

2nd December 2018

UPDATE: Proof of Employment Requirements for FlexGlobal Applications

In addition to a certified Proof of Address and Proof of Identification, all applicants to FlexGlobal must now be able to provide Proof of Employment (if applicable) in order to comply with the regulatory requirements with respect to the Anti Money Laundering and Know Your Customer regulations.

Any **ONE** of the below documents is an acceptable Proof of Employment provided that it meets the noted criteria:

1. Certified copy of residency visa (where applicable) - providing it references the employer;
2. Certified copy of recent bank statement (less than 3m old) featuring salary credit from employer;
3. Email confirmation from HR or Line Manager sent from company email address and featuring their contact details/position direct to flexglobal@fairwaygroup.com and stating (with green text as per individual applicant):

“I confirm that **Bob Smith** is employed by **ABC LLC** in **Dubai, UAE** since **dd/mm/yy**”

4. Certified copy of company ID card plus contact telephone number for the company;
5. Confirmation of Employment form signed by the applicant and Financial Adviser for circumstances where the Adviser has visited the client at their work address (form available via www.flexglobal.com/literature).

PLEASE NOTE that where the Source of Wealth is given as “earnings from employment” and the Source of Funds is a bank account in a different country to that where the client is physically employed then bank statements linking the salary credit to the Source of Funds bank account will be required.

In addition, all future changes to employment should be notified to flexglobal@fairwaygroup.com.

Should you have any queries in relation to the above noted criteria please contact flexglobal@fairwaygroup.com for clarification or further information.