

INFORMATION MEMORANDUM

ON DUE DILIGENCE DOCUMENTATION REQUIRED FOR

FIDUCIARY APPOINTMENTS

The following Know Your Client information is required in respect of each ‘Relevant Person’ where Trinity Financial Services Limited, “Trinity,” whether through its service companies or individual directors is requested to provide Nominee Shareholder Services and/or Personal or Corporate Director Services and/or Company Secretary Services (“collectively referred to as “fiduciary services”) for its clients. **Relevant Person** means the beneficial owner(s) and any other person who exercises control over the company’s assets:

1. Certified copy of the passport of each Relevant Person. The certified copy is to be clear and legible and must state that “the photograph bears a true likeness of the Relevant Person”. Certification should be done by a suitable person such as a lawyer, accountant, notary public, etc.;
2. Proof of residential address in respect of each Relevant Person. This may be fulfilled by the provision of a recent utility bill, current driver’s licence, bank or credit card statement showing full name and address of the Relevant Person. All copies of documents must be legible and are to be certified by a lawyer or a banker or similarly regulated person.
3. A current professional reference from a lawyer, banker or accountant etc. addressed to **Trinity Financial Services** on behalf of the Relevant Person stating the full name of the Relevant Person, full residential address, date of birth and length of time the Relevant Person has been known to the referee.
4. Details in respect of the source of funds used to capitalize the BVI company.
5. A fully completed and executed indemnity agreement by the Beneficial Owner of the Company.