

# Intake Checklist — KYC Light

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Structured pre-screen questionnaire. Completed by partner or client before engagement. This is the primary data input for risk classification and banking scenario selection.

## Section 1: Purpose of Engagement

- What is the primary goal of your UAE engagement?
- ☐ Company formation + corporate banking - ☐ Personal banking + residency - ☐ Full relocation (family + business) - ☐ Asset protection / wealth structuring - ☐ Tax residency optimization - ☐ Other: \_\_\_\_\_
- What is the expected timeline?
- ☐ Urgent (< 1 month) - ☐ Standard (1–3 months) - ☐ Planning phase (3–6 months)

## Section 2: Personal Profile

FIELD	REQUIRED
Full legal name (as in passport)	Yes
Date of birth	Yes
Nationality / citizenships (all)	Yes
Current country of residence	Yes
Current tax residency	Yes
Previous countries of residence (last 10 years)	Yes
Marital status	Optional
Number of dependents relocating	Optional

## Section 3: Source of Funds / Source of Wealth

QUESTION	RESPONSE
Primary source of income	Employment / Business ownership / Investments / Inheritance / Other
Annual income range	< \$100K / \$100–500K / \$500K–1M / \$1M–5M / > \$5M
Expected initial deposit (UAE accounts)	< \$50K / \$50–250K / \$250K–1M / > \$1M
Can you provide bank statements (last 6 months)?	Yes / No

QUESTION	RESPONSE
Can you provide tax returns or accountant letter?	Yes / No
Are there any pending legal claims related to your assets?	Yes / No

## Section 4: Payment & Transaction History

QUESTION	RESPONSE
Do you currently hold bank accounts in other countries?	Yes / No
Have you been denied a bank account in the last 5 years?	Yes / No / Details
Have you been denied a visa in the last 5 years?	Yes / No / Details
Do you use or plan to use cryptocurrency?	Yes / No
Expected monthly transaction volume (UAE accounts)	< \$10K / \$10–50K / \$50–250K / > \$250K
Primary transaction counterparties (countries)	_____

## Section 5: Business Profile

QUESTION	RESPONSE
Existing business(es) — name, country, industry	_____
Planned UAE business activity	_____
Preferred jurisdiction	Mainland / Free Zone / No preference
Number of expected employees in UAE	0 / 1–5 / 6–20 / 20+
Do you need office space?	Yes / No / Virtual office
Expected annual revenue of UAE entity	_____

## Section 6: Real Estate

QUESTION	RESPONSE
Are you interested in purchasing property in UAE?	Yes / No
Budget range	< \$500K / \$500K–1M / \$1–3M / > \$3M
Purpose	Personal residence / Investment / Both
Mortgage needed?	Yes / No

## Section 7: Compliance & Red Flags

QUESTION	RESPONSE
Are you a PEP (Politically Exposed Person)?	Yes / No
Are you a citizen of a sanctioned country?	Yes / No
Do you have dual citizenship?	Yes / No — list all
Have you ever been investigated for financial crimes?	Yes / No
Do you use nominee/trustee structures?	Yes / No
Is there any negative media coverage about you?	Yes / No
Have you been flagged by any compliance system?	Yes / No

## Section 8: Expectations & Preferences

QUESTION	RESPONSE
Preferred language of communication	English / Russian / Arabic / Other
Preferred communication channel	Email / WhatsApp / Telegram
Budget expectations for the engagement	_____
Specific bank preferences	_____
Any prior experience with UAE services?	Yes / No — describe
What's most important to you?	Speed / Cost / Reliability / Premium service

## For Internal Use Only

FIELD	FILLED BY WTP
Risk Verdict	GREEN / YELLOW / RED
Red Flags identified	_____
Recommended Package	L0 / L1 / L2 / L3
Recommended Banking Scenario	_____
Assigned to	_____
Partner Reference	_____
CRM Lead ID	_____
Notes	_____

## Instructions for Partners

1. Complete all **Required** fields — optional fields help us refine the scenario
2. Attach: passport copy (main page), SOF documentation (bank statements or accountant letter)

3. Submit via: email to [partner@wtp.uae](mailto:partner@wtp.uae) or via the website form at </submit-case>
4. Expected turnaround: risk verdict within **5-7 business days** of complete submission
5. Incomplete submissions will be returned with a request for missing items