



Corporate Services Ltd.

INDIVIDUAL PROFILE FORM

I, the individual named below, hereby declare that the following information is correct and true and I am or will (*Tick all that apply*):

- be the beneficial owner (whether directly or indirectly) of 10% or more of the shares in the company named below (the “Company”);
- be the controller (whether directly or indirectly) of 10% or more of the voting rights in the Company;
- be a principal controller of the assets of the Company;
- exercise control over the management of the Company, other than solely in the capacity of a director, advisor or professional manager; and/or
- be an authorized signatory of the Company.

COMPANY DETAILS:

Name of Company No. of shares owned (if applicable)

Company Purpose/Activity: _____

PERSONAL DETAILS:

Surname First Name Middle Name Sex

Date of Birth (dd/mm/yy): _____ / _____ / _____

Place of Birth: _____

Home Address: _____

Country of ordinary residence or domicile: _____

Tel.: (H) () _____ (WK) () _____ Other: () _____

Fax: (H) () _____ (WK) () _____ Email: _____

Occupation: _____ Name of employer: _____

OR if self-employed, nature of self employment: _____

Principal Place of Business: _____

Business Address: _____

Mailing address (if different from above): _____



Corporate Services Ltd.

IDENTIFICATION:

1. Attach a certified copy of relevant pages of **passport** or other Government issued photo identification showing number and country of issuance, issue and expiry date and signature.
2. Attach a certified copy of your **proof of permanent residential address** (i.e. utility bill dated within the past 90 days or confirmation letter of permanent residential address by an attorney).

REFERENCES (Required for the beneficial owners (directly or indirectly) of 10% or more of the shares in the Company):

1. **Bank** reference letter.
2. **Character** reference letter.

2 references as to reputation and standing enclosed from: _____

POLITICALLY EXPOSED PERSONS:

Are you a politically exposed person¹? Yes No

If “yes” please complete a Politically Exposed Person Form:

SIGNATURE:

I hereby authorize you to independently verify any information provided herein and undertake to immediately inform you of any changes to the above.

Signature: _____ Date: _____

Client No: **(To be filled by HJCS):** _____

HJCORP/FORM I: 05/19

¹ A politically exposed person (1) is an individual who holds or has held within the last 12 months, (a) a position in the executive, legislative, administrative, military or judicial branches of government, whether elected or not, including the position of (i) head of state or head of government, (ii) senior official, (iii) senior official in a major political party and (iv) senior executive in a major statutory or government owned corporation or (b) a senior position at an international organization or branch thereof, (2) includes any parent, sibling, spouse, child or other family member or close associate of an individual referred to in paragraph (1) above and (3) any corporation, business or other entity formed by or for the benefit of any person referred to in paragraph (1)(a)(i) above.



Corporate Services Ltd.
Guidance Notes
(Individual Profile Form)

This Individual Profile Form should be completed by every individual beneficial owner or controller (whether directly or indirectly) of 10% or more of the shares or voting rights in the Company, authorized signatory, principal controller of the assets and person exercising control over the management of the Company, other than solely in the capacity of a director, advisor or professional manager. The supporting documents required, namely the certified copies of the Government issued photo identification and proof of permanent residential address and the two references (in the case of the beneficial owners of 10% or more of the shares of the Company), must be returned to us with this form.

With regard to the references, they may consist of one as to reputation and standing and the other may be a financial reference:

1. if a **character reference**:

- (i) the reference should be current, from a professional (eg. Lawyer, accountant, doctor or banker, and should be presented on original letterhead.
- (ii) the referee should have known the individual for a minimum of 3 years. The actual number of years must be stated.
- (iii) the referee should outline what he knows of the educational and employment history of the individual.
- (iv) the reference must be addressed to the Compliance Officer, H & J Corporate Services Ltd., P.O. Box SS-19084, Nassau, Bahamas.

2. if a **financial reference**:

- (i) the reference should include the manner in which the individual conducts his personal banking business.
- (ii) the nature of the relationship between the individual and the bank.
- (iii) the duration of the relationship between the individual and the bank, which must be a minimum of 3 years.
- (iv) the reference must be addressed to the Compliance Officer, H & J Corporate Services Ltd., P. O. Box SS-19084, Nassau, The Bahamas.