**Due Diligence Questionnaire**

**[Company’s Name]**

1. **Company**

|  |  |
| --- | --- |
| **Company Name:** |  |
| **Registration Number:** |  |
| **Incorporation date:** |  |
| **Tax Identification Number:** |  |
| **Service Provided:** |  |
| **Business Relationship Commencement Date:** |  |
| **Authorized share capital:** |  |
| **Issued share capital:** |  |
| **Value of shares:** |  |
| **Description of Business Activities:** |  |
| **Countries of Business Activities:** |  |
| **Expected Annual Turnover:** |  |
| **Actual Turnover per Annum:** |  |
| **E-mail:** |  |
| **Registered Address:** |  |
| **Business Address:** |  |
| **Telephone No.:** |  |

1. **Contact Person**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Full Name** | **National ID/Passport No.** | **Residential Address** | **Telephone No.** | **E-mail** |
|  |  |  |  |  |
|  |  |  |  |  |

1. **Director(s) (Natural Persons)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Full Name** | **National ID/Passport No.** | **Residential Address including Postal Code** | **In case of BoD: Executive/Non Executive** |
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1. **Director(s) (Legal Entities)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Registration Number** | **Country of Incorporation** | **Registered Address** | **Business Address** |
|  |  |  |  |  |
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1. **Secretary**

|  |  |  |
| --- | --- | --- |
| **Name** | **Registered Address** | **Telephone No.** |
|  |  |  |

1. **Shareholder(s) (Legal Entities)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Registration Number** | **Country of Incorporation** | **Registered Address** | **Business Address** | **No. of Shares** |
|  |  |  |  |  |  |
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1. **Shareholder(s) (Natural Person/Nominees)**

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| --- | --- | --- | --- | --- |
| **Full Name** | **National ID/Passport No.** | **Residential Address** | **Telephone No.** | **No. of Shares** |
|  |  |  |  |  |
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|  |  |  |  |
| --- | --- | --- | --- |
| **Full Name** | **National ID/Passport No.** | **Residential Address** | **Percentage (%) in rights** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **Beneficial Owner(s) (UBOs)**

**DECLARATION**

**By signing this form, I confirm and declare that the information given overhead and the documents requested hereby are true and accurate.**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Capacity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MANDATORY DOCUMENTS**

**The following documents must be attached with this questionnaire:**

1. **Company’s Legal Documents**
2. Corporate certificates of the Company;
3. Certificate of Incorporation (if applicable);
4. Certificate of Directors (if applicable);
5. Certificate of Shareholders (if applicable);
6. Certificate of Registered Address (if applicable);
7. Certificate of Incumbency;
8. Proof of Business Address (water/electricity/landline bill, bank statement) which is issued within the last 6 months;
9. Ownership Structure including subsidiaries/associates/companies/individuals/leading up to the individual UBO(s);
10. Last audited Financial Statements (if applicable); and
11. Memorandum and Articles of Association.
12. **Documents regarding the Director(s) of the Company:**
13. Proof of Identity – ID or Passport; and
14. Proof of Residential Address (water/electricity/landline bill, bank statement) which is issued within the last 6 months;
15. **Documents regarding the shareholder(s) of the Company:**
    1. Copy of the trust deed/agreement concluded between the nominee shareholder and the beneficial owner; and
    2. Certificate of registered Shareholders.
16. **Documents regarding the UBO(s) of the Company:**
17. Proof of Identity – ID or Passport; and
18. Proof of Residential Address (water/electricity/landline bill, bank statement) which is issued within the last 6 months;

In case the company’s Shareholder(s) and/or Director(s) are a **legal entity**, then documents referred to points 1 (a) – (i), shall be provided for the legal entity and documents referred to points 2 (a) and (b) shall be provided for the Director(s) of the legal entity.

Please note that the abovementioned documents represent the minimum required documentation. Additional documentation may be requested.

**Important Notice**

Any document must be Original or Certified True Copy. Certified True Copy must be by a Notary Public, Embassy or Consulate or High Commission or Apostille.

Documents must be in English Language. If not, official translation is needed.