

## **PREVENTION OF MONEY LAUNDERING AND COUNTERING THE FINANCING OF TERRORISM : CLIENT IDENTIFICATION**

Fedelta is committed to full compliance with current anti-money laundering legislation and, as such, we are obliged to verify the identity of each client.

It is a statutory duty and mandatory that all Clients must be satisfactorily identified and verified before services are provided. All Clients must furnish us with "Know Your Client" documentation (KYC).

As you would expect, information provided in relation to 'KYC' will be treated as strictly confidential. We recognise that the identification and verification documents may not always take a standard global form and are not always in English. Please ensure that any documents not in the English language are accompanied by a suitably certified translation into English in order that the true significance of the document can be appreciated.

We define a "Client" as any person with whom we have a relationship by way of business which includes:-

- Beneficial owners
- Settlers
- Trustees
- Persons who have a fixed entitlement under a trust or receive any benefit
- Investors
- Pension Scheme Members
- All parties with a significant involvement, not incurred in the normal course of business, with any company, pension or trust we may form, establish or administer.

### **PERSONAL CLIENT IDENTIFICATION**

#### **PROOF OF IDENTITY**

A certified copy of current valid passport, driving licence or Government issued identity card must be supplied to us in legible form and include photograph, signature, date of birth, issuing authority and expiry date.

Certifying persons must be either an officer of Fedelta, a key member of Fedelta staff, or any of the following:

- a notary public
- a lawyer/solicitor
- a senior bank official
- a qualified accountant

The person certifying the Proof of Identity must have sight of the original document and should certify the copy as follows:

I certify that this is a true copy of the original and that the photograph is a true likeness of the holder
Signature
Name (please print)
Position/capacity
Date
Provide details below of the certifier's organization and contact details by rubber stamp or print

## **PROOF OF RESIDENTIAL ADDRESS**

- Two original utility bills, dated within the last three months, which bear the usual residential address of the client must be supplied to us. Acceptable documents include gas, electricity and water statements, or a bank/mortgage statement from a recognized bank. Please note that mobile telephone bills are not acceptable under any circumstances.
- Alternatively, we can accept copies of utility bills that have been certified as true copies as above.
- Should the foregoing not be available, then we would require you to furnish us with details of a lawyer/solicitor, bank official, building society official or qualified accountant to whom we can apply for verification of client's usual residential address.

We will require the documents that are listed below and which are available on this website to be completed as appropriate and returned:

- Personal Questionnaire (mandatory)
- Reference (mandatory)
- Company Formation Questionnaire (if relevant)
- Trust Establishment Questionnaire (if relevant)
- Pension Scheme Establishment Questionnaire (if relevant)

**CORPORATE CLIENT IDENTIFICATION**  
**(private and public companies)**

Fedelta requires the following documents to be provided in respect of corporate clients:-

- Certificate of Incorporation or equivalent (original, or copy suitably certified), details of the registered office and place of business;
- When available, a copy of the last available accounts (audited, where possible);
- Satisfactory Proof of Identity for each beneficial owner of the Client
- Satisfactory Proof of Identity for each director of the Client and any other person who instructs, or can instruct, the Client.
- A copy of the Board Resolution authorising the appointment of Fedelta;
- Copies of any Powers of Attorney, or any other authority, which may affect the services to be provided by Fedelta; and
- Satisfactory Proof of Identity and C.V. of any person who is proposed to act as an officer of a client company (unless the services are to be provided by Fedelta).

The identity of the individuals mentioned above will be established as per the requirements which apply to Personal Client Identification.