

KYC DOCUMENTS REQUIRED BEFORE ESTABLISHMENT

COMPANIES

FOR ALL EXTERNAL DIRECTORS, SHAREHOLDERS, BENEFICIAL OWNERS AND PRIME-MOVERS

- a) Certified copy passport or National Identity card (please see page 2)
- b) Original utility bill <3 months old, or a certified copy of the same
- c) Completed personal particulars form, including reference section
- d) Details of source of wealth and source of funds to be introduced (beneficial owners only)

FOR AN ESTABLISHED COMPANY

- a) Copy of the last accounts
- b) Details of bank accounts and signatories
- c) Precise description of the principal activity
- d) Statutory records

TRUSTS

FOR THE SETTLOR, TRUSTEES, PROTECTOR AND BENEFICIARIES (WHERE PRACTICABLE)

- a) Certified copy passport or National Identity card (please see page 2)
- b) Original utility bill <3 months old, or a certified copy of the same
- c) Completed personal particulars form, including reference section
- d) Details of source of wealth and source of funds to be introduced (beneficial owners only)

FOR AN ESTABLISHED TRUST

- a) Copy of the last accounts
- b) Trust deed and supplemental deeds
- c) Details of all additions to the trust
- d) Details of the beneficiaries
- e) Details of the settlor

PROOF OF IDENTITY AND RESIDENCE OF THE DIRECTORS, COMPANY SECRETARY AND ULTIMATE BENEFICIAL OWNERS (BEYOND ANY NOMINEE SHAREHOLDERS)

Proof of Identity: Must include a photograph of the subject, the ideal method is a passport, ID card, or Armed forces ID, preferably the document should not be less than six months from its expiry date photocopied to show the person and their signature

Proof of Residence: Printed on a utility bill which must be less than 3 months old and contain the full name and address of the individual. **N.B.** C/O addresses and PO BOX addresses are not accepted, unless, in the case of the latter, it has further identification. e.g. "The White House".

Certification.

Suitable persons to certify evidence of identity include:

- a member of the judiciary, a senior civil servant, or a serving police or customs officer;
- an officer of an embassy, consulate or high commission of the country of issue of documentary evidence of identity;
- a lawyer or notary public who is a member of a recognised professional body;
- an actuary who is a member of a recognised professional body;
- an accountant who is a member of a recognised professional body;
- a company secretary who is a member of a recognised professional body;
- a director, company secretary or manager of a business regulated on the Isle of Man or an external regulated business as defined in the Code.

The certifier must sign and date the copy document (printing his/her name clearly in capitals underneath) and clearly indicate his/her position or capacity on it and provide his contact details. The certifier must state that it is a true copy of the original, that the photograph is a true likeness of the individual concerned.

The certifier may complete a covering letter or document, which is then attached to the copy identification document(s) i.e. the certification is not written on the copy identification document itself as long as the covering letter or document contains the information specified in the paragraph above, and it is clear in the letter itself that it refers to the attached document beyond any doubt.