FOUNDATIONS

<table>
<tr><th></th><th>Documents</th><th>Mandatory (M)/ Non-Blocking (NB)</th></tr>
<tr><td>1.</td><td>A. A certified true copy of the certificate of registration or confirmation on the current registration of the foundation with the Registrar of Foundations or such relevant authority.
OR
B. In case of re-domiciliation, a certified true copy of the certificate of re-domiciliation (as may be applicable).</td><td>M</td></tr>
<tr><td rowspan="2">2.</td><td>A certified true copy of the Foundation Charter (deed of formation or other founding document) evidencing:
• The name and particulars of the Founder(s);
• The purposes and objects of the Foundation;
• The foundation capital (funds/assets)/endowment of the property to the Foundation;
• The address of the registered office of the Foundation;
• The procedure for the appointment, removal, period of office of the members of Council and the holding of its meetings;
• The procedure for the appointment, removal of the Secretary (where applicable);
• The procedure for the appointment, removal of a protector or committee of protector and its or his/her powers and duties (where applicable);
• The name and address of the Secretary (where applicable); and
• The beneficiary of the Foundation or the manner in which the latter may be appointed and/or removed (if applicable).</td><td>M</td></tr>
<tr><td>If not already included in the Foundation Charter, the following should be secured:

Certified true copy of the Articles/Regulations which may have been issued (where applicable):
• to appoint beneficiaries or description of such beneficiaries and the benefits related to any distribution made (if not included in the Charter); and
• for the regulation of the affairs of the Council.</td><td>NB</td></tr>
<tr><td rowspan="11">3.</td><td colspan="2">CDD documents on:</td></tr>
<tr><td colspan="2">• <u>FOUNDER(S)</u></td></tr>
<tr><td>• Original or certified true copy of a proof of identity in the form of a valid passport or identity card with clear photographic image, bearing the individual’s specimen signature.</td><td>M</td></tr>
<tr><td>• Original or certified true copy of a proof of current permanent residential address dated not more than 3 months (e.g. a utility bill).</td><td>M</td></tr>
<tr><td>• A letter of reference from a reputable bank or other acceptable financial institution (dated not more than 3 months) or letter of authority, for non-resident individual(s), or a bank statement from a reputable bank or acceptable financial institution (for the past 6 months).</td><td>M</td></tr>
<tr><td>• A copy of the curriculum vitae (CV) or equivalent document, providing a clear indication of his/her profile (qualifications, work experience and the timeframe relating to same) for the last 10 years (as may be applicable) and the individual’s source of funds/wealth (or documentary evidences in respect of the above).</td><td>NB</td></tr>
<tr><td colspan="2">• <u>COUNCIL MEMBERS AND BENEFICIARIES</u></td></tr>
<tr><td>• Original or certified true copy of a proof of identity in the form of a valid passport or identity card with clear photographic image, bearing the individual’s specimen signature.</td><td>M</td></tr>
<tr><td>• Original or certified true copy of a proof of current permanent residential address dated not more than 3 months (e.g. a utility bill).</td><td>M</td></tr>
<tr><td>• A letter of reference from a reputable bank or other acceptable financial institution (dated not more than 3 months) or letter of authority, for non-resident individual(s) or a bank statement from a reputable bank or acceptable financial institution (for the past 6 months).</td><td>M</td></tr>
<tr><td>• In the event that there are no named beneficiaries:
Letter of undertaking from the Council that the name/s of beneficiaries and CDD documents will be furnished to the Bank at the time of appointment.</td><td>M</td></tr>
</table>

The Mauritius Commercial Bank Ltd.
9-15 Sir William Newton Street, Port Louis 11328, Republic of Mauritius T: +230 202 6060 E: contact@mcb.mu
SWIFT Code MCBLMUMU BRN: C07000934 **www.mcb.mu**

	• **<u>SECRETARY</u>**	
	• *For corporate or individual secretary, please refer to Section (b) of the KYC Checklist- Intervening parties for applicant of business.*	**M**
	• **<u>All persons (including EXECUTOR/PROTECTOR/ADMINISTRATOR) who have the authority to operate and transact for and on behalf of the foundation, together with their specimen signatures (if not included in the Charter)</u>**	
	• Resolution (original or certified true copy) of the Council authorizing its Representatives, not limited to Authorised Signatories/ Executor/ Protector/ Administrator, to open and operate accounts on its behalf (together with the specimen signatures) or other acceptable financial institution (dated not more than 3 months) or letter of authority, for non-resident individual(s).	**M**
	• Original or certified true copy of a proof of identity in the form of a valid passport or identity card with clear photographic image, bearing the individual's specimen signature.	**M**
	• Original or certified true copy of a proof of current permanent residential address dated not more than 3 months (e.g. a utility bill).	**M**
	• A letter of reference from a reputable bank or other acceptable financial institution (dated not more than 3 months) or letter of authority, for non-resident individual(s) or a bank statement from a reputable bank or acceptable financial institution (for the past 6 months). Note: The letter of reference is not required for an Administrator.	**NB**
4.	A Declaration of Beneficial Ownership of entity duly signed by the Council.	**M**
5.	A duly dated and signed business plan or equivalent document (**not** limited to the Statement of Income & Expenditure) in original or certified true copy thereof enlisting the requisites for onboarding, clearly detailing out the business activities of the Foundation and including the sources and application of funds and estimated volume of inflows and outflows. The business plan may be signed by either the Representative of the Management Company, the Registered Agent, a Council Member, the Secretary, a qualified Accountant or the Signatories as per Acts and Deeds.	**M**
6.	Undertaking from the Council Member(s)/Secretary to inform the Bank of any material change in the foundation or in its operations.	**M**
7.	A certified true copy of Proof of Good/Current Standing (if the foundation has been in existence for more than one year).	**NB**
8.	A duly dated and signed structure (where appropriate), clearly detailing the principals of the foundation. The structure should go back to the ultimate beneficial owner(s). The document may be signed by either the Representative of the Management Company, the Registered Agent, a Council Member, the Secretary, a qualified Accountant or the Signatories as per Acts and Deeds.	**NB**
9.	Form "F2064 - Tax Compliance- International Exchange Information Agreement Entity Self-Certification".	**M**

Note: The Mauritius Commercial Bank Limited may request for further information and/or documents, deemed necessary, to complete its due diligence process from a risk based approach.