



INCORPORATION FORM

GUIDANCE NOTES

Key Individual Form

A Key Individual Form is required for all beneficial owners having ultimate level of control or entitlement of the funds.

Certified Copy of Passport

A certified copy of passport is required (photo and pages which confirm signature, date and place of birth). Certification must be by a suitable person such as a notary public, a lawyer or accountant, a director or manager of a regulated credit or financial institution. The certifier should legibly date and sign the copy document and clearly indicate his capacity or position on it and, in the case of a passport, must state that the photograph bears a true likeness of the individual.

Proof of Address

This requirement may be fulfilled by providing one of the following documents:

- Recent utility bill (for gas, electricity, fixed line telephone or water supply services)
- Current driving license (provided it contains the individual's address)
- Recent credit card bill or bank statement

The document provided must reflect the current address of the individual. Any copy document must be certified.

Professional Reference Letters

Two reference letters from professionals who know you in a professional capacity are required (e.g. lawyer, accountant, director or manager of a regulated financial or credit institution. The reference letter should state the name, capacity or position of the referee and the length of time (not less than one year) that the referee has known the referred. Reference letters should be current, i.e. not older than three months.

Delivery of Original Documentation

These may be faxed to us for review but the originals must be sent to us by courier or mail and regretfully we cannot undertake work until the originals have been received. All documents must be in English or if not then a translation from an independent and accredited translator should be attached.

Please contact our Geneva office for further information.

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