

## INDIVIDUAL CLIENTS

1. Proof of identity:
  - Passport or
  - ID card (front and back)
  - Driving Licence card (front and back)

Documents must not be cropped and must be submitted in colour

2. Proof of address:
  - Utility bill posted within the last three months (gas, water, electricity, council tax) or
  - Bank statement/credit card bill posted within the last three months or
  - Full Driving Licence card (front and rear). Passport copy must be provided as proof of identity.

We can accept either paper copies of bills or screenshots of online-generated statements (with the URL included in the same screenshot)

We may ask for additional documents, depending on the screening results and the level of risk imposed to the company.

3. Employment details, source of funds and background information.

Sometimes information submitted with the application is not sufficient and we may ask for details.

4. Tax ID number (for UK clients it is your National Insurance number)
5. TTCA letter
6. Elective Professional Notice letter
7. Proof that the client (and/or the Attorney) meet the criteria to become a professional client (at least 2 out of 3 – see below)
  - a) I have carried out transactions, in significant size, on the relevant market at an average frequency of 10 per quarter over the previous four quarters; and/or
  - b) I have an investment portfolio (cash deposits and financial instruments), which exceeds €500,000; and/or
  - c) I work or have worked in the financial sector for at least one year in a professional position, which requires knowledge of the transactions or services envisaged.

Usually, clients submit bank statement copies and trading statements.

Further documents and information may be required, based on the initial KYC and AML screening, risk analyses and the ongoing monitoring process.