

## 01 | KNOW YOUR CLIENT (KYC) DOCUMENT REQUIREMENTS:

Suitably certified copies (as detailed in section 2) of the documents listed must be provided.

### **i** IMPORTANT

- The proof of Identity must :
  - ✓ be valid.
  - ✓ contain a clear photograph.
  - ✓ contain the full names, date/place of birth, nationality and identification number of the individual.
- The proof of address should not be older than 3 months and should display the physical address of the individual.
- Additional supporting documentation may be requested during the assessment and compliance process of an application or instruction.

### 1.1 For Individuals

<b>Proof of identity:</b>
<ul style="list-style-type: none"> <li>• Identity document or</li> <li>• Passport or</li> <li>• Driving Licence.</li> </ul>
<b>Proof of bank details:</b>
<ul style="list-style-type: none"> <li>• Bank statement or</li> <li>• Bank reference letter.</li> </ul>
<b>Proof of address:</b>
<ul style="list-style-type: none"> <li>• Utility bill or</li> <li>• Bank statement.</li> </ul>

### 1.2 For Companies

<b>For the Company:</b>
<ul style="list-style-type: none"> <li>• Certificate of incorporation and certificate of change of name (if any).</li> <li>• Licence (if any).</li> <li>• Bank statement.</li> <li>• Register of shareholders.</li> <li>• Register of Directors.</li> <li>• Authorised signatory list.</li> </ul>
<b>For any two directors:</b>
<b>Proof of identity:</b>
<ul style="list-style-type: none"> <li>• Identity document or</li> <li>• Passport or</li> <li>• Drivers Licence.</li> </ul>
<b>Proof of address:</b>
<ul style="list-style-type: none"> <li>• Utility bill or</li> <li>• Bank statement.</li> </ul>

For each of the shareholders with 20% or more of the shareholding:

**Proof of identity:**

- Identity document or
- Passport or
- Driving Licence.

**Proof of address:**

- Utility bill or
- Bank statement.

## 02 | CERTIFICATION OF DOCUMENTS

The certification of documents under Mauritian Law may be done by any of the following, unless they are an immediate family member of the individual whose document is being certified:

A lawyer, notary, actuary or an accountant or any other person holding a recognised professional qualification.

A serving police or customs officer.

A member of the judiciary.

A senior civil servant.

An employee of an embassy or consulate of the country of issue of the identity documentation.

A director or secretary (holding a recognised professional qualification) of a regulated financial services business in Mauritius or in an equivalent jurisdiction.

A Commissioner of Oaths.

The certifier **MUST** confirm that he/she has seen the original document and the certification must include his/her:

Signature;

First names and surname;

Position/capacity;

Address;

Telephone number **and**

Date.

## 03 | TRANSLATION OF DOCUMENTS

Where any document is in a language other than English or French, it must be translated into either of these languages by a **certified translator**.

Where the proof of address needs to be translated the following elements are essential to the translation:

The nature of the document;

The details of the issuer;

The date the document was issued;

To whom the document relates;

The relevant account/customer number **and**

The physical address.

For all other documents, a full translation is required.