

### 1. Details of Client

Name .....

Trading name (if applicable) .....

Place of incorporation .....

Date of incorporation .....

Registered company no. ....

Registered office address .....

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Post code..... Country .....

Principal place of business (where different from the registered office) .....

Corporate status (private, public, etc) .....

Type of company (limited by guarantee / shares, cellular etc) .....

Details of listing or trading on any securities exchange (if company is quoted or is a subsidiary thereof) .....

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Principal activity .....

### 2. Details of board of directors

Name and residential addresses of directors

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### 3. Details of company personnel authorised to deal with Confiance

Name ..... Position held .....

Signature .....

Name ..... Position held .....

Signature .....

Name ..... Position held .....

Signature .....

Name ..... Position held .....

Signature .....

Name ..... Position held .....


Signature .....

What is the Client’s preferred method of communication with Confiànce:-

Letter, Fax, Telephone, Email? .....

Please provide contact details for the Client’s preferred method of communication.

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 **4. Details of Shareholders (for Non Quoted companies only)**

(Please attach and initial a separate schedule if there is insufficient space below. Confiànce require information in respect of all shareholders and will require any shareholder who alone, or with associates, controls 25% or more of the issued shares to complete a “Client Application Form – Personal” (or Company – refer below) and provide Confiànce with the due diligence information/ documentation requested therein.

Note: If any of the “major” shareholders are legal bodies themselves, then Confiànce will need to be provided with a full ownership structure chart, upon receipt of which we will advise you of any further due diligence requirements that we may have.

Name	Residential Address	Percentage Held
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 **5. Due Diligence documentation for the Applicant**

**(i) Non Quoted companies**

Confiànce will require good quality copies of the following documents:

- Certificate of Incorporation
- Any Change of Name certificates
- Memorandum and Articles of Association
- Shareholders register
- Directors register

The copy documents will need to be certified as true copies, which can be done by the company secretary, a director, manager or equivalent officer. They must certify that the document is a true copy, sign and date the copy document, state their position in the company (e.g. director) and print their name.

We will also require a certified copy of the minute approving the establishment of this structure, which should also state the personnel of the company who are authorised to deal with Confiànce, as detailed in Section 3.

In respect of the directors and authorised signatories (as detailed in Sections 2 & 3 above) we will require a good quality certified copy of their passport or national identity card and a utility bill (e.g. water, electricity) or Bank/Credit Card statement dated within the last 3 months. Acceptable certifiers for these documents are members of the judiciary, police or customs officers, lawyers, notary publics, actuaries and accountants who are members of recognised professional bodies. In addition, an officer of an embassy, consulate or high commission of the country of issue of the identity document (i.e. passport) can also certify. Whilst this list is not intended to be exhaustive, these are preferable.

They must certify that they have seen the original document and, in the case of photographic identity, confirm that the photograph is a true likeness. They must sign and date the copy document, state their qualification (e.g. Lawyer, accountant), print their name and provide adequate information so that contact can be made with them in the event of a query (i.e. address, e-mail, telephone number). The certified document should then be sent directly to Confiance by the certifier.

**(ii) Quoted companies**

We will require a certified copy of the minute approving the establishment of this structure, which should also state the personnel of the company who are authorised to deal with Confiance, as detailed in Section 3. In respect of the authorised signatories, we will require a good quality certified copy of their passport or national identity card and a utility bill (e.g. water, electricity) or Bank/Credit Card statement dated within the last 3 months (please refer above as to the requirements for Acceptable Certifiers and certification wording).

 **6. Source of Funds**

This refers to the funds for this particular relationship with us (in the case of bank balances and/or investments, this will be the name of the financial institution who currently hold those assets).

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 **7. Declaration**

We declare that the information contained in this Client Application Form – Company is complete, accurate and up to date to the best of our knowledge and belief, and we undertake to notify you immediately that we become aware of any changes to that information.

We also confirm that we have read and understand the Confiance terms and conditions attached to this Client Application Form – Company, and we agree and accept to be bound by those terms and conditions.

We confirm that we have been advised to take tax and/or legal advice in connection with such terms and conditions and the services to be provided to us by Confiance in accordance with to such terms and conditions, and that we have taken such tax and/or legal advice as we consider necessary.

Signed .....	Signed .....
Name .....	Name .....
Position held .....	Position held .....
Date .....	Date .....