

## **KYC AND SOURCE OF FUNDS GUIDANCE**

### **KYC PROOFS**

For each individual entity/client (i.e. individual shareholders and individual directors), please provide the following:-

- (1) Personal identification (e.g. a copy of your HKID or Passport);
- (2) Residential address proof (e.g. a copy of a recent utility bill or bank statement) within the last 3 months;
- (3) Bank statement or bank reference letter stating bank account balance within the last 3 months; and
- (4) Reference letter from a notary public, lawyer or certified public accountant in a member of FATF or comparable jurisdiction (see <https://www.fatf-gafi.org/countries>)

For each corporate entity/client (i.e. corporate shareholders and corporate directors), please provide the following:-

- (1) Legal status of the company (e.g. Certificate of Incorporation or Certificate of Incumbency);
- (2) Articles of Association of the company;
- (3) Organization chart of the company;
- (4) Reference letter from a notary public, lawyer or certified public accountant in a member of FATF or comparable jurisdiction (see <https://www.fatf-gafi.org/countries>);
- (5) Identity of the director(s) of the company (e.g. Register of Directors, Form NAR1);
- (6) Personal identification of the director(s) of the company (e.g. a copy of HKID or Passport);
- (7) Address proof of the director(s) of the company (e.g. a copy of a recent utility bill or bank statement within the last 3 months);
- (8) Identity of the beneficial owner(s) of the company (e.g. Register of Members, Form NAR1);
- (9) Personal identification of the shareholders and beneficial owner(s) of the company (e.g. a copy of HKID or Passport);
- (10) Address proof of the shareholders and beneficial owner(s) of the company (e.g. a copy of a recent utility bill or bank statement within the last 3 months);
- (11) Board Resolution appointing the authorized person to give instructions on behalf of the company; and
- (12) Personal identification of the person giving instructions (e.g. a copy of their HKID or Passport).

### **CERTIFICATION GUIDE**

All personal identification/passport and residential address proof above must be certified by a Notary Public, a lawyer, certified public accountant in a member of FATF or comparable jurisdiction (see <https://www.fatf-gafi.org/countries>)

The certifier must sign and date the copy document (printing his/her name clearly underneath) and indicate clearly his/her position or capacity on it. The certifier must state that the copy is a true copy of the original (or words to similar effect).

## SOURCE OF FUNDS PROOF

For proving source of funds, the following are examples of the type of documentary evidence that may be used to evidence your source of funds:-

Source of funds	Examples of documentary evidence
Employment/Salary income	Notice of Assessment or Tax Returns Bank statements showing employment income Payslips
Business Income	Financial statements, audited financial statements, company incorporation documents, annual reports. Bank statements showing business income
Rental income	Copy of tenancy agreement Bank statements showing rental income
Savings/deposits	Bank reference letter with account balance Bank statements Time/fixed deposit statements
Inheritance/gift	Will or trust deed Grant of probate or letters of administration Deed of Gift
Matured investment/policy claim	Letter from insurance company Court Order or letter from solicitor/ compensating party
Sale of company	Sale and Purchase Agreement Bank statement showing sale proceeds
Sale of property	Sale and Purchase Agreement Land search records Bank statement showing sale proceeds
Loan or borrowing	Loan agreements or loan statements Bank statement showing advancement of loan
Sales of investments	Investment account statements/proof of redemptions of investments Bank statement showing sale proceeds