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## KYC DOCUMENTATION

### FOR ENTITIES & TRUSTS

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#### TO SUMMARISE

##### Investing as a Financial Institution with services falling under Relevant Business\*

###### Please Provide:

1. Confirmation that the Financial Institution is regulated and meets certain regulatory standards regarding Anti Money Laundering procedures in accordance with Irish, EU or FATF laws and regulations;
2. Contact name and details at a regulatory body, or web address to confirm regulatory status;
3. Confirmation that the institution is investing and is allowed to invest as principal for its own account;
4. Authorised signatories, plus copies of signatures;
5. Verification of source of funds - Please provide a SWIFT copy once investment payment is made;
6. Provide letter of comfort if reliance is being placed on another Regulated Financial Institution with services falling under Relevant Business\*.

### OR

#### TO SUMMARISE

##### Investing as a NON-Financial Institution

###### Please Provide:

*(Certified & dated - Required by all corporate applicants)*

1. Certificate of Incorporation and any Change of Name Certificate copy;
2. Memorandum and Articles of Association or Partnership Agreement or Trust Deed Copy;
3. A list of all directors, partners, trustees (as applicable), beneficial owners of 10% or more of share capital;
- A list of all authorised signatories and copies of signatures for instructions on behalf of this investor:
  - ▶ Certified copy of passport and residential address for authorised signatory of this subscription form
  - ▶ A letter indicating authority of authorised signatories to act on behalf of this investor
  - ▶ Certificate of Good Standing or Certificate of Incumbency
4. Copies of ID and proof of address for at least 2 directors as well as relevant KYC documentation for beneficial owners holding 10% or more of share capital;
5. Minutes, resolutions or declaration confirming the power to invest;
6. Written details on the nature of business conducted, signed by at least 2 directors, partners, trustees (as applicable).

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**\* Kindly note that each investor subscription application form will be treated on a case by case basis and the Administrator is entitled to request any additional documentation in order to process requested transactions as required, to adhere to its legal obligations.**

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### CERTIFICATION REQUIREMENTS

- Certification must be made by independent 3rd party (self-certification is not acceptable)
- The certifying body must perform the certification in presence of the original documentation and must meet the client personally when certifying the documents
- Certification must be dated within 3 months
- Certification can only be made by a suitable person, such as a lawyer, accountant, director or manager of a regulated entity/ FSP, a notary public, a member of the judiciary or a senior civil servant.
- Certification wording should state:
  - That the document is a true copy of the original document
  - That the document has been seen and verified by the certifier
  - Where an ID document, that the photo is a true likeness of the individual
  - Date of Certification
  - Name
  - Title
  - Signature
  - Registration number and contact details of the Certifier (i.e. if is a financial institution – name of bank, person, title, phone, etc.)

### CERTIFICATION WORDING SUGGESTION

- For ID documents:

*"I certify that this is a true and correct copy of the original document as sighted by me, and the photo is a true likeness of the individual".*

- For other documents:

*"I certify that this is a true and correct copy of the original document as sighted by me".*