

# INTERNATIONAL CORPORATION SERVICES LTD.

## - MANDATORY DUE DILIGENCE DOCUMENTATION -

### Source of Funds/Company Activity Statements –

1. Each beneficial owner must provide a short signed and dated statement setting out the source of the funds that person or entity is initially injecting into the company.
2. We must also receive (from any one of the proposed beneficial owners or directors) a short signed and dated explanatory statement setting out (i) the nature of the company's business and (ii) the estimated amount and source of money which will pass through the company on an annual basis.

**Individuals** – Each person who is to be a beneficial owner, registered shareholder, director or officer of a company must provide:-

- (A) a notarised copy of the page(s) of each person's passport which contains the picture (which must be identifiable), personal details, signature and the dates of issue and expiry.
- (B) a notarised copy of each person's current driver's licence which must include the dates of issue and expiry.
- (C) if any person's drivers licence does not state his/her residential address, then that person must also send to us an original or notarised copy of a utility bill or credit card bill showing his/her name and the service address for purposes of verification of residential address.
- (D) two (2) letters of reference addressed to International Corporation Services Ltd., P O. Box 472, Grand Cayman KY1-1106, Cayman Islands (one of which must be from a bank and the other from a professional such as an attorney, accountant or a second bank) from firms/institutions with which the person has maintained a relationship for 3 or more years.

**Companies/Trusts/Partnerships** – Each entity which is to be a beneficial owner, registered shareholder, director or officer of a company must provide:-

- (1) Certified copy of its Certificate of Incorporation
- (2) Certified copy of its Certificate of Good Standing.
- (3) Certified copy of its Memorandum and Articles of Association or equivalent.
- (4) Certified copy of its Register of Directors.
- (5) Certified copy of its Register of Officers.
- (6) Certified copy of its Register of Members.
- (7) Certified copy of regulatory licence (if any) or evidence of listing on a stock exchange.
- (8) Copy of its recent audited financial statements (if any)
- (9) Certified copy of (or certified extracts from) the trust deed/partnership agreement identifying parties involved and date established
- (10) two letters of reference addressed to International Corporation Services Ltd., P O. Box 472 GT, Grand Cayman KY1-1106 (one of which must be from a bank and the other from a professional such as an attorney, accountant or a second bank) from firms/institutions with which the entity has maintained a relationship for 3 or more years.
- (11) in respect of each of its directors, officers, shareholders, beneficial owners, partners, settlor, trustees and beneficiaries, the documentation listed above under the heading "Individuals" in paragraphs (A) through (C) or under this heading in paragraphs (1) through (10) as the case may be.