



SUNTERA
GLOBAL

DDF3: Corporate

Fund Due Diligence Form

Please complete all fields as missing information will cause delays when processing your application.

If there are more than the allocated number of persons for each applicable section on this form, then please submit additional details on separate sheet of paper.

1. COMPANY DETAILS

Details	Responses		
Trading name			
Registered address			
Correspondence address			
Postcode			
Principal place of business address			
Postcode			
Date of incorporation		Country of incorporation	
Place of domicile (if different)			
Nature of the business activity that generates the source of wealth			
Incorporation number			
Primary contact		Contact telephone	
Contact email			
Preferred contact type	Mail	Email	Telephone
Name of regulator		Regulator ref. no.	

2. DIRECTOR DETAILS

Where the Directors are corporate entities, please utilise the personal fields to provide the relevant corporate information.

Details	First Director	Second Director
Title		
Surname		
Forename(s)		
Other/former names(s)		
For this section you must give a permanent residential address. 'Care Of' & PO Box addresses are not acceptable.		
Address		
Postcode		

Contact number	H/W/M	H/W/M
Email address		
Date of birth		
Place of birth		
Nationality		
Passport no.		

You must complete the details below with your current occupation – if you have retired then please indicate this along with previous occupation.

Occupation		
Employer		

3. SHAREHOLDER / BENEFICIAL OWNER DETAILS

To be completed by all persons holding more than 25% of shares, if necessary submit on a separate sheet. Where the Shareholder/Beneficial Owner(s) are corporate entities, please utilise the personal fields to provide the corporate equivalent.

Details	First Shareholder	Second Shareholder
Title		
Surname		
Forename(s)		
Other/former names(s)		
Percentage of shareholding	%	%

For this section you must give a permanent residential address. 'Care Of' & PO Box addresses are not acceptable.

Address		
Postcode		
Contact number	H/W/M	H/W/M
Email address		
Date of birth		
Place of birth		
Nationality		
Passport no.		

You must complete the details below with your current occupation – if you have retired then please indicate this along with previous occupation.

Occupation		
Employer		

4. BANK/BUILDING SOCIETY ACCOUNT DETAILS

Not only will these be used to fulfil our regulatory requirements, but distributions and withdrawals can be made directly to your bank or building society.

Details	Responses
Bank/society name	
Branch	
Account currency	Branch sort code
Account name	
Account no./IBAN	SWIFT/BIC code

The sort code and account number, SWIFT/BIC Code or IBAN can be obtained from your Bank or Building Society branch. Please ensure your account will accept direct credit payments through the Banks Automated Clearing System. Suntera Fund Services (IOM) Limited does not accept instructions for payments to be made to an account other than the client's own personal account. Should the quotation of account numbers and sort code, or IBAN made by the applicant prove incorrect, Suntera Fund Services (IOM) Limited will not accept responsibility for any loss incurred by the applicant.

5. DECLARATIONS

I/We understand that the information I/we provide on this application form, and any additional information supplied, will be processed by Suntera Fund Services (IOM) Limited in line with our published Privacy Notice at www.suntera.com/privacy-policy-clients. I/We further declare that:

- I/We am/are 18 years of age or over.
- I/We agree that this Due Diligence Form forms part of our agreement with you.
- I/We agree that the information contained within this application form is true and accurate.
- I/We agree to notify Suntera Fund Services (IOM) Limited of any changes to the information provided on this form.

First Director		Second Director	
Name		Name	
Date		Date	
Signature		Signature	

6. CHECKLIST

Please put a cross 'X' in each box.

Action	Complete
We have fully completed this application form.	<input type="checkbox"/>
We have signed and dated the application form.	<input type="checkbox"/>
We have provided a certified copy of the Certificate of Incorporation.	<input type="checkbox"/>
We have provided a certified copy of the Memorandum and Articles of Association.	<input type="checkbox"/>

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We have provided a certified copy of the current members/shareholder register.

We have provided a certified copy of the current officers/directors register.

We have provided a certified copy of the Authorised Signatory List.

We have provided a certified copy of the Structure Chart detailing group/associated entities.

We have provided a certified copy of the board minutes authorising the opening of the account with Suntera Fund Services (IOM) Limited.

We have provided a certified copy of a valid piece of photographic ID per Director, Ultimate Beneficial Owner, all Shareholders who control 25% or more of the shares and Authorised Signatories, i.e. current passport or driving licence.

We have provided a certified copy of a valid piece of residential address verification per Director, Ultimate Beneficial Owner, all Shareholders who control 25% or more of the shares and Authorised Signatories i.e. bank statement or utility bill (this cannot be a mobile phone bill). This can be no more than six months old.

Note: All document certifications must be dated and accompanied by the signatory's printed name, position, and contact details and include the text, "I certify this is a true copy of the original which I have seen".

Suitable certifiers are restricted to judges, senior civil servants, police officers, customs officers, actuaries, accountants, bankers, officers of an embassy or consulate, lawyers and advocates, notaries, or the director, manager or secretary of a regulated firm.