

## Identification Requirements for Trust / Foundation Account

**All documents must be legible, and be written preferably in English or at minimum in a language based on the Latin Alphabet for ease of translation. Any documents submitted in Aramaic (i.e. Arabic / Hebrew), Logographic (i.e. Chinese), Greek / Cyrillic (i.e. Russian) Alphabets or such other non-Latin Alphabets will either be rejected or will contribute severe delays to the account opening process if no other document has been provided instead.**

In accordance with Joint Money Laundering Steering Group (“JMLSG”) guidance, we can accept electronic copies or **certified colour scans** of the identification documents detailed in this document subject to the following specifications. **Please note any documents provided electronically which are not clear, in colour and certified in accordance with the below will not be accepted.** Alternatively, we can also accept copies of the original documents via post detailing an original certification signature but this will delay the completion of our account opening due diligence:

Identity Document Requirements	Address Verification Document Requirements
<i>Please ensure that your digital photograph or <b>colour scan</b> clearly displays the following:</i>	<i>Please ensure that your digital photograph or <b>colour scan</b> clearly displays the following:</i>
<ul style="list-style-type: none"> <li>All 4 corners of the document (no cropping)</li> <li>Your full name, date of birth, and current mailing address</li> <li>All details on the page (no black/blurred portions)</li> <li>ID number</li> <li>Valid issue date (document cannot be expired)</li> <li>Front and back of the ID card</li> <li>The relevant certification per the Certified Document Checklist below</li> </ul>	<ul style="list-style-type: none"> <li>All four corners of the document (no cropping)</li> <li>Your full name, mailing address and date</li> <li>Official company letterhead</li> <li>Printed/mailed document (we do not accept online statements)</li> </ul>
Certified Document Requirements	Certified Document Checklist
<i>The following people can certify documents. Please note that we may contact the certifier or request additional documentary evidence from you.</i>	<i>(for the certifier)</i>
<ul style="list-style-type: none"> <li>A member of the judiciary, councillor, a senior civil servant or a serving police or customs officer</li> <li>A solicitor, lawyer or notary public</li> <li>An actuary</li> <li>A minister of religion</li> <li>A doctor or dentist</li> <li>A teacher or lecturer</li> <li>In the UK, the Post Office</li> <li>An accountant holding a recognised professional qualification (i.e. chartered or certified accountant)</li> <li>A director, officer or a manager of a regulated financial services business operating in an equivalent jurisdiction (i.e. bank official)</li> <li>An embassy, consulate or high commission of the country of issue of the documentary evidence of identity</li> </ul> <p>The certifier must be independent of the individual for whom the certification is being provided, cannot be living at the same address, and cannot be a family member or associated in any way with the account to be opened with us. The certified must provide their name, address, and proof of their capability to provide such certification (i.e. a stamp or other such mark).</p>	<ol style="list-style-type: none"> <li>Please take a photocopy of the document.</li> <li>Please write the following wording on the photocopy: <ul style="list-style-type: none"> <li><b>For identity verification</b> “I certify that I have seen the original document and this is a complete and accurate copy and that the photograph is a true likeness of the person who presented it.”</li> <li><b>For address verification</b> “I certify that I have seen the original document and this is a complete and accurate copy.”</li> </ul> </li> <li>Please add signature and date.</li> <li>Please print your name underneath in BLOCK CAPITALS.</li> <li>Please add your position of capacity e.g. accountant, business name and address.</li> <li>If you have an official stamp, please stamp the document.</li> </ol>

**Trust Account - All Types (non-SIPP) / Foundation**

**Requirements for Trust Entity**

<b>Trust Deed</b>	
<ul style="list-style-type: none"> <li>• <b>Trust Deed</b> (certified extract of the trust deed certified or notarized as a true copy of the original deed detailing the name of the Settlor, the name of all Beneficiary(ies) and the date of appointment of Trustees, the deed must also show that the trust is authorised to engage in the business that the account proposes to do)</li> </ul>	

***Note:** When opening an account for a trust, we need to take reasonable steps to verify the trustee(s), the settlor(s) of the trust (including any persons settling assets into the trust) any protector(s), beneficiary(ies), and signatories. Beneficiaries should be identified when they are defined. In the case of a foundation, steps should be taken to verify the founder, the managers/directors and the beneficiaries.*

**Requirements for Grantor / Settlor / Trustor / Beneficial Owner / Trader**

<b>Proof of Identity</b>	<b>Proof of Residency</b>
<i>(please submit one item from this list)</i>	<i>(please submit one item from this list)</i>
<ul style="list-style-type: none"> <li>• <b>Passport</b> (must be certified, currently valid, signed by the account holder and clearly indicate the number, date of expiration, date of birth and country of issue; any visa stamped pages must be included)</li> <li>• <b>National ID Card</b> (must be certified, currently valid, signed by the account holder and clearly indicate the number, date of expiration, date of birth and country of issue)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Utility Bill</b> (e.g. electricity, water, telephone, gas; the bill must be less than 3 months old and show the account holder's full name and address) Please note: Bills for cell phone service are not valid proof of residency.</li> <li>• <b>Driver's License</b> (must be currently valid, signed by the account holder and clearly indicate the number, date of expiration, date of birth and country of issue)</li> <li>• <b>Bank Statement</b> (must be less than 3 months old and show the account holder's full name and address)</li> <li>• <b>EU-based: Certified Document</b> (must be another document e.g. rental/ lease, agreement, work permit etc, which show currently valid address, be less than 3 months old, and which is certified in accordance with the Certified Document Requirements on the first page of this guide)</li> <li>• <b>Non-EU based: Notarised Document</b> (must be another document e.g. rental/ lease, agreement, work permit etc, which show currently valid address and be less than 3 months old, and which is certified by an authorised notary public)</li> </ul>

***Note:** for named beneficiaries of a discretionary trust, it is usual policy not to obtain copies of the above KYC until such time as a trigger event occurs, namely the distribution of trust assets or such other similar event. Until such time that the firm is satisfied that it has received the necessary documents / information to ensure that it is fully compliance with the latest AML rules, no distribution will be made to the named beneficiary.*