completion of this form is not a requirement, however does provide ease to a certifier when completing multiple documents (use multiple forms if required).

Doc. Type	Date Certified
<input type="text"/>	<input type="text"/>

Doc. Type	Date Certified
<input type="text"/>	<input type="text"/>

Doc. Type	Date Certified
<input type="text"/>	<input type="text"/>

Doc. Type	Date Certified
<input type="text"/>	<input type="text"/>

Doc. Type	Date Certified
<input type="text"/>	<input type="text"/>

I certify that the document(s) referenced above and attached to this certificate have been seen by me and is a true copy/are true copies of the originals(s). If a photo ID is included I confirm that, having seen the individual, the photograph is a true likeness of the individual.

Sign here	Address
<input type="text"/>	<input type="text"/>

Print Name	Email
<input type="text"/>	<input type="text"/>

Date	Occupation
<input type="text"/>	<input type="text"/>

Employer
<input type="text"/>

Telephone
<input type="text"/>