

## GENERAL DUE DILIGENCE

### APPENDIX No.1

#### DUE DILIGENCE CHECKLIST

**Private Individuals – Individual Beneficial Owners, Directors,  
Shareholders, Bank Account Signatories and Other Connected Persons**

Name:	
Date of birth:	
Passport No.:	Nationality:
Residential address	
House number, street:	
Town / city:	Post code:
Country:	

**Certified copy of Proof of Identity (one required)**

- Current Valid Full Passport
- Current Valid National ID Card

**Original or certified copy of Proof of Residential Address (one required)**

- Utility bill (electricity, telephone bill etc. [mobile phone bills are not acceptable])
- Bank, mortgage or credit card statement from a recognized bank
- Current Valid National ID Card confirming the residential address

**Original Bank Reference Letter from a recognized bank (one required)**

World-Check Report (one required)

Declaration of Ultimate Beneficial Owner (one required)

Declaration of Source of Wealth and Purpose of Business (one required)

Curriculum Vitae (required, if applicable)

I, the undersigned hereby declare that

I am not classified as a politically exposed person

As a politically exposed person, I am presently responsible for important public duties, or have been responsible for such within one year of issuing this statement as indicated below

The copies of the above mandatory Due Diligence documents may be faxed or emailed to us for review but the originals must be sent to us by courier or mail. The LAVECO GROUP may undertake work upon receipt of the above copies but regrettably we cannot deliver the documents relating to the company until the originals have been received. All documents must be in English or if not then a translation from an independent and accredited translator should be attached.

In case of any changes regarding the address, you are requested to provide LAVECO GROUP with a new utility bill or with other suitable proof of residential address. Please note that the utility bill or the suitable proof of residential address must be issued not more than 90 days prior to the date on which it is presented.

In the event of any changes in the details of your passport, you are requested to provide LAVECO GROUP with an original or certified copy of the new passport as soon as possible.

I hereby give my consent to the transmission of my personal data to third countries, related companies/clients served by the ASP, to provide administrative services.

Place and date: ..... Signature:.....

Name:.....