**CLIENT INFORMATION SHEET**

In accordance with international banking regulation concerning the prevention of money laundering and criminal activities, the following information may be supplied to banks and financial institutions for verification of identity and activities of the investing member, and the nature and origin of the funds/assets which are to be utilized. All parties are obliged to respect professional secrecy and take all necessary precautions to protect confidentiality of the information each holds in respect to the other’s activities. The legal obligations shall remain in full force at all times.

**Applicant Company Information: (if applicable)**

|  |  |
| --- | --- |
| Company Name |  |
| Mailing Address |  |
| Country/Province/State where registered |  |
| Company Registration Number |  |
| Registered Company Address |  |
| Company telephone number | (+XX) |
| Company Facsimile number | (+XX) |
| Company E-mail Address |  |
| Date Company established |  |
| Type of business activity |  |

**Individual Applicant or authorized Signatory Representative of Company**

|  |  |
| --- | --- |
| Individual Name |  |
| Title/Position/Authority |  |
| Residence Mailing Address |  |
| City (Province/State) + Zip Code, Country |  |
| Mobile/Cell Phone number |  |
| WhatsApp Number/ Skype ID |  |
| E-Mail Address |  |
| Place of Birth |  |
| Passport Number |  |
| Country Issuing Passport |  |
| Date of Expiration |  |

**Attorney**

|  |  |
| --- | --- |
| Name of Attorney |  |
| Name of Law Firm |  |
| Address |  |
| City, (Province/State) + Zip Code, Country |  |
| Law Firm’s telephone number | (+XX) |
| Mobile phone number | (+XX) |
| WhatsApp Number/ Skype ID | (+XX) |
| E-Mail Address |  |

**Accountant / Business Administration**

|  |  |
| --- | --- |
| Name of CEO of accountancy & business administration firm |  |
| Name of Accountancy Firm |  |
| Address |  |
| City, (Province/State) + Zip Code, Country |  |
| Accountant Firm’s telephone number | (+XX) |
| Mobile phone number | (+XX) |
| Facsimile Number | (+XX) |
| E-Mail Address |  |

**Bank Details**

|  |  |
| --- | --- |
| Name of Bank and Branch |  |
| Full Street Address of Bank |  |
| City, (Province/State) + Zip Code, Country |  |
| Name of Bank Officer |  |
| Account Name |  |
| Account Number (prefer IBAN number) |  |
| SWIFT Code – BIC Bank Number |  |
| Switchboard Telephone Number | (+XX) |
| Facsimile Number | (+XX) |
| E-mail Address of Bank Officer |  |
| Name(s) of Account Signatory (ies) |  |
| Date Account established |  |

ACKNOWLEDGEMENT:

I hereby confirm and verify that I have the power on behalf of XXX to undertake any and all financial transactions on behalf of the company by using its assets and/or bank instruments and that I am an authorized signatory on the company bank account, and that I have full authority to execute all related contracts and agreements.

I hereby swear and attest under penalty of perjury that the statements and information provided in this document, three pages in all, dated XX/XX/XXXX, are true and correct to the best of my knowledge and belief.

I am attaching hereunder the following:

* **a color copy of my valid passport**
* **my company’s Registration Certificate**
* **copy of my bank account statement not older than 48 hours and signed by my bank officer**
* **signed business cards of two of my bank offers**

ON BEHALF OF **XXX**

**Name:**

**Designation:**

# PROCEDURE TO BUY OR TO LEASE BG (BANK GUARANTEE), CL (CREDIT LETTER), SBLC, LC, DLC

TOP 5 EUROPEAN BANKS

**Step By Step Procedure:**

1. Fill all required information indicated in the **KYC format**
2. Insert the documents requested in the **KYC REQUIREMENTS** section below, in maximum resolution (only accepted scanner, no photos)
3. Once the above 2 points have been completed, print the **KYC** in maximum resolution (it must be on papers, not PDF file)
4. Then, sign all pages with your hand in blue ink and put the stamp of your company.
5. Scan all the signed pages at maximum resolution
6. Send **KYC** and also the accompanying **KYC** documentation separately (Provider will **insert them into the contract**)
7. Send everything from your corporate email address only (please do not use public domains such as Gmail / Yahoomail, etc.) to the Provider’s encrypted email with **SSL protection system** (we will send you the Provider’s encrypted email)
8. If you are not able to correctly insert the documentation in the **KYC**, Provider can do it, you only have to send Provider the documents requested in the **KYC REQUIREMENTS** section below

## KYC REQUIREMENTS:

1. **KYC** (Same date of **RWA** and Bank Accountant Extract)
2. **BANK STATEMENT** (Bank Account extract) (Maximum 3 days of emission)
3. **BANK RATIFICATION (RWA)** (Maximum 3 days of emission)
4. **BUSINESS CARDS** of at least two(2) Bank Officers
5. **PASSPORT** (Only from the President/Chairman/ Authorized Signatory of the Company)

Once everything is accepted, Provider will go to the next step and you will be asked for a call via **SKYPE**  **VIDEO CALL**, which will be recorded, where **QUESTIONS** about the **ASSETS** will be discussed. That video will be for the client’s bank that would guarantee about the client and his identification. Thereafter, the provider will proceed to conduct **DUE DILIGENCE** which will determine whether both parties can move forward and transact business.

**SBLC TRANSACTION PROCEDURE**

* Issuing Bank sends PRE-ADVICE SWIFT MT-799
* Buyer’s Bank sends SWIFT MT-799 BPU
* Issuing Bank sends instrument via SWIFT MT-760
* Within 5 banking days after receipt and authentication of SWIFT MT-760, Buyer’s Bank will release payment to Seller’s Bank via SWIFT MT-103 in accordance with terms and conditions in Buyer’s SWIFT MT799 BPU
* Hard copy of Instrument will be delivered to Buyer’s Bank via Bank Bonded courier within 7 banking days after receipt and authentication of payment

**FOR LEASE OF ASSETS,** the cost for the client generally varies between **7%** and **10%** of the value of the total asset. Sometimes the cost can be greater or lesser depending on the type of asset and the stock market on the closing day.

**"MINIMUM VALUE ACCEPTED FOR LEASE OF ASSETS IS 10 MILLION"**

**This means that the Client must demonstrate that he has a minimum of 10% of the Value of the asset in his bank account.**

**FOR SALE OF ASSETS,** the cost for the client generally varies between **40%** and **50%** of the total value of the asset. Sometimes the cost can be greater or lesser depending on the type of asset and the stock market on the closing day.

**"MINIMUM VALUE ACCEPTED FOR PURCHASE OF ASSETS IS 10 MILLION"**

**This means that the Client must demonstrate that he has a minimum of 50% of the Value of the asset in his bank account.**

**READY WILLING AND ABLE (RWA)**

Date:

Subject: **RWA** Letter (Bank Ratification)

We ( **Name of the Bank** ), with address registered in ( **Address** ), confirm and ratify that the **BANK STATEMENT** issued by ( **Name Of The Issuing Bank** ) on **XX-XX-2019**, in favor of the company ( **Name Of The Company** ), With registration number **XXXXX**, it is good, clean, it is of non-criminal origin, it does not have external or internal charges of our bank, it is available, it can be used and at the same time it confirms that both our client ( **Name Of The Client** ) and the bank are Ready to issue and send reply to our swift with **( BPU ) BANK PAYMENT UNDERTAKING** guaranteeing the payment of the asset at the time that is required

Likewise, we confirm that the cost of issuing the **( BPU ) BANK PAYMENT UNDERTAKING** is covered and has the necessary money to pay it and will be issued at the time required by the Monetizer

Signature: Signature:

Bank Officer#1 Bank Officer#2:

PIN No.: PIN No.: