

COMPANY ADMINISTRATION SERVICES AGREEMENT

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|----------------------|---------------------------|
| Company name: | Registered number: |
|----------------------|---------------------------|

APPENDIX No. 1
 (To be filled in only if no General Due Dilligence was obtained before)

DUE DILIGENCE CHECKLIST

**PRIVATE INDIVIDUALS – INDIVIDUAL BENEFICIAL OWNERS, DIRECTORS,
 SHAREHOLDERS, BANK ACCOUNT SIGNATORIES AND OTHER CONNECTED PERSONS**

| | |
|--|---------------|
| Name: | |
| Position (director, shareholder etc.): | |
| Date of birth: | Passport No.: |
| Nationality: | |
| Residential Address: | |
| Telephone: | Mobile: |
| Fax: | E-mail: |

Certified copy of Proof of Identity (one required)

- Current Valid Full Passport
- Current Valid National ID Card

Original or certified copy of Proof of Residential Address (one required)

- Utility bill (electricity, telephone bill etc. [mobile phone bills are not acceptable])
- Bank, mortgage or credit card statement from a recognized bank
- Current Valid National ID Card confirming the residential address

Original Declaration of Address (one required)

Original Bank Reference Letter from a recognized bank (one required)

World-Check Report (one required)

Declaration of Ultimate Beneficial Owner (one required)

Declaration of Source of Wealth and Purpose of Business (one required)

Curriculum Vitae (required, if applicable)

The copies of the above mandatory Due Diligence documents may be faxed or emailed to us for review but the **originals** must be sent to us by courier or mail. The LAVECO GROUP may undertake work upon receipt of the above copies but regretfully we cannot deliver the documents relating to the company 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.

Place and date:

Signature:

Name: