

## KYC REVIEW Protected Cell Companies

Change in Protected Cell/ Cell			
1.	Latest detailed structure chart signed and dated (by either a director, company secretary, qualified accountant or the ultimate beneficial owner) evidencing the percentage shareholding up to the Ultimate Beneficial Owner Protected Cell/Cell(s).		
2.	Letter of undertaking from the Management Company/Registered Agent attesting that any material change in the shareholding of the Protected cell/cell(s) would be communicated to the Bank within one month.		
3.	A duly dated and signed business plan or certified true copy thereof, clearly detailing the business activities of the Company and including the sources and application of funds and estimated volume of inflows and outflows Protected Cell/ Cell(s).		
4.	A Declaration of Beneficial Ownership of entity duly signed by any director/ company secretary/ authorised signatories as per acts and deeds of the applicant.		
5.	Form "F2064 - Self Certification Form for Entities".		
Change in Director Protected Cell/ Cell			
1.	A register of Directors signed/certified by Management Company/ Registered Agent.		
2.	For individual director (unknown to the bank): *(please refer to table *CDD documents).		
Change in Signatory Protected Cell/ Cell			
1.	Resolution (original or certified true copy) appointing the new signatories (as well as listing the signatories' specimen signatures) and giving the authority to the signatories for the operation of accounts and the signing of documents.  Resolution may be in the form of:		
	<ul><li>(a) A written resolution signed by all directors; or</li><li>(b) An extract of minutes signed by the Company Secretary or any director.</li></ul>		
2.	For individual signatories (unknown to the bank): *(please refer to table *CDD documents).		
Change in Shareholder Protected Cell / Cell			
1.	A register of Shareholders (or equivalent document) signed/certified by Management Company/ Registered Agent or Director of Applicant.		
2.	For individual shareholders (unknown to the bank): *(please refer to table *CDD documents – (a) to (e)).		

*CDD documents Director, Signatory/Shareholder		
Individual Director/ Signatory/ Shareholder:		
•	Certified true copy of proof of identity in the form of a valid passport identity card with clear photographic image, bearing the individual's specimen signature.	
•	Certified true copy of proof of current permanent residential address dated less than 3 months.	
•	Certified true copy of the specimen signature.	
•	A letter of reference from a reputable bank (dated less than 3 months) or letter of authority, for non-resident individual(s).	
•	A copy of curriculum vitae (CV) clearly mentioning the qualifications & work experience and the timeframe relating to same and providing clear indication of the individual's source of funds/wealth (for non-resident/non-citizen).	