



Seize Every Opportunity and Match Them With Your Business
www.finseedglobal.com | info@finseedglobal.com

CLIENT ENGAGEMENT PROCEDURES AND GUIDANCE NOTES

Our overriding statutory duty regarding the prevention of terrorism, drug trafficking and money laundering means that we are committed to undertaking a full and thorough due diligence of both our clients' identities and the nature of their businesses.

Whilst we respect the confidentiality of our clients, we are obliged by law to obtain the following information relating to all beneficial owners, directors, shareholders, bank account signatories and all parties connected in any way to any company, business entity, trust or foundation we may form or administer:

- Proof of Identity
- Proof of Residential Address
- Source of Wealth
- Curriculum Vitae

All documents must be in English or if not then a translation from an independent and accredited translator should be attached.

PROOF OF IDENTITY

1. To establish the identity and signature of all parties mentioned in your application clients must provide a copy of ONE of the following:
 - Current Valid Full Passport
 - Current Valid National ID
2. Such copy must bear a clear photograph, the holders signature and the document number.
3. The copy must be certified by a manager of a FiNSEED Global office or any of the following:
 - A notary public
 - A lawyer
 - A banker
 - Another professional person
4. The person undertaking the certification should be a member of a professional organisation that publishes certified lists of its members and the professional body must be clearly identified under their signature and the certification must be in English or a translation from an independent accredited translator must be attached.
5. The documents sent to us must bear the **original signature** of the person certifying the identity document; it must not be a copy.
6. The person certifying the Proof of Identity must have sight of the original Proof of Identity and certify the copy in the presence of the individual concerned by inserting the following text (or similar) on the copy:

Having seen the individual and the identification documentation at the same time, I certify this is a true copy of the original and that the photograph is a reasonable likeness.

| | |
|---------|--------------------------------|
| Name | Signature |
| Company | Position/Capacity |
| Phone | Email Address |
| Date | Membership No. (if applicable) |

PROOF OF RESIDENTIAL ADDRESS - This is a mandatory and a regulatory requirement.

To validate the home address of all parties mentioned in your application, please provide ONE of the following dated within the last three months, for each party:

- **Certified True Copy** of utility bill (a telephone bill [mobile telephone bills are not acceptable], electricity etc.).
- **Certified True Copy** of bank, credit card or mortgage statement from a recognised bank.
- **Original** bank reference, confirming the home address, from a recognised bank, addressed to FiNSEED Global.

SOURCE OF WEALTH

A statement is required from the owner(s) providing a brief description as to the origins of his/her wealth and the period over which the wealth was generated.

CURRICULUM VITAE

In order to understand our clients' backgrounds and to assist in the opening of bank accounts, we require information about our clients' work experience, education and qualifications. Additionally, regulations in certain jurisdictions oblige FiNSEED Global to hold C.V.'s on each of its clients.