

## <u>Campbells – Client Due Diligence Requirements</u>

Campbells is committed to ensuring compliance with the anti-money laundering regulations of the Cayman Islands through effective client due diligence ("CDD"). A key element of CDD is to confirm the identity of our client and related parties. If you believe that Campbells has already received all of your required documentation or that an exemption applies (e.g. listed entities and regulated entities, as addressed herein), please contact your Campbells legal representative for guidance.

### NOTE: All documents provided for CDD purposes require certification per the guidelines below.

# Individuals/Natural Person Requirements

(e.g. directors, managers, general partners, supervisors or equivalent, and shareholders, members, settlors, and ultimate beneficial owners who hold a 10% or greater legal or beneficial interest)

## **Photographic Identification**

- Passport
- Driver's License
- National Government Issued ID Card (i.e. Residency card, Armed Forces ID)

Note: All photo IDs must be valid (i.e. unexpired)

#### **Residential Address Verification**

Please provide any one of the following to confirm:

- Utility Bill (i.e. Water, electricity, gas, landline telephone / internet bill only)
- Driver's License (if not already used for photographic identification
- Bank statement (i.e. loan, mortgage)
- Credit card statement
- Bank Reference Letter
- Professional Reference Letter
- Official Government correspondence

<u>Note:</u> For young adults residing with their parents, a utility bill in the parent(s) name and a letter from the parents confirming that the applicant resides with them may be accepted.

#### **Explanation of Source of Wealth (required for interest holders)**

Source of wealth information is required for all interest holders with 10% or more interest.

For guidance on source of wealth requirements, please refer to the Source of Funds ("SOF") & Source of Wealth ("SOW") Requirements included herein.



In instances where your country of residence, citizenship and/or source of wealth is from a country outside of Campbells' List of Equivalent Jurisdictions (referenced herein), we will also require the following items:

#### **Second Form of Photographic Identification:**

- Passport
- Driver's License
- National Government Issued ID Card (i.e. Residency card, Armed Forces ID)

#### **Professional or Bank Reference letter:**

Original Reference letter from a lawyer, certified accountant or regulated financial institution. The relationship should be existing for at least three (3) years, must be addressed to Campbells and the letter should be issued on letterhead. (Sample attached)

# Source of Funds ("SOF") & Source of Wealth ("SOW") Requirements

In certain circumstances, we need to establish the source of wealth of a contributor, in addition to source of funds.

Source of wealth relates to the general body of wealth held by the contributing party, beyond just the assets involved in the transaction at hand

Both source of funds and source of wealth information should be provided.

Where Campbells is providing legal advice in relation to a financial transaction, or where Campbells is providing Registered Office services to an entity participating in a financial transaction, we need to understand the source of the cash/assets involved in the transaction.

The most straightforward way to help us meet this requirement is to obtain a short statement in writing (e-mail will suffice) from the contributing parties (e.g. investors, settlor, buyer, etc.) or by filling out our SOW/SOF Declaration Form and providing all supporting documentation. Your confirmation should cover the following points:

- The type and value of assets being contributed
- The overall value and composition of the contributor's net wealth
- How the assets were generated (e.g. sale of investment property purchased [year] with employment earnings)
- How the contributor's net wealth was accumulated (e.g. inheritance, trading profits, bonuses, salary as [position]).
- Where the assets were generated (e.g. United Kingdom)
- Where the contributor's net wealth was generated (e.g. USA)

**Note:** Where digital assets are a source of wealth the following additional details are required:

- The wallet provider or regulated exchange (e.g. Binance, Coinbase, Kraken)
- The type of assets in portfolio (e.g. NFTs, Bitcoin, Altcoin, tokens)
- Confirmation of the overall value and composition of the portfolio



#### **Private Company Requirements**

(e.g. Limited Companies, Limited Liability Companies, Unlimited Companies, Corporations)

#### For private companies, we require the following documents:

#### **Corporate documents**

- Formation documents (e.g. Certificate of Incorporation)
- Director and Shareholder information (e.g. Register of Directors, Register of Members, Certificate of Incumbency issued within recent three months)
- Constitutional documents (e.g. Memorandum and Articles of Association, Amendments By-laws, Issuer Charter)
- Explanation of purpose and nature of business of the Company
- Confirmation of Source of Funds

#### Structure Chart (if available)

A structure chart including each intermediary layer(s) up to ultimate beneficial owner (10% or more interest) level, being confirmed by one of the below:

- Director of the company
- Company secretary
- Authorised signatory of the company
- An advisor to the company (e.g. legal counsel, accountant, tax advisor, administrator etc.)

#### Ownership and control

CDD documents are required for the below parties:

- Direct owners all shareholders with a direct equity interest of 10% or more
- Direct controllers all directors
- Ultimate owners parties with an ultimate equity interest of 10% or more (e.g. individuals or regulated/listed entities sitting above the direct owners)
- Ultimate controllers parties able to exercise control (e.g. individual directors of a corporate director)
- Intermediate parties any other parties sitting between direct owners/controllers and the ultimate owners/controllers



#### **Partnership Requirements**

(e.g. Limited Partnerships, Limited Liability Partnerships)

For limited partnerships (**LPs**) and limited liability partnerships (**LLPs**), we require the following documents:

## **Partnership Documents**

- Formation document (e.g. Certificate of Registration)
- Constitutional document (e.g. Limited Partnership Agreement)
- General Partner and Limited Partner information (e.g. Register of General Partners, Register of Limited Partners, Certificate of Incumbency issued within recent three months)
- Explanation of purpose and nature of business
- Confirmation of Source of Funds

#### Structure Chart (if available)

A structure chart showing the ownership structure of the General Partner(s) including each intermediary layer(s) up to ultimate beneficial owner level (10% or more interest), being confirmed by one of the below:

- General Partner
- Authorised signatory
- An advisor to the company (e.g. legal counsel, accountant, tax advisor, administrator, etc.)
- Ultimate Beneficial Owners (UBOs) and Ultimate Effective Controllers (UECs)

#### Ownership and control

CDD documents are required for the following:

- Direct owners limited partners, with a direct equity interest of 10% or more
- Direct controllers general partner(s)
- Ultimate owners parties with an ultimate equity interest of 10% or more (e.g. individuals or regulated/listed entities sitting above the direct owners)
- Ultimate controllers parties able to exercise control (e.g. individual directors of a corporate general partner)
- Intermediate parties any other parties sitting between direct owners/controllers and the ultimate owners/controllers

**NOTE:** Where the Partnership is a fund structure, additional items are required. See **Fund Requirements** referenced herein.



## Foundations, Charities and Not-For-Profit Organisations Requirements

#### For Foundations, we require the following documents:

#### **Entity documents**

- Formation document (e.g. Certificate of Formation)
- Constitutional document (e.g. Charter)
- Most recent copies of your Form 990 (if applicable)
- Foundation Confirmation Letter (sample attached)
- Council Member information (e.g. Statement)
- Explanation of Purpose and Nature of Foundation or Charity
- Confirmation of Source of Funds

#### Structure Chart (if available)

A structure chart including each intermediary layer(s) up to ultimate beneficial owner level (10% or more interest), being confirmed by one of the below:

- Council member
- Authorised signatory
- An advisor to the Foundation (e.g. legal counsel, accountant, tax advisor, administrator, etc.).

#### Ownership and control

CDD documents are required for the key parties involved with the foundation, including:

- Direct beneficiaries those parties with a direct vested interest in the assets of the foundation (e.g. named beneficiaries)
- Direct controllers those parties exercising direct control over the foundation (e.g. supervisors, council members, guardians, etc.)
- Direct contributors those parties who have directly contributed the assets of the foundation (e.g. the founder)
- Ultimate beneficiaries those parties with an ultimate vested interest in the assets of the foundation (e.g. any individuals or regulated/listed entities sitting above direct beneficiaries who are private companies, trusts, etc.)
- Ultimate controllers those parties exercising ultimate control over the foundation (e.g. individual directors of a council member which is a corporate)
- Ultimate contributors those parties who have ultimately contributed the assets of the foundation (e.g. high net worth individual sitting behind a founder which is a corporate, or trust, or similar)
- Intermediate parties any other parties sitting between the direct and ultimate beneficiaries/controllers/contributors



# Trust Requirements

## For trusts, we require the following documents:

#### **Trust documents**

- Constitutional document (e.g. Trust Deeds or Declaration of Trust)
- Trustee Declaration Letter (attached)
- CDD on all related parties outlined under Ownership and Control
- Confirmation of Source of Funds

## **Structure Chart (if available)**

A structure chart including each intermediary layer(s) up to ultimate beneficial owner (10% or more interest) level, being confirmed by one of the below:

- Settlor
- Grantor
- Trustee
- Protector
- Enforcer
- Beneficiaries
- Authorised signatory

#### Ownership and control

CDD documents are required for the key parties to the trust, including:

- Direct beneficiaries (18 years or older) those parties with a direct vested interest in the assets of the trust (e.g. named beneficiaries)
- Direct controllers those parties exercising direct control over the trust (e.g. trustees, protectors, enforcers, etc.)
- Direct contributors those parties who have directly contributed the assets of the trust (e.g. the settlor)
- Ultimate beneficiaries those parties with an ultimate vested interest in the assets of the trust (e.g. any individuals or regulated/listed entities sitting above direct beneficiaries who are private companies, trusts, etc.).
- Ultimate controllers those parties exercising ultimate control over the trust (e.g. individual directors of a trustee which is a private company).
- Ultimate contributors those parties who have ultimately contributed the assets of the trust (e.g. high net worth individual sitting behind a settlor which is a corporate, or foundation, or similar)
- Intermediate parties any other parties sitting between the direct and ultimate beneficiaries/controllers/contributors



Fund Requirements	In addition to the standard corporate documents and CDD required for
	related parties, the following items are required for fund structures:
	AML/KYC Comfort Letter
	The AML/KYC comfort letter must confirm the following the details outlined in the Campbells Administrator – AML/CTF/CPF Comfort Letter (attached)
	Investment Objective and Strategy
	Private Placement ("PPM") or Offering Memorandum ("OM")
Certification Requirements	Suitable certifiers
	The following parties are able to certify your documents:
	<ul> <li>Lawyer</li> <li>Judge</li> <li>Notary public (must still include required attestation language)</li> <li>Accountant</li> <li>Actuary</li> <li>Chartered company secretary</li> <li>Senior civil servant</li> <li>Serving police/customs officer</li> <li>Officer of an embassy/consulate/high commission</li> <li>Director/officer/authorised signatory of a regulated entity</li> </ul> Note: Even if you hold the required qualifications to be a suitable certifier, you cannot certify your own documents.
	Certifier details
	Every certification must be accompanied with the following details:  — Date — Signature — Name — Capacity — Professional qualifications — Contact address — Contact telephone number
	Foreign Language Documents
	Where documents are in a language other than English, we will require the original copies, together with a certified translation.



	Certification timing	
	Certification must be conducted within six (6) months of submission to us.	
	Required attestation language for photo ID	
	The attestation wording <u>must</u> confirm the following:	
	<ol> <li>the copy is a true and accurate copy of the original document; and</li> <li>the photograph within the document is a <u>true likeness</u> of the person named.</li> </ol>	
	Example: "I certify this to be a true and accurate copy of the original document and that the photograph is a true likeness of the individual named therein."	
Listed Companies	For entities with securities listed on a recognised international stock exchange, we can verify required details directly from the relevant exchange's website.	
Regulated Companies	For entities carrying on business in relation to which a regulatory body in an approved country (see Campbells' List of Equivalent Jurisdictions) exercises regulatory functions, we can verify required details directly from the relevant regulator's website.	



## CAMPBELLS LIST OF EQUIVALENT JURISDICTIONS AND APPROVED STOCK EXCHANGES

Campbells List of Equivalent Jurisdictions				
Australia	Finland	Isle of Man	Portugal	
Austria	France	Italy	Singapore	
Belgium	Germany	Japan	Spain	
Bermuda	Gibraltar	Jersey	Sweden	
British Virgin Islands	Greece	Korea, South	Switzerland	
Canada	Guernsey	Luxembourg	United Kingdom	
Cayman Islands	Hong Kong	Netherlands	United States of America	
Denmark	Iceland	New Zealand		
Estonia	Ireland	Norway		

Campbells List of Approved Stock Exchanges					
Amman Stock Exchange	CME Group	Nasdaq Riga			
Athens Stock Exchange	Colombo Stock Exchange	Nasdaq Stockholm			
Australian Securities Exchange	Cyprus Stock Exchange	Nasdaq Tallinn			
B3 S.A. (Formerly BM&F Bovespa)	Deutsche Borse	Nasdaq Vilnius			
Barbados Stock Exchange	Dusseldorf Stock Exchange	National Stock Exchange of India			
BATS Global Markets	Eurex	New York Stock Exchange (NYSE)			
Bermuda Stock Exchange	Euronext Brussels	New Zealand Exchange			
BOAG Borsen AG	Euronext Dublin	NYSE American			
Bolsa de Barcelona	Euronext Lisbon	NYSE Arca			
Bolsa de Bilbao	Euronext NV	NYSE Chicago			
Bolsa de Madrid	Euronext Oslo Børs	NYSE National			
Bolsa de Valencia	Euronext Paris	Osaka Exchange			
Bolsa de Comercio de Buenos Aires	Fukuoka Stock Exchange	Philippine Stock Exchange			
Bolsa de Comercio de Santiago	Hong Kong Exchange and Clearing	Prague Stock Exchange			
Bolsa de Valores de Colombia	Indonesia Stock Exchange	Saudi Exchange (Tadawul)			
Bolsa de Valores de Lima	Intercontinental Exchange	Shanghai Stock Exchange			
Bolsa Mexicana de Valores	International Securities Exchange	Shenzhen Stock Exchange			
Bolsas y Mercados Espanoles	Jamaica Stock Exchange	Singapore Exchange			
Borsa Istanbul	Johannesburg Stock Exchange	SIX Swiss Exchange			
Borsa Italiana	Korea Stock Exchange	Stock Exchange of Mauritius			
Borse Berlin	London Stock Exchange	Taiwan Stock Exchange			
Borse Frankfurt	Luxembourg Stock Exchange	Tel Aviv Stock Exchange			
Borse Munchen	Malta Stock Exchange	The Egyptian Exchange			
Borse Stuttgart	Montreal Exchange	The Stock Exchange of Thailand			
BSE Limited	Nagoya Stock Exchange	Tokyo Stock Exchange			
Bucharest Stock Exchange	Nasdaq	Toronto Stock Exchange			
Budapest Stock Exchange	Nasdaq Copenhagen	Trinidad and Tobago Stock Exchange			
Bursa Malaysia	Nasdaq Helsinki	Warsaw Stock Exchange			
Cayman Islands Stock Exchange	Nasdaq Iceland	Wiener Borse AG (Vienna Stock			
Cayman Islanus Stock Exchange	ivasuay iceialiu	Exchange)			
Channel Islands Stock Exchange	Nasdaq OMX Nordic				
Chicago Board Options Exchange	Nasdaq PHLX				

Please note, this list is subject to change and Campbells reserves the right to request additional documentation or information, when required.



## <u>Campbells - Certification Certificate</u>

	, i	n my capacity as	
working in		fy that the document(s) attached	hereto and listed below is/are
true and accurate copies of	the original(s) thereof:		
Please list each document ce	rtified (i.e. Passnort IItilit	ry Bill, Register of Members, Opera	ting Agreement)
ricase list cach accument to	timed (ner rassport) Gtime	y bill, hegister of Members, Opera	ang Agreement,
Type of Certified Docume	nt	Name of Entity or Individu	ual
		tute photographic identification, th	he photograph(s) included in the
attached is/are a true likeness	s of the person concerned.		
Signature:			
Data of Contifications			Certifiers Official Seal or
Date of Certification:			Stamp (If applicable)
Position or Capacity:			
Professional Qualification:			
Contact Address:			
Contact Telephone:			
Contact Email Address:			

Note: A certifier must be a suitable person, such as for instance a lawyer, accountant, director or manager of a regulated entity/ financial service provider, notary public, member of the judiciary or a senior civil servant.



#### CAMPBELLS SAMPLE - BANK REFERENCE LETTER

[On Bank Letterhead]

[DD Month YYYY]

Campbells Floor 4, Willow House Cricket Square Grand Cayman, KY1-9010 Cayman Islands

RE: <u>LAST NAME(S) - First Name(s) Middle Name(s) — Bank Reference Letter</u>

Dear Campbells:

[LAST NAME(S) - First Name(s) Middle Name(s)] has been a customer of this bank for [Minimum of 3 years] years. During this time, [his/her] accounts have been managed in a proper manner.

The address we have on file for [LAST NAME(S) - First Name(s) Middle Name(s)] is [## - ## Street Address, City/Town, State/Province, Country, Postal/Zip Code].

Should you require any further information, please do not hesitate to contact me.

Sincerely,

[Full Name]

[Title]

[Contact Email Address]
[Contact Phone Number]



#### **CAMPBELLS SAMPLE – PROFESSIONAL REFERENCE LETTER**

[On Letterhead]

## [DD Month YYYY]

Campbells Floor 4, Willow House Cricket Square Grand Cayman, KY1-9010 Cayman Islands

Re: [First Name(s) Middle Name(s) LAST NAME(S) – Professional Reference

Dear Campbells,

I have known [First Name(s) Middle Name(s) LAST NAME(S) for [minimum three] years in my capacity as [professional capacity in which known] and during that period, they have to best of my knowledge, been [honest and respectable], [a person of good character and integrity] and [trustworthy].

[Brief background information to describe what capacity you know the aforementioned individual.]

The address we have on file for [First Name(s) Middle Name(s) – LAST NAME(S)] is [## - ## Street Address, City/Town, State/Province, Country, Postal/Zip Code].

I have no hesitation in recommending [First Name(s) Middle Name(s) LAST NAME(S) as a person to transact business with.

Should you require any further information, please do not hesitate to contact me.

Sincerely,

[Full Name]
[Title]
[Contact Email Address]
[Contact Phone Number]



#### **CAMPBELLS SAMPLE – TRUSTEE DECLARATION**

[On Letterhead]

## [DD Month YYYY]

Campbells Floor 4, Willow House Cricket Square Grand Cayman, KY1-9010 Cayman Islands

Dear Campbells,

## RE: [FULL LEGAL NAME OF TRUST (the "Trust") – Trustee Declaration]

As requested, we are pleased to confirm that as trustee of the Trust, as of the date hereof and according to the documentation of the [irrevocable/revocable] Trust established on [insert date] under the laws of [insert jurisdiction], the following persons are mentioned as relevant parties to the Trust.

## Settlor(s) / Grantor(s)

We confirm that the following persons are mentioned as the settlor(s) of the Trust:

Full Legal Name	Date of Birth (DD-MM-YYYY)	Profession	Residential Address

## **Beneficiaries (Primary and Contingent)**

We confirm that all beneficiaries of the trust are unborn heirs.

Or

We confirm that the following person(s) are of legal age (18 years) and are mentioned as beneficiaries of the Trust:

Full Legal Name	Date of Birth (DD-MM-YYYY)	Relation to Settlor	Residential Address



Camp	bel	ls

Or			
We confirm that the foll	owing charities/foundati	ons are the sole beneficiarie	s of the trust.
Name: Address:			
Enforcer/ Protector / Au	uthorised person		
We confirm that there is	s no enforcer, protector o	or authorised person of the 1	rust.
OR			
We confirm that the foll Trust:	lowing persons are ment	ioned as an enforcer, protec	ctor or authorised person of the
Full Legal Name	Date of Birth (DD-MM-YYYY)	Profession	Residential Address
Purpose and Assets of t	he Trust		
Trustee Declaration			
•	long with this letter are ${}_{i}^{i}$	-	rect and complete and that the orm Campbells in writing of any
Position or Canacity:			
Contact Telephone:			
Regulatory License (if ap	plicable):		



#### **CAMPBELLS SAMPLE – FOUNDATION CONFIRMATION LETTER**

[On Letterhead]

## [DD Month YYYY]

Campbells Floor 4, Willow House Cricket Square Grand Cayman, KY1-9010 Cayman Islands

Dear Campbells,

## RE: [FULL LEGAL NAME] (the "Foundation") - Foundation Confirmation Letter

As requested, we are pleased to confirm that as the Secretary of the Foundation Council, as of the date hereof and according to the documentation of the Foundation established on [insert date] under the laws of [insert jurisdiction], the following persons are mentioned as relevant parties to the Foundation.

## Founder(s) / Initiator(s)

We confirm that the following person(s) are mentioned as the Founder(s) of the Foundation:

Full Legal Name	Date of Birth (DD-MM-YYYY)	Profession	Residential Address

## **Beneficiaries (Primary and Contingent)**

We confirm that all beneficiaries of the Foundation are unborn heirs.

OR

We confirm that the following person(s) are of legal age (18 years) and are mentioned as beneficiaries of the Foundation:

	Full Legal Name	Date of Birth (DD-MM-YYYY)	Relation to Founder	Residential Address
-				



OR

We confirm that the following charities/foundations are the sole beneficiaries of the Foundation.					
Full Legal Name	Date of Birth (DD-MM-YYYY	Website			
		<u> </u>			
Foundation Council Members					
We confirm that the following persons are mentioned as members of the Foundation Council:					
Full Legal Name	Date of Birth (DD-MM-YYYY)	Profession	Residential Address		

## **Executor/ Protector / Administrator**

We confirm that there is no enforcer, protector, administrator or authorised person of the Foundation.

OR

We confirm that the following persons are mentioned as an enforcer, protector or authorised person of the Foundation:

Full Legal Name	Date of Birth (DD-MM-YYYY)	Profession	Residential Address



## **Purpose and Assets of the Foundation**

Please provide sufficient information to allow us to understand the assets and/or property held by the Trust
Secretary of Foundation Declaration
I/We hereby confirm that the information provided herein is accurate, correct and complete and that the documents submitted along with this letter are genuine. I understand to inform Campbells in writing of any changes to the information already provided.
Position or Capacity:
Contact Address:
Contact Telephone:
Contact Email Address:
Regulatory License (if applicable):



## CAMPBELLS SAMPLE - ADMINISTRATOR AML/CTF/CPF COMFORT LETTER

[To be provided on company letterhead]

### [DD Month YYYY]

Campbells Floor 4, Willow House Cricket Square Grand Cayman, KY1-9010 Cayman Islands

## RE: AML Comfort Letter - [Name of Fund(s)]

Dear Sirs.

[Full Legal Name of Administrator] is a licensed [Type of License and License Number], established in [Year established] and operating under the laws of [Jurisdiction of Licensing]. As an authorised institution, regulated by [Name of Regulatory Authority], the competent authority for the supervision of [financial services institutions] in the aforementioned country, we hereby confirm that:

- 1. We maintain Anti Money Laundering & Counter Terrorist and Proliferation Financing ("AML/CTF/CPF") policies and procedures applicable to all employees and have an on-going training program. We have implemented related procedures and controls including a procedure on suspicious activity reports;
- 2. We perform risk assessments for all underlying investors, mandates and proxy holders using a combination of relevant risk factors (including source of wealth/funds) prior to entering into a business relationship and obtain information on the purpose and nature of the business relationship (Risk Based Approach);
- 3. We perform the identification and verification of the identity of the underlying investors based on the initial risk assessment. Where applicable, the identification and verification of the identity of our clients, beneficial owners (10% or more interest or control as required per AML/CTF/CPF Regulations of Cayman Islands), other controlling parties and proxy holders is performed, such that the ownership and control structure of the underlying investors in particular legal persons, trusts and similar legal arrangements are understood and risks are assessed;
- 4. We perform enhanced due diligence on higher risk underlying investors and their beneficial owners, where applicable, including politically exposed persons ("PEP") and, where a relationship is established with countries or territories which do not or insufficiently apply AML/CTF/CPF measures;
- 5. Prospective customer's names (individuals, companies and institutions) are screened through official and private blacklists in order to avoid entering into a business relationship with individuals or institutions



which appear on applicable lists of terrorists or terrorist organisations, or against whom sanctions have been imposed by the EU, UK or United Nations; or with anyone suspected to be involved in a criminal sphere. In addition, we comply with OFAC sanctions programs and perform sanctions screening against the listings of the US Department of Treasury, Office of Foreign Asset Control ("OFAC");

- 6. We perform on-going monitoring of the business relationship to maintain Know-Your-Client information current including detection of unusual transactions which are not consistent with the expected business activity, and where necessary, the origin of funds and origin of wealth;
- 7. We retain investor due diligence documentation during a period of at least five (5) years following the end of the business relationship and will make it available upon written request;
- 8. We do not enter into business relationships with shell banks or accept shell banks as underlying investors or beneficial owners;
- 9. We do not enter into business relationship with companies using bearer shares or bearer instruments;

Yours faithfully,

[Full Name] [Title] [Contact Email Address] [Contact Phone Number]



## **CAMPBELLS - SOURCE OF WEALTH/FUNDS DECLARATION FORM**

Campbells has a regulatory requirement to understand and verify the legitimacy of its clients' source of wealth and/or source of funds. This form should be completed by the applicant or the nominated person acting on behalf of the client. All information requested must be provided and <u>all supporting documentation</u> must be submitted with the completed and signed form.

Accordingly, I/We wish to declare the following:

I/We				
	LAST	NAME(s) – First Name(s),	Middle Name(s)	
		OR FULL LEGAL NAME (	OF ENTITY	
At physical address:				
	(STREET ADDR	ESS, CITY, STATE/PROVING	CE, POSTAL, COUNTRY)	
Do hereby declare that my	our wealth or	funds originate from	the following source(s):	
Please provide sufficient info	rmation to allo	w us to understand how	w you obtained your weal	th and/or funds:
Please note that evidence and	l documentatio	n of this source, as deta	iled in the Source of Weal	th and Source of
Funds Guidelines, must be pr	ovided for all a	pplicants, and Campbe	lls reserves the right to re	equest additional
information and/or document	ation if deemed	I necessary.		
I/We declare that the inform	nation provide	d in this form is true,	accurate and complete.	We confirm the
wealth/funds originate from	legitimate sour	ces, do not derive from	criminal activity, and in p	particular do not
constitute the proceeds of mo	oney laundering	g or terrorist financing.	I/We agree to provide Car	npbells with any
further information or docum	-	-		
	•	•	•	
Signature				
Full Legal Name				
Capacity (i.e. Client or Authoris	ed Signatory)			
Date				



# <u>CAMPBELLS - SOURCE OF WEALTH/FUNDS SUPPORTING</u> <u>EVIDENCE</u>

EVIDENCE			
Description of source of wealth or funds	Information required	Examples of supporting documents (one of the following)	
1. Employment income or savings (basic and/or bonus). If individual owns a company, where he/she is employed, please follow the guidance detailed in 6 below.	<ul> <li>Title/Occupation</li> <li>Employer's name</li> <li>Employer's address</li> <li>Nature of business operations</li> </ul>	<ul> <li>Certified or original (electronic) copy bank statement showing receipt of salary;</li> <li>Certified copy of most recent pay slip and copy of Resume;</li> <li>Letter from legal counsel or solicitor; or</li> <li>Letter from employer confirming salaryand years of employment.</li> </ul>	
2. Investments	<ul> <li>Type of investments</li> <li>Jurisdiction of investments</li> <li>Nature of investments (i.e.real estate, technology, bonds, stocks.</li> </ul>	Certified or original (electronic) copy investment statement.	
3. Maturity or surrender of life policy	<ul><li>Amount received</li><li>Policy provider</li><li>Policy number/reference</li><li>Date of surrender</li></ul>	<ul> <li>Letter from insurer confirming surrender; or</li> <li>Certified copy of closing statement.</li> </ul>	
4. Sale of investments/liquidation of investment portfolio	<ul> <li>Sale amount</li> <li>Type of investments</li> <li>Date of sale</li> <li>Period of time investments held</li> </ul>	<ul> <li>Certified copy of surrender statement;</li> <li>Certified copy of Bank Brokerage statement (clearly showing sale and receipt of funds &amp; investment on company letterhead); or</li> <li>Signed letter detailing funds from a regulated or licensed individual and/orcompany.</li> </ul>	
5. Sale of property	<ul><li>Sold property address</li><li>Date of sale</li><li>Total sale amount</li></ul>	<ul> <li>Certified copy of sale contract; or</li> <li>Signed letter from licensed real estate agent.</li> </ul>	
6. Company sale	<ul><li>Company name</li><li>Sale amount</li><li>Date of sale</li></ul>	<ul> <li>Letter from licensed or regulated advisor confirming sale; or</li> <li>Certified copy of sale contract and statement showing proceeds.</li> </ul>	
7. Divorce settlement (orany other form of settlement or compensation)	<ul> <li>Full name of all parties</li> <li>Effective date of settlement</li> <li>Total number of assets in settlement</li> </ul>	<ul> <li>Certified copy of court order / agreement; or</li> <li>Letter from legal counsel or solicitor detailing settlement.</li> </ul>	



8. Bank loan	Name of issuing bank	Certified or original (electronic) copy
C. Balik loan	Address of issuing bank	bank statement showing receipt of
	Address of issuing bank     Amount to be paid	loan; or
	ca.iic to be paid	Certified copy of loan agreement.
9. Inheritance	Name of deceased	Letter from a licensed or regulated
	Date of death	individual or company, confirming
	Relationship to client	the same;
	Date received	Certified copy of will; or
	Amount of received	Certified grant of probate.
10. Dividend Payment	Applicant's name	Certified dividend contract note
,	Company name	Certified or original (electronic) copy
	<ul> <li>Company address</li> </ul>	of bank statement showing income;
	Amount to be paid	Letter detailing dividends details
	· ·	from licensed or regulated individual
		or firm.
11. Company Profits	Company name	Certified copies of the latest audited
	<ul> <li>Company address</li> </ul>	financial statement; or
	Confirmation on the nature	Letter from regulated or listed
	and business of the company	company confirming the same.
	Confirmation of affiliation to	
	client	
12 Cife	Amount of annual profit	The College Co.
12. Gift	Reason for gift      Relationship with alignt	The following items are required:     A strong from depart details and details.
	<ul><li>Relationship with client</li><li>Total amount</li></ul>	<ul> <li>Letter from donor detailing details of gift;</li> </ul>
	<ul><li>Iotal amount</li><li>Date received</li></ul>	<ul><li>Certified or original (electronic)</li></ul>
	<ul> <li>Identification documents for</li> </ul>	bank statement, showing funds
	donor	received from donor; and
	donoi	<ul> <li>Certified identification documents</li> </ul>
		for donor.
		<ul><li>Copy of passport</li></ul>
		<ul> <li>Certified address verification</li> </ul>
		(dated within the last 6
		months)
13. Pension retirement	Amount received	<ul> <li>Source of wealth declaration.</li> <li>Certified or original (electronic) copy</li> </ul>
income	Policy provider	<ul> <li>Certified or original (electronic) copy ofpension statement;</li> </ul>
	Policy provider     Policy number/reference	Certified or original (electronic) copy
	Date of payment	of Bank statement showing pension
	- Date of payment	income; or
		Letter from paying institution.
14. Other (specify)	Nature of income	Supporting documents to be
• • • • • • • • • • • • • • • • • • • •	Date of income received	confirmed by Campbells Compliance
	Total amount received	Team.

The above list is provided for guidance purposes only; each case will be considered individually.