

CLIENT CHECK SHEET - INDIVIDUALS

We request that you take time to complete this check sheet to ensure that the account opening forms have been completed correctly and that all the necessary documentation is attached before submitting.

FORMS

Page	Have You Completed	Client To Complete		Office Use Only	
11	Client Name	Yes	No	Yes	No
11	Residential Address	Yes	No	Yes	No
11	Signed and Dated	Yes	No	Yes	No
11	Has your signature been witnessed	Yes	No	Yes	No
12	Full name and residential address	Yes	No	Yes	No
12	Occupation	Yes	No	Yes	No
12	Employer Details	Yes	No	Yes	No
12	Net Worth	Yes	No	Yes	No
12	Investment experience	Yes	No	Yes	No
12	Annual income	Yes	No	Yes	No
12	Investment objective	Yes	No	Yes	No
12	Your Bank details where funds are to sent	Yes	No	Yes	No
15	Authorised Signatories (Govt Photo ID & Bank Deposit Slip required for each signatory)	Yes	No	Yes	No

DOCUMENTS REQUIRED

Have You Included	Client To Complete		Office Use Only	
<u>Certified</u> copy of a Government issued photo ID i.e. passport	Yes	No	Yes	No
Copy of a Bank Deposit Slip or Statement that records your name, account number and address.	Yes	No	Yes	No
Copy of Birth Certificate if under 18 years of age	Yes	No	Yes	No
Resident withholding tax exemption certificate or declaration confirming Non-Resident status	Yes	No	Yes	No