

Requirements overview



Questionnaires to be completed, documents to be attached, Identification documents and certification

1. Questionnaires to be completed

- KYC-Questionnaire (to be submitted in original)
- Anti-Money Laundering Questionnaire (Wolfsberg Questionnaire)
- FATCA and CRS Entity Self-Certification Form (tax self-disclosure)

2. Documents to be attached (certified or authenticated)

- most recent list or list of signatures
- Articles of association or equivalent documents of the legal entity or equivalent proof of establishment and basis of the legal entity or legal agreement
- Extract from the Commercial Register or equivalent proof of the existence of the legal entity or legal agreement.
- For example, commercial register/register of foundations/register of associations/register of trusts/register of cooperatives/register of ordinances. The proof must reflect the latest changes in your company.
- Transparency register extract (UBO register)
- Organization chart or list of shareholders

3. Requirement for identification documents

- Certified true copies of a valid official identification document (identity card, passport, etc.)
 - the beneficial owner (>25% ownership interest or other effective control over the company)
 - If there is no actual beneficial owner, that of the fictitious beneficial owner (e.g. board of directors)
 - and by all persons acting towards us. The action is visible, for example, by signing contracts, orders (fax) or the documents at hand.

4. Requirement for certification

- The questionnaires must be signed in a legally binding manner in accordance with the representation regulations of their company. The money laundering questionnaire may be signed by employees of the Compliance Department, the other documents, for example, by employees of the Management Board, in each case in accordance with the signing authority according to the signature list.
- Please provide the respective documents with the note "Original has been submitted", date, company stamp as well as two legally binding signatures