

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.