Client Due Diligence Refresh Form

Standard Bank Isle of Man Limited

This form is used to collect certain personal information which is necessary for us to provide the investment services required and to comply with applicable Anti-Money Laundering and due diligence legislation. For further details on how we use the personal information provided to us in this form, and the owner's rights in relation to our use of this personal information, please refer to our client privacy statement at **www.international.standardbank.com/privacystatement**

Where you have provided personal information on behalf of a third party, please refer those individuals to our privacy statement for information regarding how we will process their data and their rights with regards to that data.

- Please complete all below in full using **BLOCK CAPITALS.**

Personal Details

Title	☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Dr ☐ Other (specify)
First Name	
Middle/Other Name	
Surname	
Marital Status	☐ Single ☐ Married ☐ Divorced ☐ Widowed ☐ Registered Partnership ☐ Separated ☐ Other (specify)
Date of Birth (dd/mm/yyyy)	
Country of Birth	
Passport or Identification Number	
Primary Country of Nationality (As documented on your Passport)	
Second Country of Nationality (if applicable)	

Current Residential Address - Note: As part of your account refresh, only your residential address on file will be updated.

Address Line 1	
Address Line 2	
Address Line 3	
Address Line 4	
Country	
Postal Code	

Contact Details

Email	
Mobile Telephone Number	
Alternate Telephone Number	

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Identification, Employment and Address Verification

To enable us to complete the Account refresh process, please send **Certified Copies** of one of the following List A **and** List B Documents for each Client:

Identity (List A)

- Passport
- Full UK, Channel Island or Isle of Man driving licence
- For non yacht crew please see table of suitable certifiers

Important:

1. Identifications must be valid, in issue and show the Applicant's Signature which will match the Signature on the Application Form
2. If your Name has changed (e.g. upon marriage) please provide appropriate documentation (e.g. Marriage Certificate or Certificate of Name change)
3. The copy must be of good quality and show the details/photograph clearly

Proof of Identity Documents must be Certified in accordance with Standard Bank requirements. A Certified Copy must state "Certified as a true copy of the original and the photograph bears a true likeness of [insert Applicant Name]" and include a Date, the Certifier's Name, Signature, Position Held and Contact Details (telephone number or email address).

A certified translation must be submitted where the document is not in English.

Residential Address (List B)

It is essential that you provide proof of your Residential Address, either as an original or Certified Copy. Address confirmation is required for one person if the Account is for a married couple with the same Name and living at the same address. Where the Name differs, a Certified Copy of the Marriage Certificate must be provided. A Certified Copy must state "Certified as a true copy of the original" and include a date, the Certifier's Name, Signature, Position held and Contact details (telephone number or email address).

Please note we are unable to return original copies to you.

1. A utility bill (electricity, gas, water, fixed line telecoms) that is no more than six months old (excluding mobile phone bills)
2. A Bank, Building Society or Credit Card statement from a recognised Financial Institution (except for Standard Bank Group customers and excluding store Cards) that are no more than six months old
3. A valid, full, UK or Isle of Man Driving Licence (if not used for confirmation of your identity)

A Certified translation must be submitted where the Document is not in English.

For Standard Bank Group customers only - confirmation of address can be provided by your Branch in the Form of a visitation letter from Standard Bank staff in your country of residence.

Getting your Documents Certified – Suitable Certifiers Copy Documents will be accepted if the Certifier is independent of the Account Applicant and must be one of the following:

- ☐ Lawyer [1]
- ☐ Accountant [1]
- ☐ Senior Civil Servant
- ☐ Notary Public [1]
- ☐ Member of Judiciary
- ☐ Customs Officer
- ☐ Actuary [1]
- ☐ Director, Manager, or Company Secretary of a Bank or other recognised Financial Institution [3]
- ☐ A Certifier Approved by Standard Bank Isle of Man [2]
- ☐ Commissioner of Oaths [1]

[1] Must be a member of a recognised professional body

[2] Must be approved by Standard Bank Isle of Man Limited to Certify Documents

[3] Must be in the UK, Isle of Man or Channel Islands

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Employment Details

Employment Status	☐ Employed ☐ Contracting ☐ House Person ☐ Part Time Employment ☐ Self Employed ☐ Unemployed ☐ In Education ☐ Full Time Employment ☐ Retired
Occupation	
Employer Name	
Employer Address	
Annual Salary - Including Currency	
Industry	
Are you a Business Owner?	☐ Yes ☐ No If Yes, please provide % Ownership:
Company Name	

Wealth

Main Bank Name, City, Country & Account Name	
Country of Funds or Income	
Country of Wealth	
Please Describe the Activities that will Generate Funds into your Account	☐ Salary ☐ Business Profit ☐ Investment Income ☐ Property Rental ☐ Inheritance ☐ Retirement Income ☐ Sale of Business ☐ Other If Other, please specify:
Total Annual Income (Including Currency)	
What is the Purpose of your Standard Bank Accounts	☐ Investment Income ☐ Receipt of Salary ☐ Retirement Planning ☐ Savings ☐ Other If Other, please specify:
Reason for Maintaining an Offshore Account	☐ Diversification of Assets ☐ Employment ☐ Security ☐ Stability ☐ Other If Other, please specify:

Wealth (continued)

Future Deposits

Amount (Including Currency)	
Frequency	☐ Annually ☐ Quarterly ☐ Monthly ☐ Once off
Source	☐ Employer ☐ Investment Elsewhere ☐ Own Bank Account Elsewhere ☐ Rental Payments from Tenancy ☐ Other If Other, please specify:

Are you a US Citizen?	☐ Yes ☐ No
All Countries of Tax Residence	
Identification Numbers: **Tax Identification Number (TIN)/National Insurance Number (NI Number) or Functional equivalent.**	
If no tax ID Number - What is the Reason?	☐ Reason A - The Country/Jurisdiction Where you are Resident Does not Issue TINs to its Residents ☐ Reason B - You are Otherwise Unable to Obtain a TIN or Equivalent Number. Please also Explain Why ☐ Reason C - No TIN is Required. (Note: Only Select this Reason if the Domestic Law Does not Require)
If Option B or C - Please Explain Why	

Client Signature	
Date	

If you have any questions, please contact us by email at: sbiomcddrefresh@standardbank.com

If you have any further questions or need assistance on the refresh, please reach out to our refresh team directly on +44 1534 881016 (Monday to Friday 08:00 – 16:30 South African Time) or by email at sbiomcddrefresh@standardbank.com.

Alternatively, you can contact your Offshore Manager or our Client Engagement Centre directly on +44(0)1624643643.

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