



BASIC KYC CHECKLIST

Anti-money laundering regulations (AML) are a raft of regulations designed to detect, deter and disrupt criminal activity. Know Your Customer (KYC) checklists are part of the AML procedures and are specifically designed to help with customer identification and screening.

A basic checklist might include:

Working with businesses (B2B)	
Corporate Information	Corporate Documentation
Registered company name	Official Chamber of Commerce Excerpt / Certificate of incorporation /incumbency/memorandum/articles of association (not older than 12 months)
Confirmation of company address	
Type/status	
Nature of business	
Company reference number	
Articles of (statutes) Incorporation / Association / Formation or similar signed by a Notary	Idem.
List of Company directors/partners/owners	Official Chamber of Commerce Excerpt (not older than 12 months)
Confirmation of the identity of directors (contact details/personal information for the aforementioned)	Directors Register and Personal Documentation
Name of bank.	Invoice (if applicable)
Branch address	
Account number/Swift code/IBAN	
Certified corporate structure of the entity and affiliates/related parties / entities and ultimate beneficial owners (UBO's with 10 % or more direct a/o indirect ownership)	Idem.
Shareholder Register	Idem.
Business License/Legal Opinion	Idem.
Audited annual reports/financial accounts/statements	Idem.
Certified Share Register / Ownership Structure Chart	Idem.

Working with individuals	
Personal Information	Personal Documentation
Name	Valid Driver's License, Bank Statement or Utility Invoice
Address	
Contact details	
Proof of identity	Copy Valid Passport or equivalent ID
Proof of residential address of	Valid Driver's License, Bank Statement or Utility Invoice
Professional Background	Personal professional curriculum
Applicable regulations (citizenship) of International Client:(where applicable)	FATCA/CRS/MLA/WTT/WWFT/AIFMD Forms