

Know Your Customer (KYC)

Information of Supplier for the purpose of its identification

Company Information	Company Name			
	Company Address			
	P.O. Box / City / Country	P.O. Box:	City:	Country:
	Actual location address			
	Form of incorporation			
	Name of regulator (or self-regulatory organisation)			
	Trade License / Commercial Reg. No.	(Please attach copy)		
	Date of Issue		Date of Expiry:-	
	Main contact person (Name, title & tel. no: )			
	Telephone Number		Fax Number:-	
Email Address		Web Address:-		
Shareholders/ Proprietor / Partner Details	Main shareholders (If individual, please provide a copy of the passport)			
	Shareholders Address			
	P.O. Box / City / Country			
	Structure (number and type of shares / stake, their nominal value and total amount)			
	Board members/ Officers	<u>Name</u>	<u>Contact No.</u>	<u>Nationality/Passport No.</u>
	(1)			
	(2)			
	1.	Please describe your core business activities		
	2.	Please provide name and contact details of your primary bankers		
	3.	Please provide name and contact details of your auditors		
	4.	Please attach your product sales reference list for the last 3 years.		
	5.	Please attach copy of your most recent annual and quarterly financial statements, audited (if available) and non-audited		
6.	Is your company regulated or supervised by local regulatory authorities?	YES / NO		
7.	Are the shares of your company listed on any exchange? If so, which exchange?	YES / NO		
8.	Has your company been the subject of any judiciary, regulatory or exchange inquiry, investigation, conviction or sanction in the last 5 years? If Yes – please describe the nature of the same and what action has been taken to rectify problems identified by the regulator, authority or exchange?	YES / NO		

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Check List of documents	1. Trade License	3. Chamber of Commerce Certificate	5. Audited Financial Statements
	2. Commercial Registration Certificate showing shareholders	4. Company Profile / Brochure	6. Referral letter Specimen
	7. Certificate of Incorporation	8. Articles of Association	9. Company Constitution
	10. Where the above documents do not provide evidence of the person or persons who have signing authority on behalf of a Company, then appropriate evidence of signing authority should be provided		

Where documents provided with this KYC are not originally in the English language, those documents must be translated into English and certified as being a true and accurate translation of the original.

I/We hereby declare that the particulars given herein above are true, correct and complete to the best of my/our knowledge and belief, the documents submitted in support of this Form KYC are genuine and obtained legally from the respective issuing authority. In case of any change in any of the aforementioned particulars, I/we undertake to notify you in writing failing which the above particulars may be relied upon including all shipments/documents executed and tendered by the individual so authorized. I/we hereby authorize you to submit the above particulars to the bank, customs, and other regulatory authorities on my/our behalf as may be required in order to meet trading requirements or transport and customs clear my/our shipments.

Authorised Signatory	Signature		Date	Company Seal
	Name			
	Designation			