

## KNOW YOUR CLIENT (KYC) REQUIREMENTS

### ***\*ALL DOCUMENTS MUST BE CERTIFIED\****

#### **Individuals**

- Duly completed and signed Lynton-Edwards Stockbrokers (LES) account opening form
- Certified copy of IDs/Passport
- Current proof of residence i.e. utility bill not more than three months old, current stamped bank statement or current letter from employer stating residential address. No P.O Box address.
- 1 current passport size photo

#### **Companies**

- Duly completed and signed Lynton-Edwards Stockbrokers (LES) account opening form
- Copies of ID/Passport for all company directors as on the CR14
- Current proof of residence for the directors above i.e. utility bill not be more than three months old, current stamped bank statement or current letter from employer stating residential address. No P.O Box address.
- Official register of directors (**CR14 or its equivalent**)
- The company's Certificate of Incorporation
- The company's Articles and Memorandum of Association
- Proof of official registered address (**CR6 or its equivalent**) including a copy of a utility bill or bank statement (stamped by the bank) showing the business address in the name of the corporate for incorporated accounts
- Official confirmation of shareholding (**CR2 or its equivalent**)
- Board Resolution authorising LES to open a share trading account for the company
- List of authorised signatories with specimen signatures against their names
- 1 current passport size photo for each director
- Current Tax Clearance Certificate (**ITF263 or its equivalent**) for all body corporate
- Legal documentation of any entity holding 10% or more shareholding

#### **Estates**

- Duly completed and signed Lynton-Edwards Stockbrokers (LES) account opening form
- Current proof of residence for Executor i.e. utility bill showing the residential address in the name of the Executor not more than three months old, current stamped bank statement or current letter from employer stating residential address. No P.O Box address.
- Certified copy of ID/Passport of the Executor
- A formal written request to open a trading account on letterhead which is signed by the Executor
- Duly certified copy of the deceased's Death Certificate (**Form B.D. 15**)
- A High Court issued Letter of Administration certified by a registered Notary (**High Court Form M.H.C. 16**)
- Duly certified copy of the High Court issued Consent to Transfer of Stocks or Shares (**Form E.D. 15**)
- 1 current passport size photo for Executor

#### **Trusts**

- Duly completed and signed Lynton-Edwards Stockbrokers (LES) account opening form
- Certified copy of the letter of appointment of Trustees where these are not the original Trustees mentioned in the Trust Deed
- Trustee resolution stating that the Trust has agreed to open a share trading account with LES
- Proof of residence for a minimum of two trustees i.e. utility bill showing the residential address in the name of the trustee not more than three months old, current stamped bank statement or current letter from employer stating residential address. No P.O Box address.
- Copies of ID/Passport for a minimum of two trustees
- Proof of banking details
- Tax number if available
- Certified copy of Trust Deed
- Schedule of Trustees
- 1 current passport size photo for each trustee mentioned above

#### **Partnerships**

- Duly completed and signed Lynton-Edwards Stockbrokers (LES) account opening form
- Certified copy of ID/Passport for each partners
- Current proof of residence for each partners (utility bill, account statement, No P.O Box address and should not be more than three months old)
- Partnership resolution` stating that the partnership has agreed to open a stock trading account with LES
- List of authorised signatories with specimen signatures against their names
- Copy of Partnership Deed/Partnership Agreement
- 1 current passport size photo for each partner

**NB:** Where a utility bill is not in the name of the applicant, it should be accompanied by a duly completed and commissioned affidavit form from the bearer of the utility bill, stating that the applicant resides at the given address.