



Due Diligence Requirements or Know Your Client

SAIT GmbH (Switzerland) is subject to Anti-Money-Laundering laws in force in the Swiss Confederation. Under these regulations, we must verify the identities and personal data for all individuals to whom we provide any services if they are ordered not through our merchant accounts, where identity was confirmed by bank or credit card company, or the amount of one time payment exceeds \$10,000 (USD).

These requirements are not our whim. They are legal regulations, enforced by the law. All licensed Registered Agents in the United Kingdom (of whom we are one), Switzerland and other countries which we serve, are subject to the same rules. There are no exceptions.

All information and documents provided to us under these provisions will remain strictly confidential, subject to the Swiss Confederation laws. This information will not become part of any official public record.

Each actual owner (beneficial owner), director and shareholder of a company and each individual who is in any way authorized to issue instructions in regards of that company, must provide the following documents to the Registered Agent (SAIT GmbH):

A. One document evidencing identity

1. **Type:** In descending order of acceptability: Passport, national identity card, armed forces identity card, valid driving license.
2. **Features:** Document must be valid and current, and must contain photograph of a reasonable likeness.
3. **Form:** A copy of document, must be certified by a lawyer, notary, certified accountant, embassy official or a bank manager. The name and status of the certifier and the name of his organization (if any) must be clearly indicated. The copy must be certified as a "true copy of the original seen and the photograph being of a reasonable likeness to the bearer of the document".

B. One document evidencing residential address

1. **Type:** Utility bill, bank statement, credit card statement, mortgage or credit union statement, local authority tax bill, local council rent card, statement of the residential address issued by the local municipality, notary or banker. Can also be a national identity card or driving license, if contains residential address and not already provided under "A-1".
2. **Features:** Document must indicate the full name of the individual together with his residential address.
3. **Form:** Document must be original and not older than 3 months. In case of ID card or driving license, a copy certified, as described in "A-3".

C. One bank reference or a professional reference

1. **Features:** Document must indicate the length of time for which the individual is known to the referee, being not less than three years and the nature of the relationship between the individual and the referee. If the individual's residential address is expressly mentioned in the bank reference, as per banks' records, a separate Proof of address document "B-1" is not required.
2. **Form:** Must be original and not older than 3 months. We can provide sample wording at request.

All of these documents must be received in the office of SAIT GmbH (Switzerland) before any company formation or management orders can be completed. To expedite the provision of services, scanned copies can be sent to us electronically at first, but they must be followed by the original copies.

We will not send out any corporate documentation to clients before we are in receipt of all due diligence documents, in paper-form.