



YRM FUND

KYC Checklist

1. Customer Due Diligence is a legal and regulatory requirement imposed on financial institutions (bank and non-banks). Non-compliance with these requirements may expose financial institutions to money laundering risks and risks of legal and regulatory sanctions.

2. The below checklist has been constituted in line with applicable laws, regulations and codes governing licensees of the Financial Services Commission.

3. The checklist is not an exhaustive one and any other relevant documents/information may be requested by individuals/entities depending on result of customer due diligence (CDD).

Annex A

Indicative list of information for KYC purposes and for ensuring compliance with anti-money laundering obligations in Mauritius is given below:

A. INDIVIDUALS

No.	Type	Document
1.	Proof of Identification	Certified true copy of current passport with a clear photograph, name, date and place of birth, nationality, including pages with clear specimen signature.
2.	Proof of Current Residential Address	<u>EITHER</u> an original or certified true copy of a utility bill, Social Security Number/Tax Number, bank or credit card statement issued in the name of the individual not more than 3 months old ("P.O. Box" addresses are not accepted) <u>OR</u> Bank reference letter as per 3 below.
3.	Bank Reference	Original bank reference letter (Independent bank reference), on bank's letterhead, of not more than 3 months old from a recognized banking institution which has known the person for at least the last <u>two</u> years, stating the permanent residential address of the individual. The letter should be addressed to the Tri-Pro Administrators Ltd and indicate that the customer has been an upstanding customer for the banking relationship.
4.	Occupation	Descriptive Resume/Curriculum Vitae showing education, employment/business history, directorships and public positions held with relevant dates.

		Employment status and name of the employer, if applicable.
5.	Tax Compliance	Duly filled and dated FATCA/CRS self-certification forms & US tax forms (W8 or W9 Form).
6.	Source of Funds and Wealth	Details on the nature and origin of the funds being used for the establishment of the entity and/or transactions and a brief description on the source of wealth.

- For avoidance of doubt, all principals should provide full Corporate Due Diligence (“**CDD**”), unless otherwise stated, including Promoters, Beneficial Owners and Ultimate Beneficial Owners, Officers, Controllers, Directors.

B. CORPORATE BODIES

No.	Type	Document
1.	Proof of Existence	Certified true copy of the certificate of incorporation or registration including name, incorporation number, date and country of incorporation or registration.
2.	Registration Status	Original Certificate of Good Standing not older than 3 months, where incorporated for more than 1 year and a certified copy of an extract from the relevant companies' registry that the entity continues to exist.
3.	Proof of Regulation	Certified true copy of the regulatory license where the entity is a regulated entity.
4.	Office	Details of the registered office and the place of business or an original or certified true copy of a utility bill or a bank statement no less than 3 months old.
5.	Governing Documents	Certified true copy of the memorandum or articles of association or other such governing documents.
6.	Financial Standing	Certified Copy of the latest audited accounts (or the Corporate Profile (as defined below) where latest audited accounts are not available).
7.	Registers	Certified true copy of the following, signed by a company secretary or director. (i) register of directors (ii) register of shareholders with their percentage holdings (iii) List of authorized signatories and/or power of attorneys.
8.	Shareholders	KYC documents on the shareholders holding directly or indirectly 20 % stake or more in the Company (please refer to the list of documents required for individuals or list of documents required for corporate bodies as applicable. For high-risk clients and PEP clients, the holding threshold will be 10% instead of 20%).

9.	Directors	KYC documents on at least two directors (please refer to the list of documents required for individuals or list of documents required for corporate bodies as applicable) and consent of directors.
10.	Tax Compliance	Duly filled and dated FATCA/CRS self-certification forms & US tax forms.
11.	Source of Funds	Details on the nature and origin of the funds being used for the establishment of the entity and/or transactions, targeted countries of operations, business description of the subsidiaries if applicable and projected financial forecasts.
12.	Structure Chart	Duly signed and dated Company Structure Chart / Organigram.

C. TRUSTS

No.	Type	Document
1.	Proof of Existence	Certified true copy of the trust instrument (deed of trust and/or declaration), including amendments or pertinent extracts thereof.
2.	Registration Status	Certified true copy of the certificate of registration issued by the relevant authority, where applicable, and certified copy of an extract from relevant registry.
3.	Trustee	Confirmation from the present trustees for the following: (i) Name of the trust (ii) Place of registration of the trust (iii) Details of the present trustees (iv) Names of the officers of the trust, including details on the Protector, Enforcer and any other relevant person (v) An indication of assets value held by the Trust. (vi) Written confirmation from the trustees that they are aware of the underlying principals and that there are no anonymous principals.
4.	Tax Compliance	Duly filled and dated FATCA/CRS self-certification forms & US tax forms.
5.	Source of Funds	Details on the nature and origin of the funds used for the establishment of the entity and/or transactions
6.	Principals	(i) Complete set of documents under sections A/B/D of this Annex A, as applicable, on the principals of the trust, i.e., the settlor, contributor, trustee, beneficiaries, protector, enforcer (ii) Proof of identity and residential address of all principals of the trustee, i.e., directors, controllers and managers.

D. PARTNERSHIPS

No.	Type	Document
1.	Proof of Existence	Original or Certified true copy of the partnership deed or agreement. A recent utility bill (UB) bill or a recent bank or credit card statement or a recent bank reference of all partners (acceptable within 3 to 6 months).
2.	Registration Status	(i) Certified true copy of the certificate of registration/ establishment issued by the relevant authority, if applicable. (ii) Original Certificate of Good Standing if established for more than 1 year and a certified true copy of an extract from the relevant registry.
3.	Office	Details of the registered office and place of business
4.	Resolution	Resolution authorizing opening of investment accounts, authority to operate the accounts and mode of operation.
5.	Financial Status	Certified true copy of the latest audited financial statements or corporate profile where accounts are not available
6.	Principals	General Partner and Significant Limited Partners: Complete set of documents required under sections A/B/C/D (above) on the GP/Manager and partners owning 20% or more.
7.	Tax Compliance	Duly filled and dated FATCA/CRS self-certification forms & US tax forms.
8.	Source of Funds	Details on the nature and origin of the funds being used for the establishment of the entity and/or transactions
9.	Significant Limited Partners	Complete set of documents required under sections A/B/C/D (above) on the significant Limited Partners. Also, Letter disclosing the ultimate beneficial owners.

E. FUNDS (Including Collective Investments Schemes)

No.	Type	Document
1.	Proof of Existence	Certified true copy of the certificate of incorporation or registration including name, incorporation number, date and country of incorporation or registration.
2.	Proof of Regulation	Certified true copy of the regulatory license where the entity is a regulated entity.

3.	Governing Documents	Certified true copy of the memorandum or articles of association or other such governing documents, e.g., constitution.
4.	Financial Standing	Certified Copy of the latest audited accounts (or the Corporate Profile (as defined below) where latest audited accounts are not available)
5.	Offer Documents	Certified true copy of the Offer Document/ Private Placement Memorandum of the CIS.
6.	Custodian	Details of the Custodian if not available in Offer Document.
7.	CIS / Fund Manager	Details of the CIS Manager / Fund Manager and KYC documents on these functionaries.
8.	Tax Compliance	Duly filled and dated FATCA/CRS self-certification forms & US tax forms.
9.	Structure Chart	Duly signed and dated detailed structure chart of the CIS (including number of sub classes/funds, if any).
10.	Investors	List of Investors, Inclusive of the capital contribution and percentage contribution.

Note:

Where any of the documents is in a language other than English or French, it should be translated into either of these languages and certified by a qualified translator.

Certification Requirements

Certification may be done either by a suitable person such as a lawyer, notary, actuary, or an accountant or any person holding a recognised professional qualification, director or secretary of a regulated financial institution in Mauritius or in an equivalent jurisdiction, a member of the judiciary or a senior civil servant.

The certifier should sign the copy document, date the certification and clearly indicate his name, address and position or capacity on it together with contact details (address, email and telephone) to aid communications with the certifier, as required.

Corporate Profile

Corporate Profile should be addressed to the Financial Services Commission and normally include the following:

1. Name of entity.
2. Date and country of formation.
3. Registered Address and place of business.
4. Issued capital and committed capital if higher.
5. Controlling shareholders/members.
6. Directors/managing principals.

7. Business activity.
8. Financial highlights, as at date of application, total assets and total liabilities.

Note: The documents mentioned above are an indicative and non-exhaustive list. Further information may be required to be provided to Administrator or if so, required by any other regulatory and law enforcement bodies.