

OCI Proof of Client ID/Address and Certification Requirements

When ordering services from OCI you will need to:

- Email us a certified copy of your passport & driver's license
- Email us an original or certified copy of a document proving your residential address (see options below)

Copies of documents specified above can be certified by any of the following:

- A notary public
- A practicing attorney/solicitor/barrister/judge
- A bank manager
- A practicing accountant/auditor/
- An Embassy or Consulate

1. The document must be in English or accompanied by a certified translation to English by an independent accredited translator.

2. The certification must be in English (or a translation from an independent accredited translator must be attached). At the least the Certifier should mark each ID document "Certified True Copy" Ideally he/she should also add the words "Original Seen" or "Original Sighted" If you are ordering a Seychelles Foundation the Certifier MUST write these words on the certification " "

3. The documents sent to us must bear the original signature of the person certifying the document(s) * Please also email us a copy of the certifier's business card.

Note if you are setting up a Seychelles Foundation the following wording is required:

I certify that I have **seen and compared the original document** and the **photograph bears a true likeness to the individual** to whom this certification relates,

Proof of Address Alternatives:

- An original or certified copy credit card statement, which shows the address to be confirmed provided that it is produced by a major issuer (Visa, MasterCard, American

Express, or Diners Card) in a FATF, or other approved country and is no more than three months old. At the time of the receipt. ▪ An original or certified copy bank statement produced by a reputable bank operating in a FATF, or other approved country and no more than 3 months old. At the time of receipt. ▪ Residence Permits (also known as e.g. Carte d'Sejour, Certificat Domical, or Residency Certificate), are documents issued by government agencies, usually local, generally they are in local language and sometimes also English and/or French,(but not less than 3 months old) ▪ Tax Authority Correspondence, which is verified as being genuine, may be accepted if it is addressed to the applicant's residential address and no more than 3 months old.

▪ Valid full driving license less than 3 month's old that is verified as being genuine showing the applicant's residential address ▪ ID card if the address features on this document and if not used for identification purposes. The origin of the ID card must be from an FATF country (and it must not be more than 3 months old) ▪ Letter from a bank (not more than 3 months old) confirming your residential address

NOTES: 1. If the proof of address document is a bank statement or utility bill or tax payable which has been delivered electronically (ie via email or over the internet): (a) Print one copy in colour (you can refer to this document when you meet with your certifier as "the original") (b) Photocopy (or print the black and white) a 2nd copy and asked the certifier to certify this as a true copy of the original (ie (a) above which you will need to show the certifier before he/she signs/certifies the 2nd document.

2. If the proof of address document is in a language other than English we would need the document translated into English and a lawyer or bank stamp attached/affixed thereto to confirm it is a genuine translation.

Corporate Clients

Where the Shareholder, Director, Founder Councillor or Beneficiary of your proposed new entity is a corporation please send us certified copies

of:

1. Certificate of Incorporation 2. Memorandum and Articles of Association 3. Certificate of Good standing (ie if the company is more than 12 months old) 4. Docs proving current shareholders and directors which can be either: (a) The share and Directors register; or (b) A certificate of Incumbency signed by the Company's registered agent in the country of incorporation

For any corporate directors or shareholders we will need DD as per above

Note for any natural person shareholders/directors of the subject Company or underlying companies we will need DD as per above.