

KYC DOCUMENTATION

Please see below the documentation guide.

INDIVIDUALS

- Certified current valid passport
- Certified Proof of address in the form of recent utility bill, credit card statement or recent bank reference (all these documents should not be more than 3 months old)
- Source of Funds and Source of Wealth

PRIVATE COMPANIES

- Certified copy of the Certificate of Incorporation or other appropriate certificate of registration or licensing (to include certificate of name change(s) if applicable)
- Certified copy of the Memorandum & Articles of Association
- Certified copy of the certificate of current standing
- Certified copy of the register of shareholders
- Certified copy of the register of directors
- Certified copy of the current authorized signatory which should include specimen signatures
- Due diligence, as listed above under individuals, in respect of the Directors, Officers, and Beneficial Owners (any beneficial owner holding 25% or more directly or indirectly) is also required.
- Source of Funds and Source of Wealth

LLC

- Certified copy of the Certificate of Formation/Articles or Organization/Certificate of Organization or other appropriate certificate of registration or licensing (to include certificate of name change(s) if applicable)
- Certified copy of the LLC Operating Agreement
- Certified copy of the certificate of current standing
- Certified copy of the current authorized signatory which should include specimen signatures
- Due diligence, as listed above under individuals, in respect of the Directors, Officers, and Beneficial Owners (any beneficial owner holding 25% or more directly or indirectly) is also required.
- Source of Funds and Source of Wealth

PARTNERSHIPS

- Certified copy of the certificate of registration, if applicable
- Certified copy of the partnership agreement or other constitutive / operation agreement
- Certified copy of the register of partners, including managing or general partner (or equivalent)

- Certified copy of the current authorized signatory which should include specimen signatures
- Due diligence, as listed above under individuals, documents on the significant partners (any partner holding 10% or more directly or indirectly)
- Source of Funds and Source of Wealth must be completed by all beneficial owners holding 10% or more directly or indirectly.

TRUSTS

- Certified copy of the certificate of registration (if applicable)
- Certified copy of the trust deed and any supplemental documentation, (including the pages identifying the name of the trust, governing law of the trust, trustees, beneficiaries, protectors/enforcers
- Latest financial statements (preferably audited, if available)
- Certified copy of the current authorized signatory which should include specimen signatures
- Due diligence, as listed above under individuals, in respect of each settlor, other contributors of funds, trustee, enforcer, protector, and beneficiary (who has or will likely benefit from the assets)
- Source of Funds and Source of Wealth

FOUNDATIONS

- Certified copy of the certificate of registration (if applicable)
- Certified copy of the Charter and Regulations, or the pertinent extract thereof
- Certified register of council members
- Due diligence, as listed above under individuals, in respect of each founder, council member, protector, and beneficiary (who has or will likely benefit from the assets)
- Source of Funds and Source of Wealth

CERTIFICATION

Certified copies of the documentation can be certified by a suitable person, such as:

- a lawyer, notary, actuary, an accountant, or any other person holding a recognized professional qualification,
- director or secretary of a regulated financial institution in Bermuda or in an equivalent jurisdiction,
- a member of the judiciary.

The certifier should sign and date the copy document and clearly indicate his name, address, position or capacity and membership number (where applicable) on it together with contact details.

Please use the below wording on each document to be certified* For documents providing photographic evidence of identity:

I CERTIFY that I have seen the original of this document, that this copy is an accurate copy of that original document and that the photograph contained in the document bears a true likeness to the named individual.

For documents without a photograph: (a utility bill, memorandum and articles, etc.)

I CERTIFY that I have seen the original of this document and that this copy is an accurate copy of that original document.

SECTION H – Source of Wealth and Funds Guidelines

The information collected is used to evidence that the client's capital was gained legally. Please use this as a guide for the documentation required to support your source of wealth. The list is not exhaustive and where required may be handled on a case-by-case basis.

Description of Source	Documentary Evidence
Income from salary	One of the following: <ul style="list-style-type: none">• Pay slip or Bank statement showing receipt of salary (3 months)• Letter from employer confirming salary & years employed
Maturity or Surrender of Life Policy	One of the following: <ul style="list-style-type: none">• Closing statement• Letter from Insurance
Dividend Payment/Liquidation of Investments	One of the following: <ul style="list-style-type: none">• Contract note/ Certificate/ Statement• Bank Statement showing income
Retirement Income	One of the following: <ul style="list-style-type: none">• Pension Statement• Bank Statement showing income• Letter from the company providing pension payments
Inheritance	One of the following: <ul style="list-style-type: none">• Grant of Probate• Letter from Lawyer or Administrator
Sale of Property	One of the following: <ul style="list-style-type: none">• Copy of Sale Contract• Letter from Layer or Regulated Accountant
Divorce Settlement/ other settlement	One of the following: <ul style="list-style-type: none">• Copy of Agreement• Letter from Lawyer detailing settlement
Company Sale	One of the following: <ul style="list-style-type: none">• Letter from lawyer confirming sale• Copy of sales contract
Company Profits	One of the following: <ul style="list-style-type: none">• Latest Audited Financial Statements• Latest Audited Financial Statements for parent company• Signed letter from a regulated accountant• Business Bank Account Statements (Last 6 months)
Public Company/ Owned by Public Company	One of the following: <ul style="list-style-type: none">• Annual Report• Parent Company Annual Report

The above list is for guidance, each customer will be reviewed and considered on a case-by-case basis. Kane reserves the right to request additional information/documentation as may be required by AML/ATF legislation.