

APPENDIX C**IDENTIFICATION AND VERIFICATION – PARTNERSHIP OR UNINCORPORATED BODY**

1. Information of customer to be collected include:
 - (a) Full name of the partnership or the unincorporated body;
 - (b) The names of all partners of the partnership or all members of the unincorporated body and the beneficial owners or office bearers of the partnership or the unincorporated body; and
 - (c) The business address (*post office box address is not acceptable*).
2. GRDA is required to verify the information as stated in paragraphs 1(a) and (b) above using evidence obtained from a reliable and independent source.
3. GRDA is also required to take reasonable measures to verify the identity of the beneficial owners of the partnerships or unincorporated bodies.
4. GRDA should obtain the partnership deed (or other evidence in the case of other unincorporated bodies), to satisfy themselves that the partnership or unincorporated body exists, unless an appropriate national register is available for public inspection.
5. In the case of associations, clubs, societies, charities, religious bodies, institutes, mutual and friendly societies, co-operative and provident societies, GRDA is required to satisfy itself as to the legitimate purpose of the organisation, e.g. by inspecting its constitution.
6. Section 1 of Part 1 of Schedule 2 to the AMLO defines a beneficial owner in relation to a partnership as:
 - (a) an individual who
 - i. is entitled to or controls, directly or indirectly, more than a 25% share of the capital or profits of the partnership;
 - ii. is, directly or indirectly, entitled to exercise or control the exercise of more than 25% of the voting rights in the partnership; or
 - iii. exercises ultimate control over the management of the partnership; or
 - (b) if the partnership is acting on behalf of another person, means the other person.
7. Under section 1 of Part 1 of Schedule 2 to the AMLO, the beneficial owner in relation to an unincorporated body is defined as:
 - (a) an individual who ultimately owns or controls the unincorporated body; or
 - (b) if the unincorporated body is acting on behalf of another person, means the other person.