

## ANNEX 1

### IDENTIFICATION DOCUMENTS AND KYC REQUIREMENTS

TO ENSURE COMPLIANCE WITH THE ANTIMONEY LAUNDERING LAWS OF BERMUDA THE SUBSCRIBER ARE REQUESTED TO PROVIDE THE DOCUMENTATION LISTED:

(PLEASE TICK THE DOCUMENTS PROVIDED AS APPLICABLE)

#### Individual Shareholders

(1)	Personal details including name (including any former names and any aliases), permanent residential address (not a P.O. Box address) and details of occupation	
(2)	A original utility bill or original bank or credit card statement or original bank reference, issued within the last 3 months to establish place of residential address. Where the original is not available, a certified true copy can be provided.	
(3)	Certified true copy of the current valid passports or current valid driving licence or armed forces identity cards or national identity cards	

Certification can be done either by a Commissioner of Oath, a notary or a reputable bank.

#### Companies established within the last 12 months

(1)	Certified true copy of the certificate of incorporation or registration	
(2)	Register of Shareholders with percentage holding	
(3)	Register of Directors	
(4)	Certified true copy of list of authorised signatories	
(5)	Due diligence documents on any two executive company directors and substantial shareholders (i.e. holding 10% or more of the company) as for individual shareholders/beneficial owners as above	

#### Listed or established companies

(1)	Certified true copy of the certificate of incorporation or registration	
(2)	Latest audited accounts	
(3)	Certified true copy of list of authorised signatories	
(4)	Due diligence documents on any two executive company directors and substantial shareholders (i.e. holding 10% or more of the company) as for individual shareholders/beneficial owners as above	

#### Trusts

(1)	Documents required for the principals of the trust (Trustee, Beneficiaries, Settlor, Protector) as above for individuals or companies as applicable	
(2)	Certified true copy of the trust deed or pertinent extract thereof	
(3)	Certificate of registration, where applicable	
(4)	Details of registered office and place of business of the trustee	

## Partnerships

(1)	Documents required for the principals, being significant partners, as above for individuals	
(2)	Certified true copy of the partnership deed, if any	
(3)	Copy of the latest report and accounts	
(4)	Confirmation of the nature of the business of the partnership to ensure that it is legitimate.	
(5)	Due diligence documents of any two executive company directors and substantial shareholders of the General Partner and substantial partners in the Limited Partnership (i.e., holding 10% or more interest), as for individual shareholders/beneficial owners as above.	

The request for information may be reduced or simplified where the Subscriber is a regulated financial services business based in a jurisdiction having laws and regulations governing the prevention of money laundering at least equivalent to the laws and regulations on the prevention of money laundering and terrorist financing in Bermuda (a list of such jurisdictions is available from the Administrator) or in the case of public companies listed on an "Appointed Stock Exchanges (a list of which may be obtained from the Administrator). In such a case, only a copy of the listing certificate and such other proof is required in these cases.