

Client Identification Information Sheet

The law requires solicitors to obtain satisfactory evidence of the identity of their clients and people related to them e.g. company directors, partners, trustees, etc.

To comply with the law, we need to obtain evidence of the Company's identity as soon as possible. This is necessary even though we may have acted for you before¹.

Please complete sections 1- 3 and provide the documents listed in section 4.

1. Company Information

Registered name of the Company		Company ID number	
Address		Postal Code	City
Web page		Company's legal form	
Telephone	Fax	Email address	
Company's date of registration and registration authority		State of registration	County/State

2. Information regarding the Board of Directors of the Company

President of the board (last name, first names)	NI number/Date of birth	Nationality
Member of the board (last name, first names)	NI number/Date of birth	Nationality
Member of the board (last name, first names)	NI number/Date of birth	Nationality
Member of the board (last name, first names)	NI number/Date of birth	Nationality

3. Information regarding the Owners of the Company

Does the Company have owners whose direct or indirect ownership and / or the amount of shares entitles them to votes exceeding 25%? Yes No		
Name of the owner (last name, first names)	NI number/Date of birth/company ID	Ownership %
Name of the owner (last name, first names)	NI number/Date of birth/company ID	Ownership %
Name of the owner (last name, first names)	NI number/Date of birth/company ID	Ownership %

¹ We acknowledge that the information you provide in this form is, or may include, confidential information and personal data (together, the "Confidential Information"). Subject to the remainder of this paragraph, we shall keep the Confidential Information confidential and shall not use or disclose it except for Anti Money Laundering and client acceptance purposes in relation to this engagement or other engagements with you. The preceding sentence shall not apply to any Confidential information which is in the public domain other than as a result of a breach of the preceding confidentiality obligation. We may disclose the Confidential Information to our insurers legal advisers in relation to any dispute concerning the engagement and if required by legislation or regulatory authority.

<p>Does the company belong to a group of companies?</p> <p style="text-align: center;">Yes No</p>	<p>If the company belongs to a group of companies, please provide a short description of the group structure (or attach as an appendix).</p>
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4. Documentation

(a) For the Company please provide:

- Extracts from the trade registers / Certificate of Incorporation (or corresponding documents)
- Articles of Association / Governing documents
- Latest Annual Accounts

(b) For each of the directors please provide:

- (i) A government issued document (with photo) incorporating the individual's full name and date of birth or address.
- This could be a valid passport, photocard driving licence or national identity card.
- (ii) An industry approved document containing the individual's full name and date of birth or address.
- This could be a current bank statement, credit/debit card statement (not internet print outs), current utility bill (again not printed from the internet), or electoral roll search.

(c) For the Owners please provide:

- (i) A government issued document (with photo) incorporating the individual's full name and date of birth or address.
- This could be a valid passport, photocard driving licence or national identity card.
- (ii) An industry approved document containing the individual's full name and date of birth or address.
- This could be a current bank statement, credit/debit card statement (not internet print outs), current utility bill (again not printed from the internet), or electoral roll search.

(d) Please arrange for documentation to be certified as follows:

Certification should state; 'I hereby certify that this is a true copy of the original document provided to me by [name of the individual]'. The certifying individual should also clearly print their name and sign and date the document.

Copy documents can be certified by a professional person, e.g. a person who is subject to regulation such as :

- | | |
|--|---|
| <ul style="list-style-type: none"> • Mortgage Broker or Financial Advisor • Bank Official • Accountant • Doctor • Teacher • Postmaster | <ul style="list-style-type: none"> • Solicitor • Attorney • Notary |
|--|---|

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