

## Documents to be provided with Application

**1. For each Individual who will be a Beneficial Owner, Member, Director or Officer of the Company:**

**a) Certified copy of the valid passport of such Individual.**

The passport copy must be certified by a Notary Public or Commissioner of Oaths. The full name, date of birth, picture, and signature of the Individual named in that document must be visible as well as the date on which the document expires.

**b) Two letters of reference for each Individual.**

One reference from a bank or other financial institution at which such Individual has maintaining a personal account and one reference from a lawyer or chartered/certified public accountant who knows such Individual personally.

Letters of reference must not be dated older than six months from the application date. These letters must be dated, typed on the letterhead paper of the person who is giving the reference and be signed by that person. Letters of reference from financial institutions must indicate that the Individual named therein has satisfactorily maintained with them one or more personal accounts for the period mentioned in said letter of reference. Letters of reference from professionals must indicate that they have known the named Individual therein for a minimum period of two year.

**c) Original copy of Utility bill/statement to verify residential address.**

**2. For each Organisation that will be a Beneficial Owner, Member, Director or Officer of the Company:**

**a)** Certified copy of the certificate of incorporation, certificate of registration issued by the relevant authority of the jurisdiction in which such Organisation was established.

**b)** Certified copy of the memorandum and articles of association, articles of incorporation and bylaws, partnership agreement, or other equivalent document by which such Organisation is governed.

**c)** If the Organisation is in existence for more than one year, a letter of good standing issued by the relevant authority of the jurisdiction in which the Organisation was established.

**d)** The documents listed in paragraph 1 above for each individual who is a Beneficial Owner, Member, Director or Officer of such Organization.

**e)** The documents listed in this paragraph 2 for each organization that is a Beneficial Owner, member, Director, or Officer of such Organization together with a certificate of incumbency or other document acceptable to us listing the full name and address of each Beneficial Owner, member, Director, and Officer of that Organization