



KYC - CHECK-LIST DOCUMENTATION - Individual

Passport or National Identity Card (preferably passport)

Proof of address (preferably official utility bill)

Banking references (2)

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

- 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).