

PAYROLL
KNOW YOUR CLIENT SURVEY
(KYC)

Please be advised that the data provided in this form will be processed solely for the purpose of meeting the obligations laid down in the laws governing the prevention of money laundering and terrorist financing and may not be further processed in a way incompatible with these purposes. Please be advised that you have the right to access and correct the data provided by you.

1. General Client Information

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| Full legal name of organisation: | |
| Country of incorporation: | |
| Registered Company number and address in the country of incorporation: | |
| Business address: | |
| Type of Company (e.g., Trader, refiner, bank, manufacturer, miner): | |
| KYC documents required (in addition to the completed form): | <p>SIMPLIFIED: If you are a Listed/regulated entity: No additional documents are required. We will obtain the information from publicly available sources.</p> <p>BASIC: If you are a non-listed/regulated entity, a UK or EU or equivalent jurisdiction overseas company:</p> <p>a) For UK companies we will download a copy of the Certificate of Incorporation directly from Companies House. For UK companies that have been recently incorporated, please supply a certified extract of the company's shareholder register</p> <p>b) For EU, or equivalent jurisdiction overseas companies, we require evidence of registration as detailed below:</p> <ol style="list-style-type: none"> official evidence of registered address Certificate of incorporation Details from the relevant company registry, confirming details of the company and of the director, including the director's address Filed audited accounts <p>ENHANCED: If you are an entity from another, non-EU jurisdiction, identified by FATF as High Risk; the Company is a PEP; or SIP:</p> <ul style="list-style-type: none"> Notarised copies of all the documents listed in b) above A copy of the latest company accounts and confirmation statement Certified ID (passport and proof of address) of any individual who owns 25% or more of the shares in your entity; If a corporate shareholder owns 25% or more of the shares in your entity then we must have the Certified ID of the individuals who are the ultimate beneficial owners. |

2. Anti-Money Laundering Section. Please confirm that the above company is:

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| Is your company subject to Anti-Money Laundering/Combating financial terrorism Law/Regulation? If yes, please give details of the regulation and regulator | Yes / No Registration number: _____ |
| Company listed on an exchange? | Yes*/No *Please specify: _____ |

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| Legal status, e.g., PLC, Private Limited Liability Company, Partnership etc. Please specify: | |
| Do you have any KYC policies or procedures? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Do you monitor unusual and potentially suspicious activity of your counterparties/clients? If so, please give details | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Do you have policies covering relationships with politically exposed persons (PEP's), their family and close associates? If so, please give details | <input type="checkbox"/> YES* <input type="checkbox"/> NO *Please specify: _____ |
| Do you have a maximum amount allowed for cash payments? If yes, how much is it? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Has the Client made a money laundering and terrorist financing risk assessment for its business? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Does the Client use the sanctions lists published by the European Union, the UN Security Council and the FATF to assess the money laundering and terrorist financing risk? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Declaration: I confirm that the above-supplied information, which is to be used for client onboarding purposes, is correct Date: _____ Signature: _____ | |
| Name: | Title: |
| E-Mail: | Telephone: |