

**KYC Checklist for Companies**

**Section 1: Directors**

Complete this checklist for each Director of the Company

Type:	
Name of the LTC:	

Full Name of Director	
Full Residential Address of Director	
Email	
Phone Number	

The following documents have been supplied:

		Received (✓ or ×)	Notes
a	Certified copy of passport/other Government issued identification document		
b	Verification of the full residential address of the Director, i.e. certified utility bill verifying the address		

**Section 2: Shareholder and Ultimate Beneficial Owner**

Complete this checklist for **each** Shareholder and for the Ultimate Beneficial Owner of the LTC

Name of Shareholder	
Full Address of Shareholder	
Contact Email	
Contact Phone Number	
If the Shareholder is <b>not</b> the Ultimate Beneficial Owner please provide full details of the UBO:	

The following documents have been supplied for each Shareholder/UBO:

		Received (✓ or ×)	Notes
a	If the Shareholder/UBO is not a natural person then certified copies of the Incorporation documents for that entity are to be supplied.		
b	If the Shareholder/UBO is a natural person then a certified copy of passport/other Government issued identification document is to be supplied.		
c	Verification of the full residential address of the Shareholder, i.e. certified utility bill verifying the address.		
d	Source of wealth declaration for the Shareholder.		

**Note: All documents supplied must be less than three months old to be accepted.**