

NEWHAVEN CORPORATE SERVICES (B.V.I.) LIMITED

DUE DILIGENCE

The British Virgin Islands Government Code of Practice requires us to “know our client” and we must know the proposed activities of a company to be formed by us. We must also have basic information on the company’s proposed shareholders, directors and officers.

THIS FORM MUST BE COMPLETED BY EACH PROPOSED SHAREHOLDER, DIRECTOR & OFFICER (please copy as necessary)

Please return this form as follows:

- (a) in a sealed envelope to: **Private & Confidential – Due Diligence**
Trisha Evans
Compliance Officer
Newhaven Corporate Services (B.V.I.) Limited
PO Box 362, Road Town
Tortola
British Virgin Islands
- (b) or by fax to: **Trisha Evans – 284 494 4704**
- (c) or by email to: **tevens@ccslbvi.com**

NAME OF COMPANY:

CLIENT RESUME

FULL NAME (and previous names or alternative names (alias) if any formal name changes have occurred or you have utilized a business name or other means of identification)	
DATE OF BIRTH (DD/MM/YY)	PLACE OF BIRTH
MARITAL STATUS (currently and details of previous marriages if applicable)	MALE/FEMALE
NATIONALITY AND RESIDENCE (and previous nationalities, notarized copies of the relevant pages of your passport is required)	

CONTACT DETAILS

CURRENT ADDRESS (and previous addresses for the past 5 years. Evidence of proof of current address should be attached such as utility bill).	
HOME TELEPHONE NUMBER	WORK TELEPHONE NUMBER
FAX NUMBER	EMAIL ADDRESS

EDUCATION & QUALIFICATIONS

EDUCATIONAL BACKGROUND
QUALIFICATIONS

BUSINESS / EMPLOYMENT

NAME & LOCATION OF THE BUSINESS	DETAILS OF THE ACTIVITY OF THE BUSINESS	DATES INVOLVED

SOURCE OF CAPITAL/ASSETS

Please provide specific information as to the source of the capital/assets being utilized

REFERENCES

We require 2 references or letters of introduction (they may be addressed “To Whom It May Concern”), 1 from a professional such as an attorney or accountant and 1 from a banker. Such referees must each have known you for at least 3 years.

NAME	ADDRESS

OTHER INFORMATION

CHECK LIST

PLEASE ENSURE THAT YOU HAVE ATTACHED THE FOLLOWING DOCUMENTS	
Evidence of Proof of Current Address (eg Utility Bill)	✓
2 Professional References one must be from a financial institution	
Notarized copy of passport or any government issued identification	

I hereby confirm the accuracy and correctness of the foregoing information	
Signed	Date

OFFICE USE ONLY	Date
Received by:	
Reviewed by:	