



CCP Financial Consultants Limited

STRICTLY CONFIDENTIAL

**RELEVANT INDIVIDUAL
DUE DILIGENCE INFORMATION FORM**

AND

GUIDANCE NOTES





CCP Financial Consultants Limited

PERSONAL INFORMATION

**EACH RELEVANT INDIVIDUAL MUST COMPLETE AND SUBMIT A SEPARATE INFORMATION FORM.
INCORPORATION MAY BE DELAYED UNTIL THE REQUIRED INFORMATION ON ALL RELEVANT
INDIVIDUALS IS RECEIVED**

Company Name: _____

Name _____

Position in Company: _____

Date of Birth: _____ Place of Birth _____

Full Physical Address _____

Phone: _____ Fax: _____

Cell: _____ Email: _____

Nationality: _____ Passport # _____

Occupation _____

Completed and Submitted By

Name: _____ Title: _____

Signature: _____ Date: _____

The above information should be completed with reference to the Guidance Notes. Each relevant individual should print and sign this form and submit their package of information initially via email to duediligence@ccpby.com with the original being sent via mail or courier to

CCP Financial Consultants Limited

Ellen L. Skelton Building

Fishers Lane,

Road Town, Tortola,

British Virgin Islands, VG 1110



CCP Financial Consultants Limited

GUIDANCE NOTES

DOCUMENTARY EVIDENCE REQUIRED FOR ALL RELEVANT INDIVIDUALS

The following information is required for **each** Relevant Individual

- Proof of Physical Address
- One Professional Reference letter and one Bank Reference letter
- Certified copy of an Approved Government photo ID Document (passport or drivers licence)
- Updated current Curriculum Vitae/ Résumé
- Full name and address of any individual or professional body that has provided legal or tax advice to each Relevant Individual with regards to the current incorporation request(if applicable)

Notarization and Certification

A duly appointed Notary Public under seal of his or her office may notarize copies of all documents as evidence of their authenticity. However as an alternative, copies of documents may be certified by a Lawyer, Banker, Accountant or other regulated person. See [Required Standards for Certification of Documents](#)

Proof of Physical Address

A notarized or certified copy of a recent utility bill or statement from a financial institution (e.g. a bank, credit union, building society), will fulfill this requirement as long as the physical address is shown thereon. Note that the copies should be legible and utility bills or statements older than three months will not be accepted. See [Required Standards for Certification of Documents](#)

References

The Professional Reference must be from a respected professional who knows the Relevant Individual in a professional capacity (i.e. not simply an acquaintance) for at least five (5) years and who must not be a relative of the Relevant Individual. The Bank reference must be from a bank with which the Relevant individual has maintained a long term banking relationship. The references must be current (i.e. not older than one month) and be addressed directly to CCP. References addressed “To Whom It May Concern” are not acceptable.

Identification Documents

Identification documents (valid passport and/or driver’s license) must be notarized or certified and have a clear and legible photograph along with the specimen signature of the Relevant Individual. The notary public or other person certifying should legibly sign the copy of the document and state his capacity or position on the document and must state that the photograph bears a true likeness of the Relevant Individual. See [Required Standards for Certification of Documents](#).