

D. SOLE TRADER DETAILS

Guidance notes:

For Customer Due Diligence, this section is to be completed by the sole trader. Where applicable, we also require details of the beneficial owner to be disclosed.

1. A **beneficial owner** is defined as the natural person(s) who ultimately owns or controls the sole trader's capital and may or may not nominally own the capital themselves. It also includes those persons, other than the sole trader, who exercise ultimate effective control over the sole trader's business or on whose behalf a transaction is conducted.
2. The law defines a Politically Exposed Person (PEP) as a Seychellois or foreign individual entrusted with a prominent public function in the last three (3) years, and includes any immediate family member or close business associate of such an individual.
3. Note a "family member" includes a spouse or a partner, children and their spouses or partners, parents and siblings of a PEP and a "close associate" is any person having a joint partnership, trust or business relations with a PEP.

	Full name of soletrader	Effective Interest %	Seychelles Tax Resident	Beneficial Owner	PEP
1			Y <input type="checkbox"/> N <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/>

* Supporting Documents required for all Sole traders/Beneficial owners

All Individuals must complete the SEYF I205 Individual Customer Record Form.

E. PARTNERS DETAILS

Guidance notes:

This section is to be completed by the partners of the partnership. For Customer Due Diligence purposes, we require details of any partner.

1. A **partner** is defined as any individual who is ultimately entitled to or controls directly or indirectly 20% or more of the capital, profits or voting rights of a partnership.
2. A **beneficial owner** is defined as the natural person(s) who ultimately owns or controls the partnership's capital, profits or voting rights and may or may not nominally own the capital, profits or voting rights themselves. It also includes those persons who exercise ultimate effective control over a legal arrangement or on whose behalf a transaction is conducted.
3. All individual partners with interest of 20% or more must complete the SEYF I205 Individual Customer Record Form and provide supporting Proof of identity and address documents.
4. The law defines a Politically Exposed Person (PEP) as a Seychellois or foreign individual entrusted with a prominent public function in the last three (3) years, and includes any immediate family member or close business associate of such an individual.

DETAILS OF PARTNERS

- The above "Guidance Note" can help you to complete the table below.

(I) PARTNERS

	Full name(s)	Effective Interest %	Seychelles Tax Resident	Beneficial Owner	PEP
1			Y <input type="checkbox"/> N <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/>
2			Y <input type="checkbox"/> N <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/>
3			Y <input type="checkbox"/> N <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/>
4			Y <input type="checkbox"/> N <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/>
5			Y <input type="checkbox"/> N <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/>
6			Y <input type="checkbox"/> N <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/>
7			Y <input type="checkbox"/> N <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/>
8			Y <input type="checkbox"/> N <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/>

Initials: _____

F. BENEFICIAL OWNER DECLARATION

This section is to be completed by the beneficial owner(s). For Customer Due Diligence purposes, we require a beneficial owner declaration as follows:

I/We herein acting on behalf of the above-named customer hereby declare that the beneficial owner(s) is/are strictly limited to the person(s) revealed in the official documents duly submitted to MCB Seychelles in disclosing the entire ownership/shareholding structure and for Customer Due Diligence purposes.

(If you have ticked “No” in the “Beneficial Owner” column in the above Sole trader / Partner details sections please list out the names of the Beneficial Owner in the table below.)

I/We hereby declare a beneficial owner (s) interest as follows:

	Full name details of Beneficial owner(s)	Seychelles Tax Resident		PEP		Effective Interest %
1		Y <input type="checkbox"/>	N <input type="checkbox"/>	Y <input type="checkbox"/>	N <input type="checkbox"/>	
2		Y <input type="checkbox"/>	N <input type="checkbox"/>	Y <input type="checkbox"/>	N <input type="checkbox"/>	
3		Y <input type="checkbox"/>	N <input type="checkbox"/>	Y <input type="checkbox"/>	N <input type="checkbox"/>	
4		Y <input type="checkbox"/>	N <input type="checkbox"/>	Y <input type="checkbox"/>	N <input type="checkbox"/>	

*** Supporting Documents required for all Beneficial owners**
 Individuals must complete the SEYF I205 Individual Customer Record Form.

G. TAX RESIDENCY STATUS

Tax Regulations applicable to financial institutions require MCB Seychelles to collect and report certain tax information. Please be advised that due to these obligations, MCB Seychelles may be required to share this information through the Seychelles Revenue Commission (SRC) and with the tax authorities of another country or countries in which the entity may be tax resident.

If you have any questions about how to complete this form including defining your tax residency status, please seek independent tax advice from your tax adviser or tax authority. You can also find out more information on the OECD CRS Automatic Exchange of Information (AEIO) website: <http://www.oecd.org/tax/automatic-exchange/> and website: <http://www.src.gov.sc/pages/generalink/EOI.aspx> for further details on the implementation of the Foreign Account Tax Compliance Act (FATCA) for US Persons.

I/We (delete as appropriate) hereby certify that the entity’s Tax Identification Number (TIN) or functional equivalent in its country of residence for tax purposes is as follows:

	Country/Jurisdiction of Tax Residence	TIN
1.		
2.		
3.		

If a TIN is unavailable, please provide the appropriate reason by ticking one of the boxes below:

The country where the entity is liable to pay tax does not issue TINs.

Other reason. Please specify below:

Initials: _____

Entity type

Active NFFE/NFE guidelines

Active NFFE: is defined as an active non financial foreign entity for FATCA purposes.

Active NFE: is defined as an active non financial entity for OECD CRS purposes.

The most common types of entities which are Active NFFE/NFE are listed below:

- a) An Active NFFE/NFE is any entity involved in trading activities and which have less than 50% of their gross income/assets derived from passive income such as dividends, interest, rentals and royalties;
- b) parent companies of subsidiaries involved in trading businesses;
- c) Certain start-up entities and entities in liquidation or emerging from reorganisation or bankruptcy.

Please note that this is not a comprehensive list and you are advised to seek independent tax advice to confirm your tax status

The entity or organisation identified above is:

a. Active NFFE for FATCA purposes

Yes

No

b. Active NFE for OECD CRS purposes

c. Both an Active NFFE for FATCA purposes and an Active NFE for OECD CRS Purposes

Documents required are the original or certified true copy

Letter from relevant competent tax authority showing the Tax Identification Number.

AND

In the event a tax residence outside of Seychelles is confirmed the MCB Form SEYF 2064 Tax Entity Self-Certification Form will be applicable.

H. TERMS & CONDITIONS

DECLARATION

By signing below, I/we* acknowledge that The Mauritius Commercial Bank (Seychelles) Ltd ("MCB") has recommended that I/we* seek independent legal and/or professional advice before signing this document and I/we* have read and understood the Terms and Conditions (copy of which has been handed over to me) relative to the opening and operation of the above-mentioned Account agree to be bound by them.

I/We* certify that the above information related in this application is true and accurate and all documents provided are genuine. I/We* hereby undertake to promptly inform MCB within 30 days of any changes in the business' structure, shareholding and beneficial ownership. I/We* also authorise MCB to verify the information provided and to make enquiries as it deems necessary.

I/We* hereby signify my/our* consent to the Bank to execute the lawful processing of my personal data for the purpose of this application and for subsequent transactions.

I/We* also take note of my/our* right to withdraw the consent expressed hereinabove for the processing of my/our* personal data by the Bank. Where I/We* decide to avail of this right, I/We* will notify the Bank in writing thereof. I/We* also understand that in certain specific circumstances, the Bank may still process the personal data in view of its statutory obligations.

Notices and other communications under the present contract shall be sent by post/email, as strictly requested by me/us*, to the mailing/email* address provided. It is further understood and agreed that MCB disclaims all liability for any damage and/or loss arising directly or indirectly with the sending of communications/notifications. In this line, I/We* undertake to immediately inform MCB of any changes in email address and/or telephone number/s.

I/We* authorise MCB to provide information contained in the form and information regarding the account holder, controlling persons and Beneficial Owner and any accounts maintained by MCB, directly or indirectly, to domestic and/or overseas tax authorities, as may be required pursuant to Inter-governmental agreements to exchange financial account information and/or the Tax Regulations.

* delete as appropriate

Initials: _____

AUTHORISED SIGNATORIES

(S)	(S)
Name:	Name:
Title:	Title:
Date:	Date:

(S)	(S)
Name:	Name:
Title:	Title:
Date:	Date:

FOR BANK USE ONLY

All amendments have been initialled by the customer.

All required documents have been collected

Customer Number:

PREPARED BY	CHECKED BY
Name:	Name:
Signature:	Signature:
Date:	Date:

Checklist of Documents for Sole trader/Partnership	Tick (✓) as appropriate
<ul style="list-style-type: none"> • Letter from Sole trader to request account opening/accounts OR. • Complete SEYF1709 Opening of non-individual account Single signatory form (For Sole traders only). • Written Resolution from Partners to request account opening, providing signatory mandate instruction for the operation of the account(s) and the currency/number of accounts required. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>Sole trader/Partnership documents</p> <ul style="list-style-type: none"> • Registered Business Name Certificate (If applicable) AND/OR • SENPA Business Registration Certificate/Card (if applicable) • Certificate of amendment confirming any change of registered name (if applicable) • Partnership Deed or Agreement (if applicable for Partnership) AND/OR • Valid Trade or operating licence of business - from Seychelles Licensing Authority or equivalent regulatory body (if applicable) 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>Trading/Business address</p> <ul style="list-style-type: none"> • Valid Tenancy agreement/Lease OR • Utility Bill in the name of the applicant for business (not more than 3 months) OR • If residential address is provided any other address document approved by SEYF 1205 accepted “Document required” List. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>Financial documents</p> <ul style="list-style-type: none"> • If trading for more than one year to provide six months account statement AND/OR • Business Plan & Cash flow forecast (if applicable) OR • Last financial audited accounts (if applicable) 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>Tax documents</p> <ul style="list-style-type: none"> • Seychelles Revenue Commission Business Tax Identification Number (TIN) registration letter or from other equivalent regulatory body (if applicable) • SEYF2064 Tax Entity Self Certification Form (If applicable for TIN outside of Seychelles) 	<input type="checkbox"/> <input type="checkbox"/>
<p>Documents confirming Controlling persons</p> <p>Customer Due Diligence (CDD) documents for the Sole trader/Partners/Authorised signatories/Beneficial owners and Internet banking users as follows:</p> <ul style="list-style-type: none"> • Proof of Identity: Valid Seychelles National Identification card/Passport OR Foreign passport. (Driving licence are not accepted) • Additional documents required for non-residents: <ul style="list-style-type: none"> • A Bank Reference from country of residence (less than three months) • Curriculum Vitae • Valid permit document (applicable to non-citizen residents) • Proof of Address: Utility Bill in personal name (not more than 3 months) OR any other address document approved by the SEYF 1205 accepted “Document required” List. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

NOTE: Applicants must provide clear and legible documents, in English or French and, where appropriate, must contain clear photographic images and specimen signature samples. All documents must be submitted as valid originals for certification by a Bank officer. A certified true copy may also be accepted from an approved certifier providing their full name and stamp/seal details. Please note that the above checklist is not exhaustive and in some cases additional documents may be required to complete the due diligence process.