

## CUSTOMER DUE DILIGENCE (INDIVIDUALS)

Please complete Section A and submit the documents listed in Section B with the certification cover letter provided on page 4. This should be completed by each connected individual (director/officer, shareholder, beneficial owner, councillor, protector, power of attorney holder, etc.). For any questions, please contact the OCA Financial Services Ltd consultant that is assisting you with your application.

### SECTION A

#### Personal Information

Title: \_\_\_\_\_ Family Name: \_\_\_\_\_  
Name: \_\_\_\_\_ Former names: \_\_\_\_\_  
Occupation: \_\_\_\_\_ Languages: \_\_\_\_\_  
Passport Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Nationality: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

#### USUAL RESIDENTIAL ADDRESS AND CONTACT DETAILS

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Home Telephone: \_\_\_\_\_ Home Email: \_\_\_\_\_  
Home Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_

#### OFFICE ADDRESS AND CONTACT DETAILS (CURRENT EMPLOYER)

Company Name: \_\_\_\_\_ Country of: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Incorporation No: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Office Telephone: \_\_\_\_\_ Office Mobile: \_\_\_\_\_  
Office Fax: \_\_\_\_\_ Office Email: \_\_\_\_\_

#### PREFERRED METHOD OF CONTACT – Please indicate by selecting a box

Home Telephone:    Home Mobile:    Home Fax:    Home Email:    Home Mail:    Home Courier:  
Office Telephone:    Office Mobile:    Office Fax:    Office Email:    Office Mail:    Office Courier:

SPECIAL INSTRUCTIONS:

## SECTION B

### PART 1 PROOF OF IDENTITY

1. Please provide a colour copy of EITHER of the following:
  - Current Valid Full Passport (1st 3 pages)
  - Current Valid National ID Card (front and back)
2. Such copy must bear a clear photograph, the holder's signature and the document number.

### PART 2 PROOF OF USUAL RESIDENTIAL ADDRESS

To validate the usual residential address of all parties mentioned in your application, please provide an ORIGINAL OR CERTIFIED COPY of only ONE of any the following dated within the last three months:

- Utility bill (a home telephone bill, electricity or water bill)
- Bank or mortgage statement from a recognised bank
- Credit card statement
- Bank reference confirming the usual residential address on file with the bank from a recognised bank

**Note:** Mobile telephone bills and electronic statements printed from a website of any kind are not acceptable.

### CERTIFICATION

1. Any copies of documents specified in Parts 1 & 2 must be certified by a manager of an OCA Financial Services Ltd office or any of the following:
  - A notary public
  - A practicing attorney/solicitor/barrister/judge
  - A bank manager
  - A practicing accountant/auditor
  - An Embassy or Consulate
3. The document must be in English or accompanied by a certified translation to English by an independent accredited translator.
4. The certification must be in English or a translation from an independent accredited translator must be attached.
5. The documents sent to us must bear the **original signature** of the person certifying the document(s)
6. The person certifying the Proof of Identity should utilize the cover page template on the next page.

**\* If possible to provide a business card of the certifying party please include this.**

### BANK REFERENCE

Where we are requested to provide officers and/or fiduciary services (directors, councillors, nominee shareholders, trustee, protector, etc.) and/or where we are requested to assist with opening a non-Seychelles bank account, an original reference letter from a bank with whom you hold an individual bank account for at least 2 years will be required.

### CURRICULUM VITAE/RESUME

Where we are requested to provide officers and/or fiduciary services (directors, councillors, nominee shareholders, trustee, protector, etc.), we will require information about our clients' work experience, education and qualifications in the form of a CV/Resumé. Additionally, regulations in certain jurisdictions or banks with whom we are requested to assist with account opening may require OCA Financial Services Ltd to collect a CV/Resumé regardless if we are providing officers and fiduciary services.

TO BE PRINTED ON CERTIFIER'S ORIGINAL LETTERHEAD

TO: Compliance Team  
OCA Financial Services Ltd  
F01  
Eden Plaza  
Eden Island  
Mahé  
Republic of Seychelles

RE: DUE DILIGENCE/CERTIFICATION OF IDENTITY OF [INSERT NAME] (THE "CLIENT")

I / We provide the following documents of the Client for your records:

- Certified copy** of \*passport/national identity card (**delete as appropriate**) bearing a photograph of the Client
- Certified copy** of \*utility bill/ bank statement/credit card statement (**delete as appropriate**) for proof of residential address of the Client

I /We confirm that the above documents as attached are properly certified and:

- (i) I/We have seen and compared the original document(s) verifying the identity and residential address of the Client;
- (ii) the copy of the document(s) is/are a complete and accurate copy of the original;
- (iii) where the document contains a photograph, the photograph bears a true likeness to the individual to the Client;
- (iv) I/We am/are independent of the individual, trust or legal person for which this certification is being provided;
- (v) I/We am/are subject to professional rules of conduct or statutory compliance measures breach of which is subject to the application of penalties.

\_\_\_\_\_  
Name of Certifier

\_\_\_\_\_  
Professional Qualification

\_\_\_\_\_  
Signature & Date

\_\_\_\_\_  
Name of Professional Organisation

Contact Details (if not already show on the letterhead; may also provide a business card)

Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Email: \_\_\_\_\_

\* Please stamp and sign each of the attached documents themselves as well in addition to this cover page.