

KYC requirements list

The following list of KYC requirements are not intended to be exhaustive. During CDD review, iPartners Asia Pte Ltd (**iPartners Asia**) may request further information and documents as deemed necessary to verify the identity of investor and the investor's beneficial owners or associates from time to time.

Any documents in a foreign language will need to be translated into English and certified as a true copy of the translation. You may refer to our certification guidelines at the last part of this CDD list.

A. Individual

- Certified true copy of photo identification document such as a Passport (minimum validity of 6 months) or a National ID card
- Certified true copy of a bank/credit card statement or utility bill dated within the past three months bearing residential address (not a mobile phone bill)
- Information as to the source of funds for the commitment.

B. Limited Company

- Certified true copy of / Director signed Structure Chart detailing any Shareholders with a direct or indirect interest of 10% or more of the investing entity, including their country of residence/incorporation. (*Percentage ownership should be included throughout*). The structure should include any management arrangements and highlight links to any regulated, listed or Government owned entities, if any. (Should be certified as a true representation of the company structure)
- Certified true copy of the Memorandum and Articles of Association (or equivalent)
- Certified true copy of the Certificate of Incorporation or Registration
- Certified true copy of the Register of Directors
- Certified true copy of the Register of Shareholders
- Certified true copy of the Authorised Signatory List with specimen signatures
- Information as to the source of funds for the commitment. 'Source of Funds and Source of Wealth Declaration Form' to be completed by the investor as per the signing mandate of the investing entity.
- For each director, signatory, and shareholder with an interest of 10% or more, we require the following:

Corporate:

- Certified true copy of Memorandum & Articles of Association;
- Certified true copy of Certificate of Incorporation;
- Certified true copy of the Share Holders Register, together with certified copies of the passports & bank/credit card statement or utility bill bearing residential address (not a mobile phone) dated within the past three months on any shareholder owning an indirect interest of 10% or more **of the investing entity**; and
- Certified true copy of the Directors Register, together with certified copies of the passports & bank/credit card statement or utility bill bearing residential address (not a mobile phone) dated within the past three months on **all** of the Directors.

Individual:

- Certified true copy of photo identification document such as a Passport (minimum validity of 6 months) or a National ID card
- Certified true copy of a bank/credit card statement or utility bill dated within the past three months bearing residential address (not a mobile phone bill)

C. Private Limited Company

- Certified true copy of / Director signed Structure Chart detailing any Shareholders with a direct or indirect interest of 10% or more of the investing entity, including their country of residence/incorporation. (*Percentage ownership should be included throughout*).
The structure should include any management arrangements and highlight links to any regulated, listed or Government owned entities, if any. (Should be certified as a true representation of the company structure)
- Certified true copy of the Memorandum and Articles of Association (or equivalent)
- Certified true copy of the Certificate of Registration
- Certified true copy of the latest ACRA bizFile (or equivalent)
- Certified true copy of the Authorised Signatory List with specimen signatures
- Information as to the source of funds for the commitment. The attached 'Source of Funds and Source of Wealth Declaration Form' to be completed by the investor as per the signing mandate of the investing entity
- For each director, signatory, and shareholder with an interest of 10% or more, we will require the following:

Corporate:

- Certified true copy of Memorandum and Articles of Association (or equivalent);
- Certified true copy of Certificate of Incorporation;
- Certified true copy of the Shareholders Register, together with certified copies of the passports & bank/credit card statement or utility bill bearing residential address (not a mobile phone) dated within the past three months on any shareholder owning an indirect interest of 10% or more **of the investing entity**; and
- Certified true copy of the Directors Register, together with certified copies of the passports & bank/credit card statement or utility bill bearing residential address (not a mobile phone) dated within the past three months on **all** Directors.

Individual:

- Certified true copy of photo identification document such as a Passport (minimum validity of 6 months) or a National ID card
- Certified true copy of a bank/credit card statement or utility bill dated within the past three months bearing residential address (not a mobile phone bill).

D. Limited Partnership

- Certified true copy of / Director signed Structure Chart detailing any Limited Partners/Shareholders with a direct or indirect interest of 10% or more of the investing entity, including their country of residence/incorporation. (*Percentage ownership should be included throughout*).
The structure should include any management arrangements and highlight links to any regulated, listed or Government owned entities, if any. (Should be certified as a true representation of the LP structure)
- Certified true copy of the Limited Partnership Agreement ("LPA") (or equivalent)
- Certified true copy of the Certificate of Registration
- Certified true copy of Good Standing
- Certified true copy of the Authorised Signatory List with specimen signatures
- Information as to the source of funds for the commitment. The attached 'Source of Funds and Source of Wealth Declaration Form' to be completed by the investor as per the signing mandate of the investing entity
- Certified true copy of the Register of Limited Partners with partnership interests, including the General Partner
- For the General Partner, and any partner with an interest of 10% or more, we will require the following:

Corporate:

- Certified true copy of Memorandum and Articles of Association (or equivalent);
- Certified true copy of Certificate of Incorporation;
- Certified true copy of the Shareholders Register, together with certified copies of the passports & bank/credit card statement or utility bill bearing residential address (not a mobile phone) dated within the past three months on any shareholder owning an indirect interest of 10% or more **of the investing entity**; and
- Certified true copy of the Directors Register, together with certified copies of the passports & bank/credit card statement or utility bill bearing residential address (not a mobile phone) dated within the past three months on **all** Directors.

Individual:

- Certified true copy of photo identification document such as a Passport (minimum validity of 6 months) or a National ID card
- Certified true copy of a bank/credit card statement or utility bill dated within the past three months bearing residential address (not a mobile phone bill)

E. Trust

- Certified extract of the current Trust Deed including, at minimum;
 - The proper name of the trust
 - The date of establishment of the trust
 - Evidence of the powers of the trustee
 - Details of the settlor and beneficiaries and any protectors or controllers
 - The signature page and seal affixed to the trust deed
- Certified true copy of the Authorised Signatory List with specimen signatures
- Information as to the source of funds for the commitment. 'Source of Funds and Source of Wealth Declaration Form' to be completed by the investor as per the signing mandate of the investing entity.
- Certified true copies of the current passports and bank/credit card statement or utility bills bearing residential address (not a mobile phone) dated within the past three months on the following:
 - All Trustees, including any co-trustees
 - All Settlers
 - Any other protector or controller
 - Any beneficiary with a vested interest or any person who is the object of a power

F. Regulated / Listed Company

- Evidence entity is regulated by the national financial regulator in an approved jurisdiction, or is listed on a recognised stock exchange
- Certified true copy of the Register of Directors
- Certified true copy of the Authorised Signatory List with specimen signatures
- Certified true copy of the current valid passport or national ID card with photo of all authorised signatories and any 2 directors
- Certified true copy of a bank/credit card statement or utility bill bearing residential address (not a mobile phone bill) dated within the past three months of all authorised signatories and any 2 directors
- Information as to the source of funds for the commitment. The attached 'Source of Funds and Source of Wealth Declaration Form' to be completed by the investor as per the signing mandate of the investing entity

Certification Guidelines

The following is a list of examples of acceptable persons to certify evidence of identity – this list is not intended to be exhaustive:

- 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 or territory 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; or
- a director or officer of a financial services business regulated by the national financial regulator in FATF jurisdictions.

The persons above should use the following form of certification:

"I [name of person], hereby certify that the copy of the identification document attached hereto is a true and accurate copy of the original document presented before me (*and bears a true likeness to the individual)."

Name:	
Signature:	
Company Name & Contact Address:	
Capacity & Professional Membership:	
Date:	
Contact Number:	

**required for picture documentation, e.g., passport/ ID*

The date of certification should not be more than 3 months.

FATF Equivalent Jurisdictions

Argentina	Denmark	India	Luxembourg	Saudi Arabia	UK
Australia	Finland	Indonesia	Malaysia	Singapore	USA
Austria	France	Ireland	Mexico	Spain	
Belgium	Germany	Israel	Netherlands, Kingdom of	South Africa	
Brazil	Greece	Italy	New Zealand	Sweden	
Canada	Hong Kong	Japan	Norway	Switzerland	
China	Iceland	Korea, Republic of	Portugal	Turkey	

Please find below the Guidelines on Source of Funds and Source of Wealth

Source of Wealth Guidelines

It refers to the origin of the entire body of wealth (i.e. total assets) of the clients. The information obtained should give an indication as to the volume of wealth the client would reasonably be expected to have, and provide a picture of how it was originated and acquired.

Source of Funds (SOF) Guidelines

Individuals

- this should not be generic; 'business interests' or 'trading activities', we require a detailed explanation. For example, if self-made we would require something similar to (at minimum) *'The source of funds for this commitment is from business interests. Mr XXXX set up ABC Limited in 19xx, which generated an annual turnover of USD XXXm by 20xx, they subsequently sold their controlling stake for USD XX in 20xx'*
- If based on a salary, or other income such as investments, it should be something similar to (at minimum) *'The source of funds is from salary. Mr XXXX has worked in ABC Limited in since 19xx, and his salary is USD XXXm per annum', or 'Mr XXXX sold his share in ABC limited in 19xx which was worth USD XXXm'.*

Corporate

- this should not be generic; 'shareholders', 'Limited Partners' or 'previous investments', we require a detailed explanation. If for example SOF's was from individual 'shareholders', we would require information as above per individuals. If SOF comes from 'Limited Partners', we will require the commitment size of each limited partner. If SOF derives from 'previous investments', we will require information as to the nature and value of said investments. *'XYZ Ltd made XXXm from the sale of its shares in Mr. Smith Limited'*
- For corporates such as Pension schemes please provide nature of the pension contributions.

The information obtained should be substantive and facilitate the establishment of the provenance of the funds or reason for the funds having been acquired.