

<p><b>DUE DILIGENCE FORM</b> <b>LEGAL ENTITY</b></p>
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**Instructions: Please fill out this form with type or print, and sign in handwriting with blue ink. The form must be completed legibly, without tabs or blots.**

CLIENT GENERAL INFORMATION	
Type of Entity:	
Legal Name:	
Commercial Name:	
Inscription Data:	
Jurisdiction:	
Date of Incorporation:	

LEGAL REPRESENTATIVE / PROXY/ LEGAL AGENT (S)		
Full Name	National ID / Passport	Nationality(ies)

**\*Every Legal Representative / Agent must fill in the “CLIENT, GENERAL INFORMATION” section of this document and the Individual/Natural Person Due Diligence Form.**

DIRECTORS / DIGNATARIES:			
Full Name	National ID / Passport	Nationality(ies)	Position

**\*Every Director /Dignitary must fill the general information form for ever natural person.**

SHARE HOLDERS / END BENEFICIARIES		
Full Name	National ID / Passport	Nationality(ies)


***\*Every Share holder must complete the form of general information for natural person. If any of the shareholders is a legal entity the information requirements must be extended to the natural person which is the end beneficiary.***

<b>BANKING REFERENCES</b>			
<b>Entity Name</b>	<b>Service/Product/Account</b>	<b>Contact</b>	<b>Telephone/email</b>

  

<b>COMMERCIAL REFERENCES</b>			
<b>Entity Name</b>	<b>Relation/Service</b>	<b>Contact</b>	<b>Telephone/email</b>

<b>CLIENT CONTACT INFORMATION</b>			
<b>Address:</b>			
<b>Postal Address:</b>			
<b>Telephone:</b>		<b>Mobile phone:</b>	
<b>E-mail:</b>			
<b>Website:</b>			

**CLIENT, COMMERCIAL ACTIVITY:**

**Please, detail your activities, as stated in your Operation Notice or Commercial License (if it applies):**


**Please, detail your commercial activity during the past 5 years:**

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**Please detail the source of your funds:**


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**POLITICAL EXPOSED PERSON (PEP)**

Have any of the directors, shareholders or final beneficiaries of the entity been PEP (Politically Exposed Person) in their country of origin or in another country, or is it related to any political figure?

Do you keep any kind of relationship with a political figure?    **YES**     **NO**

If your answer is **YES**, indicate the name (s) of the persons and the positions and dates in which you held or occupied these positions:


Similarly, please, check the box that describes the applicable relationship / position below:

**NO**     **YES**     High - Profile Figure (Executive, Legislative, Judicial, Public Administration, Armed Forces of any Government, High-Profile Official of Political Party, High-Profile Official of Companies owned by a Government (include companies, businesses or other entities that have been organized by a High-Profile Figure Political Figure for your benefit).

**NO**     **YES**     Family Member (Parents, Brothers, Spouse, Children, In-laws of a High-Profile Political

Figure of any Government).

**NO**  **YES**  Narrow Collaborator (Person with close links or relationships with a High - Profile Political Figure, or people who can make local or foreign transactions in the name and representation of a High-Profile Political Figure.

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***Note: Politically Exposed Persons are national or foreign persons who perform high-level public functions or command and jurisdiction in a State, such as (but not limited to) the heads of States or of a government, high-profile politicians, high-ranking government, judicial or military officials, senior executives of companies or state corporations, public officials holding elected office, among others who exercise decision making in the public entities; persons who fulfill or have been entrusted with important functions by an international organization, such as members of senior management, that is, directors, sub-directors and members of the board of directors or equivalent functions.***

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**CLIENT STATEMENTS**

The client declares that all the information provided in this form is correct and true; that neither the company nor any of the persons mentioned in this form have been involved or have been convicted anywhere in the world for the commission of crimes related to drug trafficking, money laundering, terrorism, fraud or crimes in general of any nature. Declares the client, who guarantees that their resources come from lawful sources.

The client declares that in accordance with the provisions of applicable laws, our company will request updating this information annually, while the commercial relationship lasts. The customer declares that he / she accepts that we verify the information provided in this questionnaire, at any time of the commercial relationship.

I hereby as declared above, I sign the present document, on the \_\_\_\_\_ ( ) of the month of \_\_\_\_\_, on two thousand eighteen (20\_\_\_\_).

**SIGNATURE:** \_\_\_\_\_

**FULL NAME:** \_\_\_\_\_

**POSITION:** \_\_\_\_\_

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**ADDITIONAL INFORMATION TO BE PROVIDED**

1. Certification of the entity's existence, "Good Standing", or equivalent in the jurisdiction of origin.
2. Copy of the social pact / corporate charter / legal status and any reforms.
3. Copy of the Notice of Operation, Commercial License, and required Operational Licenses issued by corresponding regulators (that apply) or equivalent in the jurisdiction of origin.
4. Bank Reference Letters of the entity, or equivalent in the jurisdiction of origin.
5. Letters of Commercial Reference of the entity, or equivalent in the jurisdiction of origin.
6. Financial Statements of the last 2 fiscal periods.
7. Certification of the shareholders of the entity.
8. Copy the identity card and passports of the Legal Representative, Administrator, Directors, Authorized Signatory (s), Shareholders (beneficiaries) and / or Representatives of the entity.
9. Copy of proof of physical address. (Receipt or invoice of public services, or any document evidencing the address) of the Legal Representative, Administrator, Directors, Authorized Signatory (s) and / or Representatives of the entity.
10. Copy of the powers issued by directive that authorize the signers of the entity.

**11. Certification of the origin of shareholder funds.**

**12. Résumé / Curriculum Vitae / Bios 'of the Legal Representative, Administrator, Directors, Authorized Signatory (s), Shareholders (beneficiaries) and / or Representatives of the entity.**