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Client Verification Documentation (KYC Checklist)

Interpretation

In this document:-

Account Holder” means the Individual/Legal Entity in whose name the account will be opened and in whose favour the Bank shall process credit and/or debit transactions in respect of the account;

“Bank” means Investec Bank (Mauritius) Limited;

“KYC” means Know Your Client;

“Significant Shareholders” means an Individual/Legal Entity or Individuals/Legal Entities who directly or indirectly hold 20% or more of the capital or the voting rights of the company (this includes nominee Shareholder(s), immediate Shareholder(s) and all intermediary Shareholder(s));

“Significant Partner” means any partner owning or controlling more than 20% of the partnership;

“Ultimate Beneficial Owner” means an Individual who ultimately owns or controls a Client and/or an Individual on whose behalf a transaction is being conducted. It also includes those Individuals who exercise ultimate effective control over a Legal Entity or arrangement.

Notes

- If you are an Investec Group Client, the Bank may consider relying on a Group Introducer Certificate for purposes of KYC verification;
- Verification documents required in terms hereof must be submitted to the Bank in their original form or as a certified copy thereof. Double Certification is not acceptable. Documents can be certified as a true copy by a lawyer, accountant or other professional persons who clearly adds to the copy (by means of a stamp or otherwise) his name, address, phone number and profession;
- Verification documents submitted to the Bank via the Online Administrator System shall be deemed to be originals;
- The Bank shall be entitled, at its discretion, to request further or alternative documents/information in addition to those required in terms hereof;
- Listed companies means companies listed on a recognised, designated and approved Stock/Investment Exchange as shown in Appendix A of the Bank of Mauritius Guidance Notes on Anti-Money Laundering and Combating the Financing of Terrorism.
- Refer to **Annexure A** for Guidance on information to be provided for Source of Funds/Wealth.



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INDIVIDUALS / JOINT ACCOUNT HOLDERS

1. MANDATORY DOCUMENTS

- 1.1 Completed Account Application Form including Authority to obtain independent verification of any data provided to the Bank **(Applicable to non face to face non-residents of Mauritius only)**
- 1.2 Letter of Authority to obtain an independent bank reference **(Applicable to face to face non-residents of Mauritius only)**
- 1.3 Brief Curriculum Vitae of Individual with specific emphasis on business experience and/ or employment history and source of wealth

Note: - In addition to the documents stipulated in 1 above, the documents stipulated below in either 2 or 3 must be furnished.

2. GROUP INTRODUCER'S CERTIFICATE

- 2.1 If applicable, Group Introducer's Certificate

3. COMPREHENSIVE DOCUMENTS

- 3.1 Clear and valid signed national identity card or passport or driving licence
- 3.2 Utility bill, bank account statement or credit card statement or any other certified document acceptable to the Bank (less than 3 months old) reflecting the Individual's residential address (not a Post Office Box address)
- 3.3 Bank reference (less than 3 months old) reflecting the Individual's passport number/identity number and residential address (not a Post Office Box address) **(Applicable to non-residents of Mauritius only)**



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PRIVATE / UNLISTED PUBLIC COMPANIES (Local and Foreign)

1. MANDATORY DOCUMENTS

- 1.1 Completed Account Application Form including authority to obtain independent verification of any data provided to the Bank
- 1.2 Letter of Authority to obtain an independent bank reference **(Applicable to face to face non-residents of Mauritius only)**
- 1.3 A dated Corporate Structure Diagram indicating percentage shareholding
- 1.4 Business Plan including details of source of funds, targeted countries of operations, business description of subsidiaries if applicable and projected (financial) forecasts
- 1.5 Latest Audited financial statements or management accounts
- 1.6 Nominee Declaration in instances where there is a nominee shareholder
- 1.7 Brief Curriculum Vitae of Ultimate Beneficial Owner(s) with specific emphasis on business experience and/or employment history and source of wealth
- 1.8 Bank reference on Account Holder **(only applicable to foreign companies having an existing bank account)**
- 1.9 Signed Board of Directors' Resolution authorising the Account Holder to:-
 - 1.9.1 Open an account with the Bank (including such online access and currencies as stipulated in the Account Application Form)
 - 1.9.2 Appoint the Authorised Signatory(ies) and/ or Online User(s) and specify their signing powers for purposes of transacting on the account, complete and sign such documents as the Bank may require in order to render the account operational

Note: - In addition to the documents stipulated in 1 above, the documents stipulated in either 2 or 3 must be furnished.

2. GROUP INTRODUCER'S CERTIFICATE

- 2.1 If applicable, Group Introducer's Certificate

3. COMPREHENSIVE DOCUMENTS

- 3.1 Constitution or Memorandum & Articles of Association
- 3.2 Register of directors
- 3.3 Register of members
- 3.4 Certificate of incorporation
- 3.5 Certificate of change of name (if applicable)
- 3.6 Business registration card (for Mauritian Domestic company only)



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- 3.7 Financial Services Commission (“FSC”) Licence and latest annual receipt: Global Business Licence (“GBL”) 1 and GBL 2 (Mauritian companies only)
- 3.8 Where statutory details are not publicly disclosed by the Registrar of Companies or equivalent body, the following documents are required:-
- 3.8.1 Proof of the company’s business and registered address; and
- 3.8.2 Certificate of good standing from the registrar of companies if the company has been registered for more than 6 months (dated less than 3 months)
- 3.9 Where the Director(s) or Authorised Signatory(ies) are **Companies (“the Entity”)**, the following documents are required:-
- 3.9.1 Certificate of Incorporation
- 3.9.2 Certificate of change of name (if applicable).
- 3.9.3 Register of directors
- 3.9.4 Resolution authorising the Individual(s) who act for and on behalf of the Entity
- 3.9.5 For the Individual who acts for and on behalf of the Entity:-
- Clear and valid signed national identity card, or passport or driving licence; and
 - Utility bill, bank account statement or credit card statement or any other certified document acceptable to the Bank (less than 3 months old) reflecting the Individual’s residential address (not a Post Office Box address)
- 3.10 Where the Director(s), Authorised Signatory(ies) and Online User(s) are **individuals**:-
- 3.10.1 Clear and valid signed national identity card, passport or driving licence; and
- 3.10.2 Utility bill, bank account statement or credit card statement or any other certified document acceptable to the Bank (less than 3 months old) reflecting the Individual’s residential address (not a Post Office Box address)
- 3.11 Where the Significant Shareholder(s) and Ultimate Beneficial Owner(s), are **individuals**:-
- 3.11.1 Clear and valid signed national identity card, passport or driving licence;
- 3.11.2 Utility bill, bank account statement or credit card statement or any other certified document acceptable to the Bank (less than 3 months old) reflecting the Individual’s residential address (not a Post Office Box address)
- 3.11.3 Bank reference (less than 3 months old) reflecting the Individual’s passport number/identity number and residential address (not a Post Office Box address) - (**Applicable to non-residents of Mauritius only**)
- 3.12 For Significant Shareholder(s) , which are:-
- 3.12.1 **Companies**, the following documents are required:-
- Certificate of incorporation.



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- Certificate of change of name (if applicable).
- FSC licence and latest annual receipt: GBL1 and GBL2 only (Mauritian companies only).
- Register of members.

3.12.2 **Trusts**, the following documents are required:-

- The Trust Deed or Declaration of Trust and any other subsequent Deeds
- Certificate of registration if applicable
- Written confirmation from the Trustee(s) that they are aware of the true identity of the underlying principals, i.e. settlor(s)/ named beneficiary(ies), and that there are no anonymous principals. (Refer to written undertaking by Trustee(s))
- In the event that the Trust is a discretionary trust, a written undertaking by the Trustee(s) that they will disclose the identity of the Beneficiary(ies) and such details regarding the Beneficiary(ies) as may be required for KYC purposes at the time of distribution, (as per Bank's template)
- Where the Settlor(s), Protector(s), Trustee(s) or named Beneficiary(ies) are **Individuals**, the following documents are required:-
 - Clear and valid signed national identity card, passport or driving licence;
 - Utility bill, bank account statement or credit card statement or any other certified document acceptable to the Bank (less than 3 months old) reflecting the Individual's residential address (not a Post Office Box address)
 - For beneficiary(ies) that reside with their parents (minor), a declaration or letter from the parent of minor confirming the addressAnd
 - For Settlor(s), in addition to the above, a bank reference (less than 3 months old) reflecting the Individual's passport number/identity number and residential address (not a Post Office Box address) - **(Applicable to non-residents of Mauritius only)**
- Where the Settlor(s), Protector(s), Regulated Trustee(s) or named beneficiary(ies) are **Companies**, the following documents are required:-
 - Certificate of incorporation
 - Certificate of change of name (if applicable)
 - FSC Certificate and latest annual receipt: GBL1 and GBL 2 (Mauritian companies only)
 - Register of members (Not applicable to regulated trustee)

And



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- For the regulated Trustee(s), Trustee licence or equivalent and signed authorised signatory list
- For the Settlor(s) and Protector(s), KYC documents for the Significant Shareholder(s), and Ultimate Beneficial Owner(s) (as may be applicable)
- Where the Settlor(s) and named Beneficiary(ies) are **Trusts**, the following documents are required:-
 - The Trust Deed or Declaration of Trust and other subsequent deeds
 - Written confirmation from the Trustees that they are aware of the true identity of the underlying principals, i.e. settlor(s)/named beneficiary(ies), and that there are no anonymous principals.
 - In the event that the Trust is a discretionary trust, a written undertaking by the Trustee(s) that they will disclose the identity of the Beneficiary(ies) and such details regarding the Beneficiary(ies) as may be required for KYC purposes at the time of distribution, (as per Bank's template)
 - KYC documents on the Settlor(s), Protector(s), regulated Trustee(s) and named Beneficiary(ies) (as set out above)
- Where the Settlor(s)/ Beneficiary(ies) are **Foundations**, the following documents are required:-
 - Foundation Charter and Articles of Foundation (if applicable)
 - Certificate of registration (if applicable)
 - FSC Licence and latest annual receipt (if applicable): GBL 1 and 2 (Mauritian Companies)
 - KYC documents on the Founder(s), Council Member(s), Protector(s), Executor(s), Administrator(s) and named Beneficiary(ies) (as may be applicable)

3.12.3 **Foundation**, the following documents are required:-

- The Foundation Charter and Articles of the Foundation (if the latter is applicable)
- Certificate of registration if applicable
- Global Business Licence – Mauritian Companies only (if applicable)
- Where the Founder(s), Protector(s), Council Member(s), Executor(s), Administrator(s) or Beneficiary(ies) are **Individuals**, the following documents are required:-
 - Clear and valid signed national identity card, passport or driving licence;



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- Utility bill, bank account statement or credit card statement or any other certified document acceptable to the Bank (less than 3 months old) reflecting the Individual's residential address (not a Post Office Box address)
- For beneficiary(ies) that reside with their parents (minor), a declaration or letter from the parent of minor confirming the address

And

- For Founder(s), in addition to the above, a bank reference (less than 3 months old) reflecting the Individual's passport number/identity number and residential address (not a Post Office Box address) - **(Applicable to non-residents of Mauritius only)**
- Where the Founder(s), Protector(s), Council Member(s), Executor(s), Administrator(s) or Beneficiary(ies) are **Companies**, the following documents are required:-
 - Certificate of incorporation
 - Certificate of change of name (if applicable)
 - FSC Certificate and latest annual receipt: GBL1 and GBL 2 (Mauritian companies only)
 - Register of members
 - For the Founder(s) and Protector(s), KYC documents for the Significant Shareholder(s) and Ultimate Beneficial Owner(s) (as may be applicable)
- Where the founder(s)/ beneficiary(ies) are **Foundations**, the following documents are required:-
 - Foundation Charter and Articles of Foundation (if the latter is applicable)
 - Certificate of registration if applicable
 - Global Business Licence- Mauritian Companies only (if applicable)
 - KYC documents on the Founder(s), Council Member(s), Protector(s), Executor(s), Administrator(s) and Beneficiary(ies) (as may be applicable)

3.12.4 **Partnership**, the following documents are required:-

- Certificate of registration (if applicable)
- Partnership Agreement
- Register of Partners
- KYC documents on Significant Partners as set out under individuals above.



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LISTED COMPANIES/ SUBSIDIARY OF A LISTED COMPANY

1. MANDATORY DOCUMENTS

- 1.1 Completed Account Application Form including authority to obtain independent verification of any data provided to the Bank.
- 1.2 A dated Corporate Structure Diagram indicating percentage shareholding (if applicable)
- 1.3 Business Plan including details of source of funds, targeted countries of operations, business description of subsidiaries and projected financial forecast
- 1.4 Latest Audited financial statements or management accounts
- 1.5 Bank reference on Account Holder (**only applicable to foreign companies having an existing bank account**)
- 1.6 Signed Board of Directors Resolution authorising the Account Holder to:-
 - 1.6.1 Open an account with the Bank (including such online access and currencies as stipulated in the Account Application Form)
 - 1.6.2 Appoint the Authorised Signatory(ies) and/ or Online User(s) and specifying their signing powers for purposes of transacting on the account, complete and sign such documents as the Bank may require in order to render the account operational

Note: - In addition to the documents stipulated in 1 above, the documents stipulated in either 2 or 3 below must be furnished

2. GROUP INTRODUCER'S CERTIFICATE

- 2.1 If applicable, Group Introducer's Certificate

3. COMPREHENSIVE DOCUMENTS

- 3.1 Register of directors
- 3.2 Register of members (where applicable)
- 3.3 Certificate of incorporation;
- 3.4 Certificate of change of name (if applicable)
- 3.5 Constitution or Memorandum & Articles of Association
- 3.6 Where statutory details are not publicly disclosed by the Registrar of Companies or equivalent body, the following documents are required:-
 - 3.6.1 Proof of the company's business and registered address; and
 - 3.6.2 Certificate of good standing from the registrar of companies if the company has been registered for more than 6 months (dated less than 3 months)



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- 3.7 FSC Certificate and latest annual receipt: GBL1 and GBL 2 (Mauritian companies only)
- 3.8 For Authorised Signatory(ies) and Online User(s) who are **individuals**:-
- 3.8.1 Clear and valid signed national identity card, passport or driving licence; and
- 3.8.2 Utility bill, bank account statement or credit card statement or any other certified document acceptable to the Bank (less than 3 months old) reflecting the Individual's residential address (not a Post Office Box address)
- 3.9 Where the Authorised Signatory(ies) are **Companies** ("**the Entity**"), the following documents are required:-
- 3.9.1 Certificate of Incorporation
- 3.9.2 Register of directors
- 3.9.3 Resolution authorising the Individual(s) who act for and on behalf of the Entity
- 3.9.4 For the Individual who acts for and on behalf of the Entity:-
- Clear and valid signed national identity card, passport or driving licence; and
 - Utility bill, bank account statement or credit card statement or any other certified document acceptable to the Bank (less than 3 months old) reflecting the Individual's residential address (not a Post Office Box address)



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TRUSTS

1. MANDATORY DOCUMENTS

- 1.1 Completed Account Application Form including authority to obtain independent verification of any data provided to the Bank
- 1.2 Letter of Authority to obtain an independent bank reference (**Applicable to face to face non-residents of Mauritius only**)
- 1.3 A dated Structure Diagram indicating settlor(s), protector(s), beneficiary(ies), and investments including percentage shareholding (if applicable)
- 1.4 Business Profile including details of source of funds, assets held or underlying investments including sector and industries involved, targeted activity jurisdictions and projected (financial) forecast
- 1.5 Brief Curriculum Vitae of Settlor(s) with specific emphasis on business experience and/or employment history and source of wealth
- 1.6 Written confirmation from the trustees that they are aware of the true identity of the underlying principals, i.e. settlor(s)/named beneficiary(ies)/protector(s), and that there are no anonymous principals. (refer to written undertaking by the Trustee(s))
- 1.7 In the event that the Trust is a discretionary trust, a written undertaking by the Trustee(s) that they will disclose the identity of the Beneficiary and such details regarding the Beneficiary as may be required for KYC purposes at the time of distribution
- 1.8 Signed Trustee's Resolution authorising the Account Holder to:-
 - 1.8.1 Open an account with the Bank (including such online access and currencies as stipulated in the Account Application Form)
 - 1.8.2 Appoint the Authorised Signatory(ies) and/ or Online User(s) and specifying their signing powers for purposes of transacting on the account, complete and sign such documents as the Bank may require in order to render the account operational

Note:- In addition to the documents stipulated in 1 above, the documents stipulated in either 2 or 3 must be furnished

2. GROUP INTRODUCER'S CERTIFICATE

- 2.1 If applicable, Group Introducer's Certificate

3. COMPREHENSIVE DOCUMENTS

- 3.1 The Trust Deed or Declaration of Trust and any other subsequent Deeds
- 3.2 Certificate of registration (if applicable)
- 3.3 Where the Settlor(s), Authorised Signatory(ies), Online User(s), Protector(s), Trustee(s) or named Beneficiary(ies) are **Individuals**, the following documents are required:-
 - 3.3.1 Clear and valid signed national identity card, passport or driving licence; and



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- 3.3.2 Utility bill, bank account statement or credit card statement or any other certified document acceptable to the Bank (less than 3 months old) reflecting the Individual's residential address (not a Post Office Box address)
- 3.3.3 For beneficiary(ies) that reside with their parents (minor), a declaration or letter from the parent of minor confirming the address

And

- 3.3.4 For Settlor(s), in addition to the above, a bank reference (less than 3 months old) reflecting the Individual's passport number/identity number and residential address (not a Post Office Box address) - **(Applicable to non-residents of Mauritius only)**
- 3.4 Where the Regulated Trustee(s) or Authorised Signatory(ies) are **Companies** ("the **Entity**"), the following documents are required:-
- 3.4.1 Certificate of Incorporation
 - 3.4.2 Certificate of change of name (if applicable)
 - 3.4.3 Resolution authorising the Individual(s) who act for and on behalf of the Entity
 - 3.4.4 For the Individual who acts for and on behalf of the Entity:-
 - Clear and valid signed national identity card, or passport or driving licence; and
 - Utility bill, bank account statement or credit card statement or any other certified document acceptable to the Bank (less than 3 months old) reflecting the Individual's residential address (not a Post Office Box address)

AND

- 3.4.5 For the regulated Trustee(s), Trustee licence or equivalent
- 3.5 Where the Settlor(s), Protector(s), or named Beneficiary(ies) are **Companies**, the following documents are required:-
- 3.5.1 Certificate of incorporation
 - 3.5.2 Certificate of change of name (if applicable)
 - 3.5.3 FSC Certificate and latest annual receipt: GBL1 and GBL 2 (Mauritian companies only)
 - 3.5.4 Register of members
- AND**
- 3.5.5 For the Settlor(s), named beneficiary(ies) and Protector(s), KYC documents for the Significant Shareholder(s), and Ultimate Beneficial Owner(s) (as may be applicable)

- 3.6 Where the Settlor(s)/ named Beneficiary(ies) are **Trusts**, the following documents are required:-
- 3.6.1 The Trust Deed or Declaration of Trust;



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- 3.6.2 Certificate of registration if applicable
 - 3.6.3 Written confirmation from the Trustee(s) that they are aware of the true identity of the underlying principals, i.e. settlor(s)/named beneficiary(ies), and that there are no anonymous principals. (Refer to written undertaking by the Trustee(s))
 - 3.6.4 In the event that the Trust is a discretionary trust, a written undertaking by the Trustee(s) that they will disclose the identity of the Beneficiary(ies) and such details regarding the Beneficiary(ies) as may be required for KYC purposes at the time of distribution, (as per Bank's template)
 - 3.6.5 KYC documents on the Settlor(s), Protector(s), regulated Trustee(s) and named Beneficiary(ies) (as may be applicable)
- 3.7 Where the Settlor(s)/ named Beneficiary(ies) are **Foundations**, the following documents are required:-
- 3.7.1 Foundation Charter and Articles of Foundation (if the latter is applicable)
 - 3.7.2 Certificate of registration (if applicable)
 - 3.7.3 Global Business Licence – Mauritian Companies (if applicable)
 - 3.7.4 KYC documents on the Founder(s), Council Member(s), Executor(s), Administrator(s), Protector(s) and named Beneficiary(ies) (as may be applicable)



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PARTNERSHIPS

1. MANDATORY DOCUMENTS

- 1.1 Completed Account Application Form including authority to obtain independent verification of any data provided to the Bank
- 1.2 Letter of Authority to obtain an independent bank reference (**Applicable to face to face non-residents of Mauritius only**)
- 1.3 A dated corporate Structure Diagram indicating both general partner(s) and limited partner(s) with percentage shareholding
- 1.4 Business Plan including details of source of funds, business description of underlying investments, targeted countries of operations, and projected (financial) forecast
- 1.5 Latest Audited financial statements or management accounts.
- 1.6 Brief Curriculum Vitae of Significant Partner(s) with specific emphasis on business experience and/or employment history and source of wealth
- 1.7 Signed Partners Resolution authorising the Partnership to:-
 - 1.7.1 Open an account with the Bank (including such online access and currencies as stipulated in the Account Application Form;
 - 1.7.2 Appoint the Authorised Signatory(ies) and/ or Online User(s) and specify their signing powers in respect of transacting on the account, complete and sign such documents as the Bank may require in order to render the account operational

Note: - In addition to the documents stipulated in 1 above, the documents stipulated in either 2 or 3 below must be furnished

2. GROUP INTRODUCER'S CERTIFICATE

- 2.1 If applicable, Group Introducer's Certificate

3. COMPREHENSIVE DOCUMENTS

- 3.1 Certificate of registration (if applicable)
- 3.2 Where statutory details are not publicly disclosed by the Registrar of Companies or equivalent body, the following documents are required:-
 - 3.2.1 Proof of the Partnership's business and registered address; and
 - 3.2.2 Certificate of good standing from the registrar of companies if the Partnership has been registered for more than 6 months (dated less than 3 months) (if applicable)
- 3.3 Partnership Agreement
- 3.4 Register of partners, inclusive of the capital contribution and percentage holding



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- 3.5 Where the General Partner(s)/ Authorised Signatory(ies) are **Companies** (“the Entity”), the following documents are required:-
- 3.5.1 Certificate of Incorporation
 - 3.5.2 Register of directors
 - 3.5.3 Register of members (for General Partner(s) only)
 - 3.5.4 Resolution authorising the Individual(s) who act for and on behalf of the Entity
 - 3.5.5 For the Individual who acts for and on behalf of the Entity:-
 - Clear and valid signed national identity card, or passport or driving licence; and
 - Utility bill, bank account statement or credit card statement or any other certified document acceptable to the Bank (less than 3 months old) reflecting the Individual’s residential address (not a Post Office Box address)
- 3.6 Where the General Partner(s)/Authorised Signatory(ies) and Online User(s) are **Individuals**:-
- 3.6.1 Clear and valid signed national identity card, passport or driving licence; and
 - 3.6.2 Utility bill, bank account statement or credit card statement or any other certified document acceptable to the Bank (less than 3 months old) reflecting the Individual’s residential address (not a Post Office Box address)
- 3.7 Where the Significant Partner(s) are **Individuals**:-
- 3.7.1 Clear and valid signed national identity card, passport or driving licence; and
 - 3.7.2 Utility bill, bank account statement or credit card statement or any other certified document acceptable to the Bank (less than 3 months old) reflecting the Individual’s residential address (not a Post Office Box address)
 - 3.7.3 Bank reference (less than 3 months old) reflecting the Individual’s passport number/identity number and residential address (not a Post Office Box address)
- (**Applicable to non-residents of Mauritius only**)
- 3.8 For Significant Partners, which are:-
- 3.8.1 **Companies**, the following documents are required:-
 - Certificate of incorporation
 - Certificate of change of name (if applicable)
 - FSC licence and latest annual receipt (GBL1 and GBL2 only)
 - Register of members
 - KYC documents for the Significant Shareholder(s), and Ultimate Beneficial Owner(s) (as may be applicable)
 - 3.8.2 **Trust**, the following documents are required:-
 - The Trust Deed or Declaration of Trust and any other subsequent Deeds



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- Certificate of registration (if applicable)
- Written confirmation from the Trustee(s) that they are aware of the true identity of the underlying principals, i.e. settlor(s)/named beneficiary(ies), and that there are no anonymous principals. (refer to written undertaking by the Trustee(s))
- In the event that the Trust is a discretionary trust, a written undertaking by the Trustee(s) that they will disclose the identity of the Beneficiary(ies) and such details regarding the Beneficiary(ies) as may be required for KYC purposes at the time of distribution, (as per Bank's template)
- Where the Protector(s), Trustee(s) or named Beneficiary(ies) are **Individuals**, the following documents are required:-
 - Clear and valid signed national identity card, passport or driving licence; and
 - Utility bill, bank account statement or credit card statement or any other certified document acceptable to the Bank (less than 3 months old) reflecting the Individual's residential address (not a Post Office Box address)
 - For beneficiary(ies) that reside with their parents (minor), a declaration or letter from the parent of minor confirming the address
- Where the Settlor(s), are **Individuals**:-
 - Clear and valid signed national identity card, passport or driving licence; and
 - Utility bill, bank account statement or credit card statement or any other certified document acceptable to the Bank (less than 3 months old) reflecting the Individual's residential address (not a Post Office Box address)
 - Bank reference (less than 3 months old) reflecting the Individual's passport number/identity number and residential address (not a Post Office Box address) - (**Applicable to non-residents of Mauritius only**)
- Where the Settlor(s), Protector(s), Regulated Trustee(s) or named Beneficiary(ies) are **Companies**, the following documents are required:-
 - Certificate of incorporation
 - Certificate of change of name (if applicable)
 - FSC Certificate and latest annual receipt: GBL1 and GBL 2 (Mauritian companies only)
 - Register of members (not applicable for regulated trustee)

And

- For the regulated Trustee(s), Trustee licence or equivalent and signed authorised signatory list
- For the Settlor(s) and Protector(s), KYC documents for the Significant Shareholder(s), and Ultimate Beneficial Owner(s) (as may be applicable)



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- Where the Settlor(s) and named Beneficiary(ies) are **Trusts**, the following documents are required:-
 - The Trust Deed or Declaration of Trust and other subsequent deeds
 - Written confirmation from the Trustee(s) that they are aware of the true identity of the underlying principals, i.e. settlor(s)/named beneficiary(ies), and that there are no anonymous principals. (Refer to written undertaking by the Trustee(s))
 - In the event that the Trust is a discretionary trust, a written undertaking by the Trustee(s) that they will disclose the identity of the Beneficiary/ies and such details regarding the Beneficiary/ies as may be required for KYC purposes at the time of distribution, (as per Bank's template)
 - KYC documents on the Settlor(s), Protector(s), regulated Trustee(s) and named Beneficiary(ies) (as set out above)
- Where the Settlor(s)/ Beneficiary(ies) are **Foundations**, the following documents are required:-
 - Foundation Charter and Articles of Foundation (if applicable)
 - Certificate of registration (if applicable)
 - FSC Licence and latest annual receipt: GBL 1 and 2 – Mauritian Companies (if applicable)
 - KYC documents on the Founder(s), Council Member(s), Protector(s), Executor(s), Administrator(s) and named Beneficiary(ies) (as may be applicable)

3.8.3 **Foundation**, the following documents are required:-

- The Foundation Charter and Articles of the Foundation (if the latter is applicable)
- Certificate of registration (if applicable)
- Global Business Licence – Mauritian Companies (if applicable)
- Where the Protector(s), Council Member(s), Executor(s), Administrator(s) or Beneficiary(ies) are **Individuals**, the following documents are required:-
 - Clear and valid signed national identity card, passport or driving licence; and
 - Utility bill, bank account statement or credit card statement or any other certified document acceptable to the Bank (less than 3 months old) reflecting the Individual's residential address (not a Post Office Box address)
 - For beneficiary(ies) that reside with their parents (minor), a declaration or letter from the parent of minor confirming the address
- Where the Founder(s), are **Individuals**:-
 - Clear and valid signed national identity card, passport or driving licence; and



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- Utility bill, bank account statement or credit card statement or any other certified document acceptable to the Bank (less than 3 months old) reflecting the Individual's residential address (not a Post Office Box address)
- Bank reference (less than 3 months old) reflecting the Individual's passport number/identity number and residential address (not a Post Office Box address) - (**Applicable to non-residents of Mauritius only**)
- Where the Founder(s), Protector(s), Council Member(s), Executor(s), Administrator(s) or Beneficiary(ies) are **Companies**, the following documents are required:-
 - Certificate of incorporation
 - Certificate of change of name (if applicable)
 - FSC Certificate and latest annual receipt: GBL1 and GBL 2 (Mauritian companies only)
 - Register of members
 - For the Founder(s) and Protector(s), KYC documents for the Significant Shareholder(s) and Ultimate Beneficial Owner(s) (as may be applicable)
- Where the founder(s)/ beneficiary(ies) are **Foundations**, the following documents are required:-
 - Foundation Charter and Articles of Foundation (if the latter is applicable)
 - Certificate of registration (if applicable)
 - Global Business Licence – Mauritian Companies only (if applicable)
 - KYC documents on the Founder(s), Council Member(s), Protector(s), Executor(s), Administrator(s) and Beneficiary(ies) (as may be applicable)

3.8.4 **Partnership**, the following documents are required:-

- Certificate of registration (if applicable)
- Partnership Agreement
- Register of Partners
- KYC documents on Significant Partners as set out above under Individuals.



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FOUNDATIONS

1. MANDATORY DOCUMENTS

- 1.1 Completed Account Application Form including authority to obtain independent verification of any data provided to the Bank
- 1.2 Letter of Authority to obtain an independent bank reference (**Applicable to face to face non-residents of Mauritius only**)
- 1.3 A dated Structure Diagram indicating founder(s), enforcer(s), beneficiary(ies), and investments including percentage shareholding (if applicable)
- 1.4 Business Profile including details of source of funds, assets held or underlying investments including sector and industries involved, targeted activity jurisdictions and projected (financial) forecast
- 1.5 Latest Audited financial statements or management accounts
- 1.6 Brief Curriculum Vitae of Founder(s) with specific emphasis on business experience and/or employment history and source of wealth
- 1.7 Signed Council's Resolution authorising the Account Holder to:-
 - 1.7.1 Open an account with the Bank (including such online access and currencies as stipulated in the Account Application Form)
 - 1.7.2 Appoint the Authorised Signatory(ies) and/ or Online User(s) and specifying their signing powers for purposes of transacting on the account, complete and sign such documents as the Bank may require in order to render the account operational

Note:- In addition to the document stipulated in 1 above, the documents stipulated in either 2 or 3 must be furnished

2. GROUP INTRODUCER'S CERTIFICATE

- 2.1 If applicable, Group introducer's Certificate

3. COMPREHENSIVE DOCUMENTS

- 3.1 The Foundation Charter and Articles of the Foundation (if the latter is applicable)
- 3.2 Certificate of registration (if applicable)
- 3.3 Global Business Licence for Mauritian Companies only (if applicable)
- 3.4 Certificate of good standing (dated less than 3 months), if applicable
- 3.5 Where the Authorised Signatory(ies), Online User(s), Protector(s), Council Member(s), Executor(s), Administrator(s) or Beneficiary(ies) are **Individuals**, the following documents are required:-
 - 3.5.1 Clear and valid signed national identity card, passport or driving licence; and



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- 3.5.2 Utility bill, bank account statement or credit card statement or any other certified document acceptable to the Bank (less than 3 months old) reflecting the Individual's residential address (not a Post Office Box address)
- 3.6 Where the Founder(s) are **Individuals**:-
- 3.6.1 Clear and valid signed national identity card, passport or driving licence
- 3.6.2 Utility bill, bank account statement or credit card statement or any other certified document acceptable to the Bank (less than 3 months old) reflecting the Individual's residential address (not a Post Office Box address)
- 3.6.3 Bank reference (less than 3 months old) reflecting the Individual's passport number/identity number and residential address (not a Post Office Box address) - (**Applicable to non-residents of Mauritius only**)
- 3.7 Where the Council Member(s) or authorised signatory(ies) are **Companies** ("the **Entity**"), the following documents are required:-
- 3.7.1 Certificate of Incorporation
- 3.7.2 Certificate of change of name (if applicable);
- 3.7.3 Register of directors
- 3.7.4 Resolution authorising the Individual(s) who act for and on behalf of the Entity
- 3.7.5 For the Individual who acts for and on behalf of the Entity:-
- Clear and valid signed national identity card, or passport or driving licence; and
 - Utility bill, bank account statement or credit card statement or any other certified document acceptable to the Bank (less than 3 months old) reflecting the Individual's residential address (not a Post Office Box address)
- 3.8 Where the Founder(s), Protector(s), Council Member(s), Executor(s), Administrator(s) or Beneficiary(ies) are **Companies**, the following documents are required:-
- 3.8.1 Certificate of incorporation;
- 3.8.2 Certificate of change of name (if applicable);
- 3.8.3 FSC Certificate and Latest annual receipt: GBL1 and GBL 2 (Mauritian companies only);
- 3.8.4 Register of members;
- AND**
- 3.8.5 For the Founder(s), named beneficiary(ies) and Protector(s), KYC documents for the Significant Shareholder(s), and Ultimate Beneficial Owner(s) (as set out above)
- 3.9 Where the Founder(s)/ named Beneficiary(ies) are **Trusts**, the following documents are required:-
- 3.9.1 The Trust Deed or Declaration of Trust;
- 3.9.2 Certificate of registration if applicable
- 3.9.3 Written confirmation from the Trustee(s) that they are aware of the true identity of the underlying principals, i.e. settlor(s)/named beneficiary(ies), and that



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there are no anonymous principals (Refer to written undertaking by the Trustee(s)).

- 3.9.4 In the event that the Trust is a discretionary trust, a written undertaking by the Trustee(s) that they will disclose the identity of the Beneficiary(ies) and such details regarding the Beneficiary as may be required for KYC purposes at the time of distribution, (as per Bank's template)
- 3.9.5 KYC documents on the Settlor(s), Protector(s), regulated Trustee(s) and named Beneficiary(ies) (as may be applicable)
- 3.10 Where the Founder(s) or Beneficiary(ies) are **Foundations**, the following documents are required:-
 - 3.10.1 Foundation Charter and Articles of Foundation (if the latter is applicable)
 - 3.10.2 Certificate of registration (if applicable)
 - 3.10.3 Global Business Licence for Mauritian Companies and latest annual receipt (if applicable)
 - 3.10.4 KYC documents on the Founder(s), Council Member(s), Protector(s), Executor(s), Administrator(s) and Beneficiary(ies) (as may be applicable)



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FUNDS

1. MANDATORY DOCUMENTS

- 1.1 Completed Account Application Form including authority to obtain independent verification of any data provided to the Bank
- 1.2 Letter of Authority to obtain an independent bank reference (**Applicable to face to face non-residents of Mauritius only**)
- 1.3 A dated Corporate Structure Diagram indicating percentage shareholding
- 1.4 Business Plan including details of source of funds, business description, targeted countries of activity and projected (financial) forecasts
- 1.5 Latest Audited financial statements or management accounts
- 1.6 Nominee Declaration in instances where there is a nominee shareholder
- 1.7 Brief Curriculum Vitae of Ultimate Beneficial Owner(s) and investor(s) with a capital contribution of 20% or more ("**Significant investors**") with specific emphasis on business experience and/or employment history and source of wealth
- 1.8 Signed Board of Directors' Resolution authorising the Account Holder to:-
 - 1.8.1 Open an account with the Bank (including such online access and currencies as stipulated in the Account Application Form);
 - 1.8.2 Appoint the Authorised Signatory(ies) and/ or Online User(s) and specify their signing powers to transact in respect of the account, complete and sign such documents as the Bank may require in order to render the account operational

Note:- In addition to the documents stipulated in 1 above, the documents stipulated in either 2 or 3 must be furnished

2. GROUP INTRODUCER'S CERTIFICATE

- 2.1 If applicable, Group Introducer's Certificate

3. COMPREHENSIVE DOCUMENTS

- 3.1 Private Placement Memorandum
- 3.2 Constitution or Memorandum & Articles of Association
- 3.3 Register of directors
- 3.4 Register of members
- 3.5 List of investors, inclusive of the capital contribution and percentage contribution
- 3.6 Certificate of incorporation;
- 3.7 Certificate of change of name (if applicable)
- 3.8 Business registration card (for Mauritian Domestic company only)
- 3.9 FSC Licence and latest annual receipt: GBL1 and GBL 2 (Mauritian companies only)



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- 3.10 Where statutory details are not publicly disclosed by the Registrar of Companies or equivalent body, the following documents are required:-
- 3.11.1 Proof of the company's business and registered address; and
 - 3.11.2 Certificate of good standing from the registrar of companies if the company has been registered for more than 6 months (dated less than 3 months)
- 3.11 Where the Director(s) or Authorised Signatory(ies) are **Companies ("the Entity")**, the following documents are required:-
- 3.11.1 Certificate of Incorporation
 - 3.11.2 Register of directors
 - 3.11.3 Resolution authorising the Individual(s) who act for and on behalf of the Entity
 - 3.11.4 For the Individual who acts for and on behalf of the Entity:-
 - Clear and valid signed national identity card, or passport or driving licence; and
 - Utility bill, bank account statement or credit card statement or any other certified document acceptable to the Bank (less than 3 months old) reflecting the Individual's residential address (not a Post Office Box address)
- 3.12 Where the Director(s), Fund Manager(s), Fund Administrator(s), Authorised Signatory(ies) and online user(s) are **Individuals**:-
- 3.12.1 Clear and valid signed national identity card, passport or driving licence; and
 - 3.12.2 Utility bill, bank account statement or credit card statement or any other certified document acceptable to the Bank (less than 3 months old) reflecting the Individual's residential address (not a Post Office Box address)
- 3.13 Where the Significant Shareholder(s), Significant Investor(s) and Ultimate Beneficial Owner(s), are **Individuals**:-
- 3.13.1 Clear and valid signed national identity card, passport or driving licence; and
 - 3.13.2 Utility bill or any other document acceptable to the Bank (less than 3 months old) reflecting the Individual's residential address (not a Post Office Box address)
 - 3.13.3 Bank reference (less than 3 months old) reflecting the Individual's passport number/identity number and residential address (not a Post Office Box address) - (**Applicable to non-residents of Mauritius only**)
- 3.14 Where the Fund manager(s)/ Fund administrator(s) are **Companies**:-
- 3.14.1 Certificate of incorporation
 - 3.14.2 Certificate of change of name (if applicable)
 - 3.14.3 FSC licence and latest annual receipt (GBL1 and GBL2 only)
 - 3.14.4 Register of directors
 - 3.14.5 The appropriate licence to act as fund manager(s)/ administrator(s)



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3.15 For Significant Shareholder(s) and Significant Investor(s) , which are:-

3.15.1 **Companies**, the following documents are required:-

- Certificate of incorporation
- Certificate of change of name (if applicable)
- FSC licence and latest annual receipt (GBL1 and GBL2 only)
- Register of members

3.15.2 **Trusts**, the following documents are required:-

- The Trust Deed or Declaration of Trust and any other subsequent Deeds
- Certificate of registration (if applicable)
- Written confirmation from the Trustees that they are aware of the true identity of the underlying principals, i.e. settlor(s)/named beneficiary(ies), and that there are no anonymous principals.
- In the event that the Trust is a discretionary trust, a written undertaking by the Trustee(s) that they will disclose the identity of the Beneficiary(ies) and such details regarding the Beneficiary(ies) as may be required for KYC purposes at the time of distribution, (as per Bank's template)
- Where the Protector(s), Trustee(s) or named Beneficiary(ies) are **Individuals**, the following documents are required:-
 - Clear and valid signed national identity card, passport or driving licence
 - Utility bill, bank account statement or credit card statement or any other certified document acceptable to the Bank (less than 3 months old) reflecting the Individual's residential address (not a Post Office Box address)
 - For beneficiary(ies) that reside with their parents (minor), a declaration or letter from the parent of minor confirming the address
- Where the Settlor(s), are **Individuals**:-
 - Clear and valid signed national identity card, passport or driving licence
 - Utility bill, bank account statement or credit card statement or any other certified document acceptable to the Bank (less than 3 months old) reflecting the Individual's residential address (not a Post Office Box address)
 - Bank reference (less than 3 months old) reflecting the Individual's passport number/identity number and residential address (not a Post Office Box address) - **(Applicable to non-residents of Mauritius only)**
- Where the Settlor(s), Protector(s), Regulated Trustee(s) or named beneficiary(ies) are **Companies**, the following documents are required:-
 - Certificate of incorporation



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- FSC Certificate and latest annual receipt: GBL1 and GBL 2 (Mauritian companies only)
- Certificate of change of name (if applicable)
- Register of members

And

- For the regulated Trustee(s), Trustee licence or equivalent and signed authorised signatory list
- For the Settlor(s) and Protector(s), KYC documents for the Significant Shareholder(s), and Ultimate Beneficial Owner(s) (as may be applicable)
- Where the Settlor(s) and named Beneficiary(ies) are **Trusts**, the following documents are required:-
 - The Trust Deed or Declaration of Trust and other subsequent deeds
 - Certificate of registration if applicable
 - Written confirmation from the trustees that they are aware of the true identity of the underlying principals, i.e. settlor(s)/named beneficiary(ies), and that there are no anonymous principals.
 - In the event that the Trust is a discretionary trust, a written undertaking by the Trustee(s) that they will disclose the identity of the Beneficiary and such details regarding the Beneficiary as may be required for KYC purposes at the time of distribution, (as per Bank's template)
- KYC documents on the Settlor(s), Protector(s), regulated Trustee(s) and named Beneficiary(ies) (as set out above) Where the Settlor(s)/Beneficiary(ies) are Foundation, the following documents are required:-
 - Foundation Charter and Articles of Foundation (if applicable)
 - Certificate of registration (if applicable)
 - FSC Licence and latest annual receipt for GBL 1 and 2 (Mauritian Companies only) (if applicable)
 - KYC documents on the Founder(s), Council Member(s), Protector(s), Executor, Administrator(s) and named Beneficiary(ies) (as may be applicable)

3.15.3 **Foundation**, the following documents are required:-

- The Foundation Charter and Articles of the Foundation (if the latter is applicable)
- Certificate of registration (if applicable)
- FSC Licence and latest annual receipt for GBL 1 and 2 (Mauritian Companies only) (if applicable)
- Where the Protector(s), Council Member(s), Executor(s), Administrator(s) or Beneficiary(ies) are **Individuals**, the following documents are required:-
 - Clear and valid signed national identity card, passport or driving licence; and
 - Utility bill, bank account statement or credit card statement or any other certified document acceptable to the Bank (less than 3 months



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old) reflecting the Individual's residential address (not a Post Office Box address)

- For beneficiary(ies) that reside with their parents (minor), a declaration or letter from the parent of minor confirming the address
- Where the Founder(s), are **Individuals**:-
 - Clear and valid signed national identity card, passport or driving licence; and
 - Utility bill or any other document acceptable to the Bank (less than 3 months old) reflecting the Individual's residential address (not a Post Office Box address)
 - Bank reference (less than 3 months old) reflecting the Individual's passport number/identity number and residential address (not a Post Office Box address) - **(Applicable to non-residents of Mauritius only)**
- Where the Founder(s), Protector(s), Council Member(s), Executor(s), Administrator(s) or Beneficiary(ies) are **Companies**, the following documents are required:-
 - Certificate of incorporation
 - FSC Certificate and latest annual receipt: GBL1 and GBL 2 (Mauritian companies only)
 - Certificate of change of name (if applicable)
 - Register of members (where applicable)
 - For the Founder and Protector, KYC documents for the Significant Shareholder(s) and Ultimate Beneficial Owners (as may be applicable)
- Where the founder(s)/ beneficiary(ies) are **Foundations**, the following documents are required:-
 - Foundation Charter and Articles of Foundation (if the latter is applicable)
 - Certificate of registration
 - Category 1 Global Business Licence (if applicable)
 - KYC documents on the Founder(s), Council Member(s), Protector(s), Executor(s), Administrator(s) and Beneficiary(ies) (as may be applicable)

3.15.4 **Partnership**, the following documents are required:-

- Certificate of registration (if applicable)
- Partnership Agreement
- Register of Partners
- KYC documents on Significant Partners as set out above under Individuals.



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SOCIÉTÉS

1. MANDATORY DOCUMENTS

- 1.1 Completed Account Application Form including authority to obtain independent verification of any data provided to the Bank
- 1.2 Letter of Authority to obtain an independent bank reference **(Applicable to face to face non-residents of Mauritius only)**
- 1.3 A dated Corporate Structure Diagram
- 1.4 Business Plan including business activities, details of source of funds, targeted countries of operations and projected (financial) forecasts
- 1.5 Latest Audited financial statement or management accounts
- 1.6 Brief Curriculum Vitae of all “actionnaires” with 20% or more ownership with specific emphasis on business experience and/or employment history and source of wealth
- 1.7 Signed resolution authorising the Account Holder to:-
 - 1.7.1 Open an account with the Bank (including such online access and currencies as stipulated in the Account Application Form)
 - 1.7.2 Appoint the Authorised Signatory(ies) and/ or Online User(s) and specify their signing powers for purposes of transacting on the account, complete and sign such documents as the Bank may require in order to render the account operational

Note: - In addition to the documents stipulated in 1 above, the documents stipulated in either 2 or 3 must be furnished.

2. GROUP INTRODUCER’S CERTIFICATE

- 2.1 If applicable, Group Introducer’s Certificate

3. COMPREHENSIVE DOCUMENTS

- 3.1 Certificate of registration (if applicable)
- 3.2 “Acte de Societe” or “Statuts de la Societe”
- 3.3 Business Registration Card of the “Societes” as applicable
- 3.4 List of “actionnaire(s)”
- 3.5 Where statutory details are not publicly disclosed by the Registrar of Companies or equivalent body, the following documents are required:-
 - 3.5.1 Proof of the entity’s business and registered address; and



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- 3.5.2 Certificate of good standing from the registrar of companies if the entity has been registered for more than 6 months (dated less than 3 months)
- 3.6 Where the Gérant(s), Administrator(s) or Authorised Signatory(ies) are **Companies** (“**the Entity**”), the following documents are required:-
- 3.6.1 Certificate of Incorporation
- 3.6.2 Certificate of change of name (if applicable)
- 3.6.3 Register of directors
- 3.6.4 Resolution authorising the Individual(s) who act for and on behalf of the Entity
- 3.6.5 For the Individual who acts for and on behalf of the Entity:-
- Clear and valid signed national identity card, or passport or driving licence; and
 - Utility bill, bank account statement or credit card statement or any other certified document acceptable to the Bank (less than 3 months old) reflecting the Individual’s residential address (not a Post Office Box address)
- 3.7 Where the Gérant(s), Administrator(s), Authorised Signatory(ies), “Actionnaire(s)” (with 20% or more ownership) and Online User(s) are **Individuals**:-
- 3.7.1 Clear and valid signed national identity card, passport or driving licence; and
- 3.7.2 Utility bill, bank account statement or credit card statement or any other certified document acceptable to the Bank (less than 3 months old) reflecting the Individual’s residential address (not a Post Office Box address)
- And
- 3.7.3 For “Actionnaires”, in addition to the above, a bank reference (less than 3 months old) reflecting the Individual’s passport number/identity number and residential address (not a Post Office Box address) - (**Applicable to non-residents of Mauritius only**)
- 3.8 For “Actionnaire(s)” with 20% or more ownership , which are:-
- 3.8.1 **Companies**, the following documents are required:-
- Certificate of incorporation.
 - Certificate of change of name (if applicable).
 - FSC licence and latest annual receipt (GBL1 and GBL2 only).
 - Register of members.
- 3.8.2 **Trusts**, the following documents are required:-
- The Trust Deed or Declaration of Trust and any other subsequent Deeds
 - Certificate of registration if applicable
 - Written confirmation from the Trustee(s) that they are aware of the true identity of the underlying principals, i.e. settlor(s)/named beneficiary(ies),



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and that there are no anonymous principals (Refer to written undertaking by the Trustee(s)).

- In the event that the Trust is a discretionary trust, a written undertaking by the Trustee(s) that they will disclose the identity of the Beneficiary(ies) and such details regarding the Beneficiary(ies) as may be required for KYC purposes at the time of distribution, (as per Bank's template)
- Where the Protector(s), Trustee(s) or named Beneficiary(ies) are **Individuals**, the following documents are required:-
 - Clear and valid signed national identity card, passport or driving licence; and
 - Utility bill, bank account statement or credit card statement or any other certified document acceptable to the Bank (less than 3 months old) reflecting the Individual's residential address (not a Post Office Box address)
 - For beneficiary(ies) that reside with their parents (minor), a declaration or letter from the parent of minor confirming the address
- Where the Settlor(s), are **individuals**:-
 - Clear and valid signed national identity card, passport or driving licence; and
 - Utility bill, bank account statement or credit card statement or any other certified document acceptable to the Bank (less than 3 months old) reflecting the Individual's residential address (not a Post Office Box address)
 - Bank reference (less than 3 months old) reflecting the Individual's passport number/identity number and residential address (not a Post Office Box address) - (**Applicable to non-residents of Mauritius only**)
- Where the Settlor(s), Protector(s), Regulated Trustee(s) or named beneficiary(ies) are **Companies**, the following documents are required:-
 - Certificate of incorporation
 - Certificate of change of name (if applicable)
 - FSC Licence and latest annual receipt: GBL1 and GBL 2 (Mauritian companies only)
 - Register of members (not applicable to regulated trustee(s))

And

- For the regulated Trustee(s), Trustee licence or equivalent and signed authorised signatory list



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- For the Settlor(s) and Protector(s), KYC documents for the Significant Shareholder(s), and Ultimate Beneficial Owner(s) (as may be applicable)
- Where the Settlor(s) and named Beneficiary(ies) are **Trusts**, the following documents are required:-
 - The Trust Deed or Declaration of Trust and other subsequent deeds
 - Written confirmation from the Trustee(s) that they are aware of the true identity of the underlying principals, i.e. settlor(s)/named beneficiary(ies), and that there are no anonymous principals.
 - In the event that the Trust is a discretionary trust, a written undertaking by the Trustee(s) that they will disclose the identity of the Beneficiary and such details regarding the Beneficiary as may be required for KYC purposes at the time of distribution, (as per Bank's template)
 - KYC documents on the Settlor(s), Protector(s), regulated Trustee(s) and named Beneficiary(ies) (as set out above)
- Where the Settlor(s)/ Beneficiary(ies) are **Foundations**, the following documents are required:-
 - Foundation Charter and Articles of Foundation (if applicable)
 - Certificate of registration (if applicable)
 - FSC Licence and latest annual receipt: GBL1 and GBL 2 (Mauritian companies only)
 - KYC documents on the Founder(s), Council Member(s), Protector(s), Executor(s), Administrator(s) and named Beneficiary(ies) (as may be applicable)

3.8.3 **Foundation**, the following documents are required:-

- The Foundation Charter and Articles of the Foundation (if the latter is applicable)
- Certificate of registration (if applicable)
- Category 1 Global Business Licence (if applicable)
- Where the Protector(s), Council Member(s), Executor(s), Administrator(s) or Beneficiary(ies) are **Individuals**, the following documents are required:-
 - Clear and valid signed national identity card, passport or driving licence; and
 - Utility bill, bank account statement or credit card statement or any other certified document acceptable to the Bank (less than 3 months old) reflecting the Individual's residential address (not a Post Office Box address)



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- For beneficiary(ies) that reside with their parents (minor), a declaration or letter from the parent of minor confirming the address
- Where the Founder(s), are Individuals:-
 - Clear and valid signed national identity card, passport or driving licence; and
 - Utility bill or any other document acceptable to the Bank (less than 3 months old) reflecting the Individual's residential address (not a Post Office Box address)
 - Bank reference (less than 3 months old) reflecting the Individual's passport number/identity number and residential address (not a Post Office Box address) - (**Applicable to non-residents of Mauritius only**)
- Where the Founder(s), Protector(s), Council Member(s), Executor(s), Administrator(s) or Beneficiary(ies) are **Companies**, the following documents are required:-
 - Certificate of incorporation
 - FSC Certificate and latest annual receipt: GBL1 and GBL 2 (Mauritian companies only)
 - Certificate of change of name (if applicable)
 - Register of members
 - For the Founder and Protector, KYC documents for the Significant Shareholder(s) and Ultimate Beneficial Owner(s) (as may be applicable)
- Where the founder(s)/ beneficiary(ies) are **Foundations**, the following documents are required:-
 - Foundation Charter and Articles of Foundation (if the latter is applicable)
 - Certificate of registration
 - Category 1 Global Business Licence (if applicable)
 - KYC documents on the Founder(s), Council Member(s), Protector(s), Executor(s), Administrator(s) and Beneficiary(ies) (as may be applicable)

3.8.4 **Partnership**, the following documents are required:-

- Certificate of registration (if applicable)
- Partnership Agreement
- Register of Partners
- KYC documents on Significant Partners as set out above under Individuals



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ANNEXURE A

This document provides guidance for establishing Source of Funds and Source of Wealth for Individuals and Legal Entities. The Bank reserves the right to verify the nature of the declared source of funds and wealth.

The definition of Source of Funds and Wealth are:

- Source of funds describes the origin of funds and income of the Prospective Client/Client that the Prospective Client/Client intends to use/uses for the product/service it takes with Investec. Source of funds at on-boarding may differ during the course of the business relationship. Examples of source of funds include salary, investment income, proceeds of sale, corporate dividends/profits, inheritance, gift/donation, divorce settlement.
- Source of wealth describes the economic activities/events that have generated the Prospective Client's/Client's total net worth (i.e. the Prospective Client's/Client's, income and property). It is not limited to the main source of wealth. It includes all the means by which the Prospective Client/Client's assets have been acquired, and all the ways in which they are now represented. Examples of source of wealth will include those examples mentioned above for "Source of Funds".

| Type of Source of Funds / Wealth | Identification requirements |
|--|--|
| Income from Employment | <ul style="list-style-type: none"> • Name of Employer • Job Title/ Profession • Duration of employment • Average annual salary and most recent bonus value (where applicable) |
| Allowance | <ul style="list-style-type: none"> • Amount • Name and address of Remitter • Detail or purpose of the Allowance |
| Director Fees | <ul style="list-style-type: none"> • Amount • Name and address of Entity |
| Director/Owner of Own Business | <ul style="list-style-type: none"> • Name and address of business (if applicable) • Details of business/Industry • Average annual income <p>For source of wealth, please describe the origin and means of wealth generation used to acquire/set up the business</p> |
| Income from Previous Employment | <ul style="list-style-type: none"> • Name of Previous Employer • Job Title • Duration of employment • Average annual salary and most recent bonus value (where applicable) |



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| | |
|---|---|
| Lottery/Gambling Winnings | <ul style="list-style-type: none"> • Amount • Name and address of Remitter if applicable • Detail of Lottery/Gambling institutions where winning was acquired • Date |
| Maturing Investments or Encashment Claim | <ul style="list-style-type: none"> • Amount • From which company • Date received • How long held investment held for <p>For source of wealth, please describe the origin and means of wealth generation used to acquire the investments</p> |
| Maintenance | <ul style="list-style-type: none"> • Amount • Name of remitter and relationship • Details on funds remitted including frequency |
| Sale of Shares (Portfolio of shares/ Company sale / sale of interest in a company) | <ul style="list-style-type: none"> • Proceed amount • Description of shares (i.e. in which company) or asset (i.e. type of asset) • How sold (e.g. through stockbroker) • Date of sale • How long each investment held <p>Please describe the origin and means of wealth generation used to acquire the shares</p> |
| Sale of Asset/Property | <ul style="list-style-type: none"> • Proceed amount • Property Full address • Date of sale • How long asset/property held • Nature of asset <p>Please describe the origin and means of wealth generation used to acquire the assets/property</p> |
| Company Profits | <ul style="list-style-type: none"> • Amount • Name & address of company • Date of payment • Nature of business • Percentage Holding <p>Please describe the origin and means of wealth generation used to acquire the shares in the Company</p> |



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| | |
|----------------------------------|---|
| Dividend from Investments | <ul style="list-style-type: none"> • Amount • Details of investments including jurisdiction • Name of remitter (e.g. through stockbroker) • Date of dividend received <p>Please describe the origin and means of wealth generation used to acquire the Investments</p> |
| Inheritance | <ul style="list-style-type: none"> • Amount • Name of benefactor • Relationship to benefactor • Date of death if applicable • Date received • Solicitor's details <p>Please describe the origin and means of wealth generation by the benefactor.</p> |
| Court Order | <ul style="list-style-type: none"> • Amount • Details of case • Jurisdiction of court • Date |
| Loan | <ul style="list-style-type: none"> • Amount • Name of loan provider • Date of loan • Main Term of loan |
| Bursary | <ul style="list-style-type: none"> • Amount • Name and address of Institution • Detail of bursary • Date of bursary |
| Divorce Settlement | <ul style="list-style-type: none"> • Amount • Name of divorced partner • Date received • Details of court order <p>Please describe the origin and means of wealth generation.</p> |
| Gift / Donation | <ul style="list-style-type: none"> • Amount • Name of donor • Relationship to donor • Date received • Reason for gift • Source of donated funds |



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| | |
|--|--|
| Other sources | <ul style="list-style-type: none"> • Description/Nature of Income • Amount • Date received • Name and address of remitter |
| Company Sale or Sale of Interest in Company | <ul style="list-style-type: none"> • Company Name and address • Nature of business • Sale amount • Date of sale • Profit made on sale <p>Please describe the origin and means of wealth generation used to acquire the company</p> |
| Pension | <ul style="list-style-type: none"> • Amount • Name and Address of Remitter • Details of pension <p>If maturity of a life policy:</p> <ul style="list-style-type: none"> • Policy provider and address • Policy number/reference • Date of surrender <p>If retirement income:</p> <ul style="list-style-type: none"> • Retirement date • Details of previous profession/ • Occupation • Name and address of last (final) employer • Details of pension income source |
| New Investment/ Capital | <ul style="list-style-type: none"> • Amount • Details on the investors (Name and address) • Source of funds/wealth of the investors |
| Savings | <ul style="list-style-type: none"> • Amount • Time period of savings • Details of Savings |
| Private Capital Raise | <ul style="list-style-type: none"> • Amount • Details on the remitters (Name and address) • Source of funds of the remitters <p>Please describe the origin and means of wealth generation by the remitters</p> |



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|---------------------------|--|
| Cryptocurrency | <ul style="list-style-type: none">• Number of Cryptocurrencies traded and Value• Name and Address of Exchange <p>Please describe the origin and means of wealth generation used to acquire cryptocurrencies</p> |
| Deceased Estates | <ul style="list-style-type: none">• Amount• Name of deceased• Date of death• Name of beneficiaries• Solicitor's details <p>Please describe the origin and means of wealth generation by the deceased.</p> |
| Trust Distribution | <ul style="list-style-type: none">• Amount• Name of Trust• Country of Registration if applicable• Name and address of Trustee(s) <p>Please describe the origin and means of wealth generation by the settlor/trust.</p> |
| Rental Income | <ul style="list-style-type: none">• Amount• Nature of Asset being rented• Address of Asset if applicable• Name and address of remitter <p>Please describe the origin and means of wealth generation used to acquire the asset</p> |