

**DUE DILIGENCE FORM FOR INDIVIDUALS**

**BEFORE COMPLETING THIS FORM, PLEASE REFER TO APPENDIX "A" HERETO**

SECTION 1: PERSONAL DETAILS	
FULL NAME:	
FULL SURNAME:	
DATE & PLACE OF BIRTH:	
GENDER:	
NATIONALITY (IN CASE OF DUAL NATIONALITY PLEASE STATE BOTH):	
PASSPORT(S) NO. & ISSUING COUNTRY & EXPIRY:	
IDENTITY CARD NO(S).:	
TAX RESIDENCY & TAX FILE NUMBER:	
OCCUPATION:	

SECTION 2: CONTACT DETAILS	
RESIDENTIAL ADDRESS:	
BUSINESS ADDRESS:	
HOME TELEPHONE NO:	MOBILE NO.:
BUSINESS TELEPHONE NO:	FAX NO.:
EMAIL ADDRESS:	

### SECTION 3: SOURCE OF CAPITAL/ASSETS/INCOME

Please provide information as to the source of your capital/assets/income.

State the value of your net wealth / property and give details.

Describe in detail the activities which have generated this total net worth / property.

State remuneration from employment with company (specify the company).

State profit from ownership of business (specify the company) etc:

State any public positions held at present or in the past by yourself or other immediate family members or if close associate held a public position and/or if you are a politically exposed person:

### SECTION 4: BANKING DETAILS

Specify the banks with which accounts are held including the currency of the account/s:

What is the annual turnover for each bank account (inflows plus outflows)?

What is the annual number of payments and average value per payment?

What is the annual number of receipts and average value per receipt?

## SECTION 5: DOCUMENTS CHECKLIST

IN ADDITION TO THIS FORM, PLEASE SUBMIT THE FOLLOWING DOCUMENTS:	Please check ✓
Passport copy.	
Proof of current residential address, such as an original utility bill or an original credit card statement not more than three months old.	
Two original references, one from a professional (e.g. Attorney or Accountant), and one from a Bank. Please refer to Appendix "B" and Appendix "C"	
Business Curriculum Vitae with academic and professional background, employment history, current occupation and business activities in detail, as well as source of wealth if shareholder	
Clear criminal record certificate (only for specific purposes in some jurisdictions)	
Proof of wealth (e.g. tax returns, bank statements)	

**All documents submitted must either be in original form or copies certified as true copies of the original by a Notary Public or an Embassy, Consulate or High Commission and Apostilled.**

By signing this form you confirm and declare that:

1. You have not been engaged in or have benefited from criminal conduct in any part of the world and funds which are subject to the proposed arrangement do not wholly or in part directly or indirectly represent the proceeds of criminal conduct.
2. You have, in any part of the world, been declared bankrupt or has been a director or otherwise concerned in the management of any company which has been subject to an insolvent liquidation
3. You do not engage or are involved in money laundering and you undertake to advise us immediately should become aware of any such activities of any entity to which you are involved;
4. Any contributions to or income of any entity to which you are involve as share capital or otherwise as shareholders' funds or from external financing or income do not derive from unlawful or immoral sources either in their country of origin or in your country of ordinary residence or in the Republic of Cyprus or any other country in the world;
5. Your full identity and address details may be disclosed to the agent/attorney and/or any bank with which the company has bank account/s and/or the tax authorities and/or the money laundering unit.
6. The information given hereunder and in the documents requested hereby is to the best of your knowledge and belief true and accurate as at the date hereof, and should there be any changes in the information so provided you undertake to promptly advise our law firm of the same in writing.

Signed: \_\_\_\_\_

Full Name: \_\_\_\_\_

Date: \_\_\_\_\_

## **APPENDIX "A"**

This form must be completed and signed by each natural person who is:

1. Involved in the ownership chain, which begins with the intended owners of the shares in the Company and ends with all ultimate beneficial owners leading up to natural person(s) or a publicly quoted company, whether in the capacity of a (i) registered/direct shareholder and/or (ii) intermediate beneficial owner or (iii) ultimate beneficial owner of the Company, and which includes all individuals with a 5% or more shareholding in a corporate entity in the ownership chain, or (iv) individual providing significant capital, financial support, influence or control to the Company or any other entity in the ownership chain.
2. A director or other officer and/or authorized signatory or who will control, manage or direct the management of the Company.

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## APPENDIX “B” – TEMPLATE BANK REFERENCE LETTER

[To be typed on the letterhead of the bank]

To: [Authorised Person performing Due Diligence]  
Nicosia, Cyprus

[Date]

Dear Sirs

Reference for [name and address]

We hereby confirm that Mr/Mrs [name and address] is well known to us for ..... years and in our opinion of good financial standing and trustworthy person in his business obligations.

This is given without any risk, responsibility or any engagement on our part.

.....  
(Signed)

[Name and Position]

[Name of bank]

## APPENDIX "C" - TEMPLATE PROFESSIONAL REFERENCE LETTER

[To be typed on the business letterhead]

To: [Authorised Person performing Due Diligence]  
Nicosia, Cyprus

[Date]

Dear Sirs

Reference for [name and address]

I confirm that I have known Mr/Mrs [name and address] for the last [.....] years acting for him/her as a [stage capacity in which you have acted] and also acted for him in relation to [give name of company] and that the above address is the address shown in our records for him.

I confirm that I know him/her to be a person of integrity, honesty and good character and that there is no reason why you should not act on his behalf or provide business services to him/her or [give name of company]. I further confirm that:

- (a) I am not aware that he/she has ever been declared bankrupt in any part of the world or that he has a criminal record in any part of the world, and
- (b) I am not aware that [give name of company] has been declared insolvent or unable to meet its obligations in any part of the world.

In my opinion Mr/Mrs [name and address] would not enter into any transaction which he was unable to complete. I also believe that he/she has legitimate personal funds and that all funds received from him/her or [give name of company] should be bona fide.

Yours truly

.....  
(Signed)

[Professional capacity]

Name and address of firm