

Client Initiation Report

(To be filled by the Advisor at the Point of opening the account)



Client Name							
KYC All fields completed		YES		NO			
Independently verify identification (Tick Methods used)							
1.0	Account is open by the client in person	YES		NO			
	If "No" Should verify <u>one or more</u> of the following methods:		YES	NO	N/A		
	The identity of the person opening the account certified by; <ul style="list-style-type: none"> - A Justice of the Peace, a commissioner for oaths, a notary public, or a lawyer - Bank in which the client holds a banking account. <i>(The advisor may verify the certification through direct telephone contact with persons performing the certification)</i>						
	<u>With the client's consent;</u> <ul style="list-style-type: none"> - Contact the clients employee to confirm his employment - Obtain from the client statements from a Bank, EPF or Income tax authority 						
2.0	Individual: Should verify <u>at least two</u> of the following methods:		YES	NO	N/A		
	Original NIC checked with the photocopy and certified correct						
	Driver's license or passport						
	Independently verifying the investor's identity through the comparison of information provided by sources such as public database, or other sources						
	Checking references with other financial institution						
	Account statements						
	Face-to-face meetings, interviews or home visits						
	References from previous business relationships.						
2.1	Corporate Entities: Should verify <u>at least one</u> of the following methods:		YES	NO	N/A		
	Copy of the latest report and accounts (audited, if available)						
	Undertaking a company search and/or other commercial inquiries (to see that the institution has not been, or is not in the process of being, dissolved, struck off, wound up or terminated)						

	Utilizing an independent information verification process, (Credit Information Bureau - CRIB)			
	Bank references			
	Visiting the corporate entity			
	Contacting the corporate entity by telephone, mail or e-mail.			
2.2	Power of Attorney, or for Joint account holders or Partnerships or Trust accounts / Fiduciary accounts	YES	NO	N/A
	The identity should be established in respect of each signatory to the account.			
2.3	Trusts, Foundations and Retirement Benefit Programmes	YES	NO	N/A
	Verify Trustee(s), the settler(s) of the trust (Including any persons settling assets into the trust any protector(s), beneficiary (ies), and signatories.)			
	Verify the founder, trust deed or a document from a court /Attorney at Law			
2.4	Mutual / Friendly Societies, Cooperatives and Provident Societies	YES	NO	N/A
	Identification of control or significant influence over the organization's assets. (Applicant for an account, the principals)			
	Board members plus executives and account signatories.			
2.5	Professional Intermediary opens a client account on behalf of a client, that client must be identified.			
3.0	All fields completed in Risk Assessment Form (Tick appropriate)	YES	NO	
	High Risk			
	Medium			
	Low			
4.0	Risk Disclosure statement			
	Explained the Risk Disclosure statement to the client	YES	NO	
5.0	This client is recommended for (Tick appropriate):			
	Equity <input type="checkbox"/>	Debt <input type="checkbox"/>	Other products of the group (please specify) <input type="checkbox"/>	
	Reason for recommendation:			

Investment Advisor

Client

Name: Date:

Signature: