

CCP Financial Consultants Limited
Terms of Business



Anti-Money Laundering (AML) legislation currently in force in the British Virgin Islands and amended from time to time, imposes duties and obligations regarding the verification of identity of New and Existing Clients which CCP as a regulated entity is obligated to uphold. As a consequence we are now requiring all clients to sign a Terms of Business agreement which sets out the respective obligations to ensure continued compliance with AML and other relevant legislation

The undersigned _____, as a Director of _____

(the "Company), of _____ hereby confirms and agrees terms of business with **CCP Financial Consultants Limited ("CCP")** of 2nd Floor, Ellen L. Skelton Building, Fishers Lane, Road Town, Tortola, British Virgin Islands as follows:

1. That the Company shall provide CCP Financial Consultants Limited with full due diligence on all Relevant Individuals / Legal Entities (*i.e. Ultimate Beneficial Owners, Shareholders, Directors, Officers or a Corporation acting in any of these capacities*) as is required by the Anti-Money Laundering Code of Practice as amended from time to time and that **evidence** of this will be demonstrated by providing CCP with the following documents:

a) **Where Relevant Individual is a natural person:**

- i) a clean and legible **certified copy** of the individual(s) valid passport or national identity card. (*See Required Standards for Certification of Documents*)
- ii) Permanent residential address of the individual(s), with proof of it being provided on an **original** or **certified copy** of a recent telephone or utility bill in the name of the individual. (*See Required Standards for Certification of Documents*)
- iii) An **original** bank reference, from a bank with which the individual has had a business relationship
- iv) An **original professional** reference, from a lawyer, accountant with whom the individual has had a business relationship
- v) Details of the Occupation and Country of Residence of the individual.

b) **Where Relevant Individual is a Corporation or other Legal Entity**

- i) Official name (and trade name if different)
- ii) Full address of the Registered Office
- iii) Full name and address of Registered Agent (if relevant)
- iv) A certified copy of the Memorandum and Articles of Association (or equivalent)
- v) In respect of each beneficial owner, principal shareholder or director verifying their identity in the same manner as set out above for individual applicants.
- vi) Organisational Chart of the group structure (if applicable) which the legal entity will be a part of or if **not** part of a group structure, a positive indication that this is not applicable.
- vii) Stock Exchanges where listed and listing particulars (if a listed company)
- viii) Description of nature of business of the entity

2. **Nature of Business**

The Company will provide full details regarding the nature of its business and where relevant, of any changes thereto in the future.

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3. Record Keeping

- i) that the Company will cause to be maintained at its Registered Office copies of the following Registers:
- Share Register
 - Register of Directors
 - Register Charges
- ii) that these records and records of all other business transactions between the Company and CCP be maintained at its Registered Office for a period of not less than five years following either:
- the date on which services to the Company are formally terminated; OR
 - where services to the Company are not formally terminated, the date of the last transaction carried out with the Company.

4. Obligations under this Agreement

- i. That the Company will advise CCP immediately on:
- any changes in the address and contact details of any of the Relevant Individuals.
 - Any changes in the nature of business of the Company.
 - any changes in the shareholders, directors or officers and provide CCP with the full due diligence on each of the new individuals/legal entities.
- ii. That the Company will pay all invoices submitted by CCP for work done in accordance with the payment terms agreed and the schedule of fees provided from time to time.
5. These terms of business shall be binding upon you, the Company, its directors and officers, its successors, executors, administrators, liquidators, assigns and other personal representatives.
6. These terms of business shall be governed by and construed in accordance with the laws of the British Virgin Islands and you hereby submit to the non-exclusive jurisdiction of the courts of the British Virgin Islands in connection herewith.

In consideration of CCP Financial Consultants Limited providing its services to the Company, we confirm and agree to be bound by these terms of business.

Signed by: _____
Director

Before and in the presence of:

Witness

Date

Signed by: _____
Director
CCP Financial Consultants Limited

Before and in the presence of:

Witness

Date