

KYC CHECKLIST

Name:

Individual –	(Tick)
Valid passport copy	
Proof of address*	
Recent bank reference (Bank reference must not be older than 6 months)	
Curriculum Vitae or brief profile	

Corporate Body / Company –	(Tick)
Certificate of Incorporation	
Certificate of Change of name (if applicable)	
Memorandum & Articles of Association/Constitution (if applicable)	
Structure chart / organigram	
Register of directors	
Register of members	
Global Business Licence (If applicable)	
Proof of the company's business and registered office address	
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)	
Due diligence documents on at least two directors of the Company	
Due diligence documents on significant shareholders and ultimate beneficial owner(s).	
Latest Financial Statements (Audited, if available).	
List of authorised signatories	

Trust –	(Tick)
Name of the trust, its date and place of registration or Deed of Trust	
An indication of assets value held by the trust	
Due diligence documents on the settlor, protector and the trustee.	
Due diligence documents on the beneficiaries, or confirmation from the MC/Trustee that it holds on records CDD documents on the beneficiaries and that it has been obtained from a recognized source	

Limited Partnership –	(Tick)
Certificate of Registration/Establishment/Good Standing of the Limited Partnership and its General Partner	
Latest audited financial statements of the Limited Partnership and its General Partner	
Corporate profile – in case latest audited accounts are not available	
Confirmation from the Management Company to the effect that it holds on records CDD documents in accordance with the Code on the significant Limited Partners of the Limited Partnership and that these will be made available to Heimdall Ltd upon request	

Additional Requirements	(Tick)
Have Google searches been conducted on all beneficial owners, promoters, controllers, directors and shareholders?	
Have Compliance Checks been done on all beneficial owners, promoters, controllers, directors and shareholders?	
Have risk profiling been done	

NOTES:

1. KYC documents are to be submitted either in originals or certified true copies. In the event that copies of documents are provided, they should be duly certified as a true copy by a lawyer, accountant, Notary or any other professional person who, either by means of a stamp or otherwise, clearly adds his/her name, address and position or capacity on it together with contact details to aid tracing of the certifier. The Certifier should also include the date he/she has certified the documents.
2. The list is only indicative and therefore is not exhaustive. Further or alternative documents may be required.
3. Significant shareholders mean shareholders with 20 % or more shareholding in the company.
4. Proof of residential address can be in the form of a utility bill, bank account statement or credit card statement or any other certified document acceptable to the authorities in Mauritius (less than 3 months old) reflecting the Individual's residential address (not a Post Office Box address).