

DUE DILIGENCE REPORT

FINANCIAL SERVICES

In accordance with:

The Money Laundering, Terrorist Financing and Transfer of Funds

(Information on the Payer)

Regulations 2017 / Part 230 of the General Rules and Regulation of the Securities Act of 1933

***Transactions over \$1000 must be accompanied with a completed signed document, with two forms of identification. All interested parties must be verified and must prove if they are a company or individual to include company information such registered office, company email address and telephone number.

Individuals/Companies that do not adhere to this procedure will not be entertained. Due to the law changing all information will be protected through The General Data Protection Regulation 2016/679 Act. Please read our terms and conditions on our website and privacy policy.

Personal Information

| | |
|--------------------|--|
| Full Name | |
| Previous Name | |
| Known As | |
| Contact Address | |
| Reason for Contact | |
| Cell/Mobile Number | |
| Work Number | |
| Other Number | |
| Email Address | |

Employment Information

| | |
|--------------------|--|
| Employment Status | |
| Employment Details | |

Additional Information

| | |
|------------------------|--|
| Geographical Location | |
| Face to Face or Remote | |
| Services Required | |

Client Activity⁸

| | |
|----------------------|--|
| Type of Transactions | |
| Volume | |
| Estimated Value | |

Notes

1. Understanding the name of your client including any previous names is important for obtaining a clear picture on you client. This will also be useful should you need to undertake any further research.
2. The location in which your client lives may be a factor in increasing the risk they bring. In some countries the approach to anti-money laundering and the prevention of bribery and corruption is not sufficiently enforced. This could result in a potential for criminal funds to filter through your business.
3. Knowing the home address of you client is a must but understanding their previous address is another important factor. If further research is required this may help uncover information that may not have come to light. It can also enable you to discount potentially negative information too. For both of these reasons knowing the dates the client resided at the addresses is also important. If you use a solution to electronically identify your client the previous address will usually be used to before additional fraud prevention checks by looking at data consistency.
4. It may be that your client requests you to use a contact address. This adds in additional risk that your client may not be the individual at the home address. Consideration should be given to making some contact via the home address to confirm your client is who they say they are. Documenting the reason for the use of a different address ensures consideration has been given to the risk.

5. Understanding your client's employment status will enable you to see if the transactions expected through the account are in line with their income. A large in balance may require further investigation to understand the source of funds.
6. The method in which a client is interacted with will adjust the associated risk. Having a relationship where a client is never met face to face is at higher risk for fraud and steps should be taken to minimise the risk.
7. It may be that your business only provides a single core service and therefore the level of risk will be consistent. However, where different product or services are offered you may wish to adapt the level of due diligence undertaken based on this risk.
8. Understanding what will be normal for your client will enable you to identify when something abnormal happens. There may be a valid reason for changes in your client's activity such as a significant increase in the amounts going through your business. However, it could be an indicator to a change in the risk the client brings potentially warranting a higher level of due diligence.
9. **Please attach Photo Identification such as Passport or Driving License and a recent copy of a utility bill not more than 3 months old.**