



## **DUE DILIGENCE "KNOW YOUR CLIENT" REQUIREMENTS BVI Business Company**

FIDESTA LTD. (BVI) is subject to Anti-Money-Laundering laws in force in the British Virgin Islands. Under these regulations, we must verify the identities and personal data for all individuals to whom we provide any services.

These requirements are not our whim. They are legal regulations, enforced by the law. All licensed Registered Agents in the BVI (of whom we are one), are subject to the same rules. There are no exceptions.

All information and documents provided to us under these provisions will remain **strictly confidential**, subject to the BVI Anti-Money Laundering Regulations 2008 and the BVI Banks and Trust Companies Act 1990. This information will not become part of any official public record.

**Each actual owner (beneficial owner), director and shareholder of a BVI Company and each individual who is in any way authorized to issue instructions in regards of that Company, must provide the following documents to FIDESTA LTD.:**

### **[A] One document evidencing identity.**

**Type.** In descending order of acceptability: Passport, national identity card, armed forces identity card, valid driving license.

**Features.** Document must be valid and current, and must contain photograph of a true likeness.

**Form.** A qualified person such as a Lawyer, A Medical Practitioner, Certified Auditor, Notary Public, Certified Accountant, Embassy Official, Consulate or High Commission of a Country, a Judicial Officer or a Senior Public Officer, including a Senior Police Officer, Customs Officer or Immigration Officer with responsibilities within his or her organization for issuing certified documents, a Director, Manager or Senior Officer of a Regulated or Licensed Financial Institution, Commissioner of Oaths or a Bank Manager, must certify a copy of the document. **The name, address, status/position contact information and e-mail address of the certifier and the name of his or her organization (if any) must be clearly stated. The copy must be dated and certified as a "complete and accurate copy of the original seen and bears a true likeness to the individual to whom the certification relates."**

**\*[A]: Alternatively, verification link can be provided for simplified review procedures, powered by identity verification, fraud prevention compliance technology platform, for quick client identity verification can be provided instead of apostille/notarial certifications.**

### **[B] One document evidencing residential address.**

**Type.** Utility bill such as water, electricity or gas, bank statement, credit card statement, mortgage or credit union statement, local authority tax bill, local council rent card, statement of the residential address issued by the local municipality, notary or banker. Can also be a national identity card or driving license, if contains residential address and not already provided under [Section A]. **The copy must be dated and certified as "a complete and accurate copy of the original seen".**

**Features.** Document must indicate the full name of the individual together with his or her residential

address. Document must also indicate the date.

**Form.** Document must be original and not older than 3 months. In case of ID card or driving licence, a copy certified, as described in [A].

**[C] One bank reference or professional reference.**

**Features.** Document must be addressed to FIDESTA LTD., and indicate the length of time for which the individual is known to the referee, being not less than three years and the nature of the relationship between the individual and the referee. If the individual's residential address is expressly mentioned in the bank reference, as per banks' records, a separate Proof of address document [B] is not required.

**Form.** Must be an original and dated no later than 3 months old. We can provide sample wording at your request.

**[E] CV (Curriculum Vitae)**

**Features: Document summarising your education, skills and experience.**

**[E] Please provide certified proof of the company's Source of Funds. How did you earn or obtain this money. The copy must be dated and certified as "a complete and accurate copy of the original seen".**

**Type.** Salary income, commissions, company profits, dividend income, investment income, rental income, inheritance, family wealth.

**Features.** Document provided must be recent and dated no later than three (3) months old.

**Form.** Document must be an original or certified copy.

**[F] Organogram**

**Features:** An organogram (or organizational chart) is a visual diagram that maps out an organization's structure. In case our online order form is submitted organogram will be automatically created along with order, T&C in the final pdf.

**Note!** If the individuals' residential address can be confirmed, as per the current record of the bank, in the text of the bank reference, then a separate proof of address (item B) is **NOT required!**

**Note!** Templates for all certifications, reference letter and organogram will be provided.

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All of these documents must be received in the offices of FIDESTA LTD. (BVI) before any company formation or management orders can be completed. To expedite some services, scanned copies can be sent to us electronically at first, but they must be followed by the original copies! We will **not** send out any corporate documentation to clients before we are in receipt of all due diligence documents, in paper-form!

We appreciate Your time and effort!

## Certification

I certify that I have seen and compared the original document verifying the identity of the individual **[state whether passport, driver's license, National ID Card, etc.]** for **[state name of individual]** to whom this certification relates and that the photograph is a true likeness of the individual.

**Date:**

**Signature:**

**Position/Capacity:**

**Full Name:**

**Full Address:**

**Telephone number/ Fax number:**

**Direct Email Address:**

[An imprint of the certifier's Seal or Stamp here]

# Certification

I hereby certify that I have seen the original documentation verifying the **[state whether utility bill, bank/professional reference, bank statement, etc.]** for **[state name of individual]** and this is a complete and accurate copy of the original.

**Date:**

**Signature:**

**Position/Capacity:**

**Full Name:**

**Full Address:**

**Telephone Number/Fax Number:**

**Direct Email Address:**

[An imprint of the certifier's Seal or Stamp here]

[Your Letter Headed Paper]

Date

Ms. Agnita Solomon  
Fidesta Ltd.  
Charles Court  
1<sup>st</sup> Floor, 189 Main Street  
P.O. Box 4406  
Tortola VG1110  
British Virgin Islands

Dear Agnita:

**Re: (Insert Name of Ultimate Beneficial Owner)**

We understand that you require a professional reference for the above person.

We are pleased to confirm that we have known **[insert name of beneficial owner]** for **[insert number of years]** and that he/she has never, to the best of our knowledge and belief, been involved in bankruptcy, criminal or similar proceedings. We regard him/her as being financially reliable and of good moral standing. I also confirm that his/her residential address is **[insert address of beneficial owner]**.

This letter is addressed solely to you and may be relied upon solely for the purpose of determining whether to provide services to **[insert name of Beneficial Owner]**. It is strictly confidential and may not be disclosed to any third party except under compulsory process of a court, senior administrator or other agency of competent jurisdiction.

Yours sincerely,

**Date:**

**Signature:**

**Position/Capacity:**

**Full Name:**

**Full Address:**

**Telephone number/ Fax number:**

**Direct Email Address:**

[Imprint of Seal or Stamp Here]