



LCL International Life Assurance Company Limited

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**Pro forma** – Due Diligence requirements for Trusts operated by either a Trust Company and/or individual trustees.

<b>Policy Number:</b>
<b>Policy Holder Name:</b>

**General Information and Documents required in relation to the Trust**

Information or Documentation.	Information or tick to show document provided.
Trust deed.	Please provide a certified copy of the initial pages of the trust document which details the names of the trustees and the date the trust was established. Please also ensure execution page is included. <b>See the Notes on page 5 for further information.</b>
If trustee(s) are/is a trust company please provide name of trust company(s), country of regulation and regulatory body.	
Names (including previous names & aliases) of the current individual trustees and their nationalities.	
Type of trust:  <b>E.g.</b> discretionary testamentary or other trust (Probate, Flexible Gift, Excluded Property etc.)	
Name (including previous names & aliases), address, date of birth and nationality of the settlor of the trust. Please include date of death if settlor is now deceased.	

Registered office: St George's Court, Upper Church Street, Douglas, Isle of Man IM1 1EE

Authorised by the Isle of Man Financial Services Authority as a Life Insurer to conduct Class 1, 2 and 10 business

Registered in the Isle of Man No. 027082C

A Charles Taylor company



Name (including previous names & aliases), address, date of birth and nationality of the beneficiaries of the trust.	
Names (including previous names & aliases), addresses and nationalities of all Protectors if applicable.  (Continue on a separate sheet if required)	
Source of wealth of the settlor of the trust.  <b>E.g.</b> sale of business, inheritance, sale of property or land	Full details to be provided.
Nature and purpose of Trust.	



**Pro forma** – Due Diligence requirements for a Corporate Trustee or Scheme Administrator

**Please submit one copy of the pro forma for the Trust Company, along with the documentation requested.**

<b>Policy Number:</b>
<b>Policy Holder Name:</b>

**General Information about the Trust Company**

Company Name and any Trading names.	
Registered Office Address.	
Date of Incorporation (dd/mm/yyyy) and Registered number.	
Country of Incorporation.	
Principal place of business.	
Mailing Address if different.	
Names (including previous names & aliases), addresses and nationalities of all shareholders. (Continue on a separate sheet if required)	
Names (including previous names & aliases), addresses and nationalities of all directors of the company. (Continue on a separate sheet if required)	
Names (including previous names & aliases), addresses and nationalities of all Protectors if applicable. (Continue on a separate sheet if required)	



**Pro forma – Due Diligence requirements for Trust Companies (continued)**

<b>Policy Number:</b>
<b>Policy Holder Name:</b>

**Certified Company documents required** (see Notes on page 5).

Please tick the box below to indicate that the document has been supplied.

<b>Certificate of Incorporation.</b>	
<b>Memorandum and Articles of Association.</b>	
<b>Copy of a utility bill or bank statement to verify the company's address (Mobile phone bills or internet bank statements cannot be accepted).</b>	
<b>Original or certified copy of an up to date authorised signatory list including specimen signature.</b>	
<b>Certified copy of board resolution or similar confirming appointment of authorised signatories.</b>	
<b>Copy of company structure chart to identify the underlying individuals who have control over the company – only required if company is made up of sub-companies and/or multiple individuals.</b>	
<b>Confirmation that the company is not in the process of being dissolved, struck off, wound up or terminated.</b>	



**Pro forma** – Due Diligence requirements for directors, shareholders, ultimate beneficial owners, individual trustees and settlor.

**Individual name and address verification is required for the settlor, individual trustees and all shareholders owning 10% or more of the share capital listed on page 2 plus two of the named directors where a Trust Company applies.**

**Please provide one copy of the pro forma for each director, shareholder and/or individual trustee, the settlor and ultimate beneficial owner/s (if different to immediate shareholder/s) along with the documentation requested.**

<b>Policy Number:</b>
<b>Name:</b>
<b>Previous Names/Aliases:</b>
<b>Role (delete as appropriate): Director, Shareholder, individual Trustee, Settlor, Beneficiary.</b>
<b>Please confirm all Nationalities/Citizenships held:</b>

**One certified copy document from each of the two lists below must be sent to us (see the Notes on page 5).**

**a) Acceptable documents for verification of the Individual’s name**

(One document per individual to be verified)

<b>Name Document</b>	<b>Please Tick Appropriate Evidence Provided</b>
Current Passport (this must include current signature)	
Current National Identity Card (carrying a current photograph & signature). <i>Please note a Driving license is NOT a national identity card.</i>	

**b) Acceptable documents for verification of the Individual’s address**

(One document per individual, but the document provided must not be the same document as used to verify the individual’s name).

<b>Address Document</b>	<b>Please Tick Appropriate Evidence Provided</b>
Domestic Bill – Gas, Electricity, Water, Rates or Landline <i>but not mobile telephone bill / or Internet bill</i>	
Bank statement (but not internet bank statement)	
Certified copy of a Photographic driving licence issued by an EU country – Please do not send original document.	



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**Note:** - If a monthly issued document such as a utility bill or bank statement it must be dated within the last 3 months. If it is a document which is issued quarterly or annually it must be the most recently issued document.

**Notes:**

1. The individual certifying the documents supplied must be either:-

- A Solicitor, Lawyer, Advocate or Legal Attorney
- Notary public
- A regulated Chartered Accountant within the United Kingdom, EU, Isle of Man, Guernsey, or Jersey only
- A Financial Adviser regulated in the United Kingdom, EU, Isle of Man, Guernsey, or Jersey.

2. The person who is certifying the documents must **sign and date** each page of each document and include a statement to the effect that it is a true copy of the original.

Where this document includes a photograph, the person who is certifying the documents must also include a statement to the effect that **the photograph bears a true likeness to the individual they have met and for whom this certification has been provided.**

3. The person certifying the documents must also include the following:-

- Full Name (printed)
- Their Address
- Telephone Contact Number
- Occupation and or Profession.

4. An English translation must be provided and also duly certified if the original documents are not in English.

5. If the document is sent to a PO Box address, it is only acceptable if it makes reference to the person(s) physical address somewhere on the document.

6. The certification must be done within the last 3 months.

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