# Trident Appendix G – Due Diligence documents required

1. **Individual**
2. Certified true copy of valid government issued identification documents containing a photographic Image, one of the following:
* Passport;
* National or other government-issued Identity Card;
* Residence Card;
* Driving Licence Card.
1. Certified true copy of one of the following documents not older than three (3) months as a proof of residential address:
* Bank statement (of an active account)
* Utility Bill issued in relation to services linked to the residential property
* Bank Reference Letter
* Correspondence from a central or local government authority, department or agency
* An official conduct certificate (in this case please provide the original document)
* Any other government-issued document not mentioned under point (1) above
1. **Unlisted Companies**
2. Original / Certified true copy of all the following documentation:
* Authorised signatory list;
* Latest audited financial statements of the Company;
* Certificate of Incorporation / Registration or Extract from Registrar of Companies of Good Standing Certificate not older than one (1) month;
* Latest Memorandum and Articles of Association;
* Shareholder’s Register identifying beneficiaries owning directly or indirectly more than 25% of the company;
* Directors’ Register;
1. Due Diligence documents required for the Ultimate Beneficial Owners holding more that 25%.
2. Certified true copy of valid government issued identification documents containing a photographic Image, one of the following:
* Passport;
* National or other government-issued Identity Card;
* Residence Card;
* Driving Licence Card.
1. Certified true copy of one of the following documents not older than three (3) months as a proof of residential address:
* Bank statement (of an active account)
* Utility Bill issued in relation to services linked to the residential property
* Bank Reference Letter
* Correspondence from a central or local government authority, department or agency
* An official conduct certificate (in this case please provide the original document)
* Any other government-issued document not mentioned under point (1) above
1. Ownership and Control Structure
* Provide a detailed explanation of the ownership and control structure of the company including but not limited to any natural persons who ultimately own or control, directly or indirectly, more than 10% of the shares or voting rights or who otherwise exercise control over the management of the Company or body of persons;
* Provide a corporate structure showing the ownership structure to the extent that would be required to determine who the beneficial owner(s) is/are.

In case of Partnerships to also provide the following:

* Certified Partnership Agreement
* Register of Partners instead of Directors
1. **Listed companies**

Original / Certified true copy of all the following documentation:

* Certified Authorised signatory list;
* Latest audited financial statements of the Company;
* Certificate of Incorporation / Registration or Extract from Registrar of Companies of Good Standing Certificate not older than one (1) month;
* Certified latest Memorandum and Articles of Association;
* Proof of listing.
1. **Regulated Entities (**companies regulated in an EU or equivalent jurisdiction within the definition of ‘relevant financial business’)
* Certified Authorised signatory list;
* Copy of license or extract from regulator’s website showing for which category they are regulated
* Certified AML/CFT Comfort letter
1. **Foundations**

Original / Certified true copy of all the following documentation:

* Authorised signatory list;
* Certificate of Registration or Good Standing Certificate not older than one (1) month;
* Constitutive document
* Structure Chart
* Certified identification documents of founder, Administrator/s, Protector, Beneficiaries and anyone who exercise control
1. **Trusts**

Original / Certified true copy of all the following documentation:

* Authorised signatory list;
* Trust Deed;
* Copy of authorization to act as Trustee;
* Evidence of regulation in case of regulated Trustee;
* Certified identification documents of Settlor, Trustee/s, Protector, beneficiaries and anyone who exercise control.

**Certification** should be as follows:

* Evidenced by a written statement stating the following:
	+ For proof of address: The document is a true copy of the original document and has been seen and verified by the certifier; and
	+ For passport/ID: The document is a true copy of the original document and has been seen and verified by the certifier; and the photo is a true likeness of the [investor name]
* Include the following details:

Signature

Name & Surname of Certifier

Profession, designation or capacity

Address

Date

Contact details

* Eligible Certifiers are the following:
	+ Legal professional
	+ Accountancy professional
	+ Notary
	+ Entities/persons undertaking a relevant financial business or equivalent activities in reputable jurisdictions

**Translation -** For any documents that are in a language other than English, please note that the translation should be dated, signed and certified by an independent person of proven competence, confirming that it is a faithful translation of the original.