

Charles Taylor International Fund Managers (IOM) Limited

Anti-money laundering requirements for corporate business

These guidance notes are for business with Charles Taylor International Fund Managers (IOM) Limited ("CTIFM"). This document should be referred to for each client. All ID **MUST** be current (not expired) and bear a photograph and, where possible, a signature of the client. All certified ID must be certified by a suitable certifier in accordance with the suitable certifier rules.

For private limited companies (and public limited companies not listed on a recognised stock exchange) the requirements are to be detailed as follows

- a suitably certified copy of the Certificate of Incorporation or equivalent document. Please note that this must be certified within **12 months** of receipt by CTIFM; **and**
- evidence of the registered office of the contracting party, and if this is not the address of the application, satisfactory evidence that the applicant is using the address and the reasons for that address being used; **and**
- a list of all directors, their identification information and verification of the identity (including proof of address)*. Please note that this letter must be dated within **3 months** of receipt by CTIFM; **and**
- where possible a set of the latest annual report and accounts. For 'high risk' cases the annual report and accounts should be audited; **and**
- confirmation that the company has not been, or is not in the process of being dissolved, struck off, wound up or terminated. Please note that this letter must be dated within **3 months** of receipt by CTIFM; **and**
- a list of the officers* from whom we are to take instructions, their identification information, verification of the identity (including proof of address)*, specimen signatures and the number of signatories who can sign on behalf of the company at any one time; **and**
- a copy of the Board Resolution authorising the opening of the account; **and**
- confirmation of the company's shareholders and the percentage of the company's issued share capital they own. Please note that this letter must be dated within **3 months** of receipt by CTIFM; **and**

- ID verification of all shareholders holding 25%* or more of the issued share capital or, if no one holds 25% or more, AML must be obtained for any majority/controlling shareholder as at the date of the application. Where the 25% holder is a holding company or trust, or nominee, further verification of ID of its ultimate beneficial owner must also be provided.

For public limited companies (listed on a recognised stock exchange), the requirements are to be detailed as follows

- a suitably certified copy of the Certification of Incorporation or equivalent document establishing the registered number of the company or document of listing. Please note that this must be certified within 12 months of receipt by CTIFM; **and**
- if not on this document, evidence of the registered office of the contracting party. If the registered office is not the address shown on the application then a satisfactory explanation needs to be given. Please note that this must be certified within **12 months** of receipt by CTIFM; **and**
- a list of all directors and their identification information (although their identity need not be verified). Please note that this letter must be dated within **3 months** of receipt by CTIFM; **and**
- where possible a set of the latest annual report and accounts. For '**high risk**' cases the annual report and accounts should be audited; **and**
- confirmation that the company has not been or is not in the process of being dissolved, struck off, wound up or terminated. Please note that this letter must be dated within **3 months** of receipt by CTIFM; **and**

- a list of the officers from whom we are able to take instructions, their identification information and their specimen signatures (although their identity need not be verified). We would make appropriate arrangements to ensure that the named officers are properly able to act on behalf of the company. A copy of the board resolution or other authority for any representative to act on behalf of the company must be obtained; **and**
- a copy of the Board Resolution authorising the opening of the account; **and**
- confirmation of which recognised stock exchange they are listed on and evidence of this. Please note that if the company is listed on a recognised stock exchange, and there are individual(s)/entity(ies) who own 25% or more of the share capital or have a controlling interest, then they need to be treated as though they are the beneficial owners, and ID verification obtained.

For acceptable applicants, the requirements are to be detailed as follows

To be considered as an acceptable applicant the applicant for business must be a company listed on a recognised stock exchange or a wholly owned subsidiary of such a company, or is regulated or supervised for AML/CFT purposes by an authority (either governmental or a professional body) which is empowered to regulate or supervise such business.

Please contact us to confirm your status and request a copy of the acceptable applicants certificate

Certification of documents

We can only accept original documents or certified true copies of the original. All copy documents must be certified as true copies by a suitable certifier.

All pages containing relevant details need to be suitably certified.

For joint cases, proof of ID and residential address is needed for both account holders.

Please note, certification must be completed by an independent third party.

Certification carried out by a family member will not be acceptable. In addition, where an employee, partner or principal of a regulated introducer is the applicant for a business relationship, either personally or in the roles of an individual trustee or nominee, they may not verify the identity of either themselves or other parties or documentation relevant to the application.

A suitable certifier may be one of the following

- A lawyer who is a member of a recognised professional body.
- A director, company secretary or manager of a business regulated on the Isle of Man.
- An officer of an embassy, consulate or high commission of the country of issue of documentary evidence.
- An FCA regulated IFA.
- A company secretary who is a member of a recognised professional body.
- An accountant who is a member of a recognised professional body.
- A notary public who is a member of a recognised professional body.
- A member of the judiciary.
- A senior civil servant.
- A regulated financial advisor in a FATF country – (<http://www.fatf-gafi.org>).
- An actuary who is a member of a recognised professional body.

All certifications should show the following

- A statement to the effect that it is a true copy of the original and for photo verification add, 'the original document photograph is a true likeness of the individual concerned'**.
- Signature of certifier.
- Full name of certifier (in **CAPITAL** letters underneath the certifier's signature).
- Position/job title.
- Company name, address, telephone number and email address.
- Date of certification.
- State the body you are regulated/affiliated to and your reference number (e.g. Chartered Institute of Accountants, Law Society, etc).

* Verification of identity and address will be required for a minimum of two signatories and, where different at least two directors. We reserve the right to request additional verification documents for directors, signatories, shareholders & ultimate Beneficial Owners on a risk based approach.

**Documents without this statement will not be accepted.

Calls may be recorded or monitored in order to offer additional security, resolve complaints and for training, administrative and quality purposes.

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