

Individual Profile Form

A financial services business must in many circumstances collect relevant identification data on an individual to meet its regulatory obligations.

Surname

(including any former names, such as maiden name, and any other names used)

Forenames

(including former names and any other names used)

Permanent Residential Address

Other Residential Address (please provide details of how many days you spend in each property per year)

Contact Information

Phone

Mobile

Fax

Email

Skype

Web Address

Preferred method of contact

Nationality

Do you hold any other nationality or citizenship?

Domicile

Date of Birth (dd/mm/yyyy)

Place of Birth

Passport or National Identity Card Number

Expiry Date

Occupation and, where appropriate, the name of the employer

Business Address (if applicable)

Business Contact Information

Phone

Mobile

Fax

Email

Skype

Web Address

Politically or Commercially Exposed Persons

(please provide details below if you have **ever** held a government, political or judicial position, senior military officer or senior executive of a state owned corporation or any of your immediate family members hold or have **ever** held such a position).

Declaration:

I confirm/acknowledge that:

- You recommend that I take professional legal and tax advice in respect to my financial affairs prior to the formation of any entity and I acknowledge that you have not, and are unable to give me any such advice
- I will provide due diligence, *in accordance with Appendix 1*, together with any additional due diligence required in relation to myself, and any related parties, to ensure that you are able to fulfil your regulatory obligations
- I will provide details of source of funds and source of wealth (together with verification if this should be required)
- I have never been convicted of a criminal offence anywhere in the world
- I have not been convicted of a tax offence anywhere in the world, and undertake to provide you with any tax advice taken in relation to my financial affairs, and further to obtain tax advice upon request should it be deemed necessary
- I have never been declared bankrupt or disqualified to act as a director
- I (nor any entity under my management or control) have never been involved in fraud, bribery or corruption

I declare that the information provided is, to the best of my knowledge and belief, accurate and complete.

I waive any protection under client confidentiality and data protection to the extent necessary for the reporting required to the applicable authorities now at any time in the future.

I agree to notify Richmond Fiduciary Group Limited immediately if any of this information changes in the future.

Signature:

Date:

*The expression "you" in the section headed "Declaration" above refers to Richmond Fiduciary Group Limited and includes its associated companies providing corporate director services, company secretarial services, nominee shareholder services, trustee services, trust protector services and all or any ancillary or related services in connection with the administration of the entity and the directors of, employees of, and persons engaged on behalf of, Richmond Fiduciary Group Limited and its associated companies.

Richmond Fiduciary Group Limited

PO Box 374, Richmond House, St Julian's Avenue, St Peter Port, Guernsey, Channel Islands GY1 3YS
Registered in Guernsey No. 35600 Tel: +44 (0)1481 713667 Fax: +44 (0)1481 713654 Email:
info@richmondgroup.uk.com richmondgroup.uk.com

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Appendix 1: Due Diligence Requirements for Individuals

In order to verify your **identity** we require **one** of the below (incorporating a photograph):-

- An original certified* copy of a valid passport
- An original certified* copy of a valid national identity card
- An original certified* copy of a valid armed forces identity card

In order to verify your **address** we require **one** of the below:-

- An original or certified* copy of a bank/credit card statement or utility bill (dated within last 3 months)
- An original or certified* copy correspondence from a local government agency (such as a tax authority) ,but note that this must be dated within the last 3 months

Please note that in certain circumstances we may require a second form of identity or address verification.

Should you experience difficulty in providing the above documentation please contact your client director for assistance. Documents not available in English will need to be accompanied by a professional translation.

*Please see overleaf in relation to our requirements should you be providing certified documentation. It is important that the documentation is appropriately certified to avoid the delays and costs involved in obtaining re-certified documentation.

Certification of Documents

Documents may be presented certified, as a true copy of the original document, by suitable certifiers. We consider a suitable certifier to be:-

- A person in a public position with a high level of trust and where background checks have been completed e.g. a customs officer, officer of an embassy/consulate or a serving police officer
- A member of a professional body with its own standards of professional conduct e.g. lawyer, notary, actuary, accountant, chartered secretary or holder of the STEP diploma
- An individual acting as director, partner, controller or holding another controlled function within a regulated financial services business with a similar 'fit and proper' criteria as in Guernsey
- Commissioner of Oaths/Bank Manager

Please note that persons close to the person whose identity is being certified are not deemed as suitable to provide certification (e.g. family members). The certifier must provide assurance that the document is a true copy of the original. It is important to recognise the difference where documents are being provided to evidence the identity of an individual. In these circumstances the certifier must make a statement that the document is a true likeness of the subject individual and have met the individual. The certifier is required to sign and date the copy document and must provide adequate information so that contact can be made in the event of a query.

The below is a suggested wording that we encourage you to ensure is used by your certifier to ensure that the documentation will be acceptable.

Documents with no photographic identification

I hereby certify that this is a true copy of the original document which I have seen.

Signature:

Full Name (Block Capitals):

Location:

Professional Position/Capacity:

Contact Tel No:

Email Address:

Date:

Documents with photographic identification

I hereby certify that this is a true copy of the original document which I have seen and that the photograph thereon bears a true likeness to the individual whom I have met.

Signature:

Full Name (Block Capitals):

Location:

Professional Position/Capacity:

Contact Tel No:

Email Address:

Date:

Please ensure that all copies are clear and legible and ensure that the actual document is certified and not a separate page attached to the document or the reverse page of the actual document.