

## **REQUESTED DOCUMENTS**

Please find below the list of required documents in order to fully verify your account. Please ensure that the company documents are clearly readable. In some cases we may request certified true copies. The individual KYC documents (Passport and recent utility bills) do not need to be certified but do need to be in colour.

If you can send items A & B it means you will not need to submit items c-h.

### **Step 1. Verification of the identity of the legal entity**

- a. Certificate of Incumbency, if applicable (shall replace certificates of incorporation, registered office, directors and secretary and shareholders).
- b. Memorandum and articles of association (if not EU regulated or regulated in a country with equivalent disclosure and transparency requirements).
- c. Certificate of incorporation.
- d. Certificate of registered office.
- e. Certificate of directors and secretary.
- f. Certificate of shareholders.
- g. In case that registered shareholders act as nominees of the beneficial owners, a copy of the trust agreement concluded between the nominee shareholder and the beneficial owners.
- h. Documents for the verification of the identity of the registered shareholders and the beneficial owners (passport and utility bill). Utility bill must not be older than 3 months

### **Step 2. Verification of the natural person which is acting on behalf of the legal entity**

- a. Board Resolution authorizing the person to act on behalf of the client.
- b. Copy of the passport and utility bill of the person.

### **Step 3. Full ascertainment of the legal entity's control and ownership structure and verification of the identity of the beneficial owners and those exercise control over the legal entity**

- a. If a regulated entity, copy of the license and copy of directors' certificate.
- b. If not regulated entity, legal structure (if part of a group of companies) and KYC documents for all beneficial owners holding above 10% of the share capital.