



KYC - CHECK-LIST DOCUMENTATION - Corporate

Original or certified copy of the Certificate of Incorporation or Articles of Association

Proof of address (preferably official utility bill)

Banking references (2)

Passport or National Identity Card (preferably passport) of the legal representative

Proof of address (preferably official utility bill) of the legal representative

The "Compliance Officer" will perform, at least two of the following:

- For established corporate entities - reviewing a copy of the latest report and accounts (audited, if available)
- Will conduct an enquiry by a business information service, or an undertaking from a reputable and known firm of lawyers or accountants confirming the documents submitted;
- Will undertaking a company search and/or other commercial enquiries to see that the institution has not been, or is not in the process of being, dissolved, struck off, wound up or terminated
- Utilising an independent information verification process, such as by accessing public and private databases
- Obtaining prior bank references
- Visiting the corporate entity, where practical
- Contacting the corporate entity by telephone, mail or e-mail.
- Confirming existence of company by physical inspection.
- Confirming nature of business activity as relates to precious metals

The "Compliance Officer" will need to perform, at least two of the following for the legal representative

- Confirming the date of birth from an official document (e.g. birth certificate, passport, identity card, social security records);
- Confirming the permanent address (e.g. utility bill, tax assessment, bank statement, a letter from a public authority);

- Contacting the customer by telephone, by letter or by e-mail to confirm the information supplied after an account has been opened (e.g. a disconnected phone, returned mail, or incorrect e-mail address should warrant further investigation);
- Confirming the validity of the official documentation provided through certification by an authorised person (e.g. embassy official, notary public).