

Due Diligence Requirements (Trusts)

Please complete this page for every trust that is connected with this application.

1.0 – OFFICE ADDRESS AND CONTACT DETAILS

Trust Name: _____ Country of Domicile: _____

Contact Person: _____ Registration No.: _____

Address: _____

Office Telephone: _____ Office Mobile: _____

Office Fax: _____ Office Email: _____

1.1 - PREFERRED METHOD OF CONTACT – Please indicate by ticking a box

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

SPECIAL INSTRUCTIONS:

Due Diligence Requirements (Trusts)

Our overriding statutory duty regarding the prevention of terrorism, drug trafficking and money laundering means that we are committed to undertaking a full and thorough due diligence of applicants. We are obliged by law to obtain the following information from trust applicants:

Settlor: supporting due diligence documents will be required unless the trust is irrevocable

Trustees: the supporting documents required of the trustee will be dependent upon whether the trustee is a regulated entity

Beneficiaries: unless the trust is a "discretionary trust", additional documentation will be required of the beneficiaries

TRUST DOCUMENTS

1. Please provide each of the following trust documents:

- Trust Deed
- Certificate of Registration - if applicable
- Proof of Authority - Board Resolution or Power of Attorney

2. The documents must be certified by a manager of a OCA office or any of the following:

- A notary public
- A lawyer
- A banker
- Another professional person (regulated)
- Embassy or Consulate
- Judge

3. The person undertaking the certification should be a member of a professional organisation that publishes certified lists of its members and the professional body must be clearly identified under their signature and the certification must be in English or a translation from an independent accredited translator must be attached.

4. The documents sent to us must bear the **original signature** of the person certifying the identity document; it must not be a copy.

5. The person certifying the Proof of Identity must have sight of the original Proof of Identity and certify the copy in the presence of the individual concerned by inserting the following text (or similar) on the copy:

Having seen the individual and the identification documentation at the same time, I certify this is a true copy of the original and that the photograph is a reasonable likeness.

Name

Signature

Company

Position/Capacity

Phone

Email Address

Date

Membership No (if applicable)

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

DELIVERY

These may be faxed to us for review but the originals must be sent to us by courier or mail prior to completion of requested services. All documents including the certification must be in English or if not then a translation from an independent and accredited translator should be attached which should include a translation of the certification if applicable.