

## Transfer of Servicing Contract Form to Financial Services Network Ltd

*Please complete this form in full to proceed with your request and kindly provide the following documents*

Passport ☐ Proof of Address ☐ Client Agreement ☐

## Existing Policy Information

Product Provider .....

Reference/Policy Number .....

Product & Policy Currency .....

Policy Commencement Date .....

Initial Policy Term, *(if applicable)* .....

Trustee Name, *(if applicable)* ..... Jurisdiction .....

## Client Personal Information

Full Legal Name

[illegible]

Title: Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Gender: Male ☐ Female ☐

Residential Address .....

Postcode ..... Country .....

Correspondence Address (if different) .....

Postcode ..... Country .....

Home Tel No. .... Mobile Tel No. ....

Email address ..... Skype .....

Date of Birth ..... Nationality .....

Do you have Dual Nationality? ☐ Yes ☐ No If yes, kindly specify .....

Are you a US Reportable Person\*<sup>1</sup>? ☐ Yes ☐ No

Have you ever been declared a Politically Exposed Person\*? ☐ Yes ☐ No

Adviser Name

[illegible]

Adviser Signature

[ ]

## Declarations

*Please accept this as my authority to transfer the servicing agency and any servicing trail fee in future to Financial Services Network Ltd.*

Client Signature \_\_\_\_\_

[ ]

*I declare that I am/we are over 18 years of age and agree to provide authentic and valid documents and that all information provided is true, accurate, current and complete.*

Downloaded from <http://ajph.org/> on November 10, 2015

Date \_\_\_\_\_

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## Documents Required for Verification

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### General Rules

1. The documents must be in original form or verified as true copies of the original by a certified person.
2. The name on all documents must be in full and consistent and match the name of the client.
3. All verification documents must be in colour.
4. All four corners/sides must be visible and must be the same size as the original document.
5. The details/data must be clear and should not be amended or concealed in any way.
6. Photographs must not be covered.
7. Handwritten documents are not accepted.
8. If the document is in a language other than English then the document may require translation.
9. All MRZ lines of identification documents must be visible.
10. Proof of residence documents must not be older than 3 months and must be a copy of an original paper document received to your home showing your full name and address. PO Boxes are not accepted.

### Certified Persons

*Certified documents should bear the signature, stamp, name, address, position and telephone number of the office/person certifying the document, be dated and bear the words "True copy of original"; they can be certified by any of the below persons:*

- Certifying Officer/Notary Public
- Lawyer/Attorney (registered in your jurisdiction, his/her business card is required)
- Local Police Station
- A Commissioner of Oaths/Member of the Judiciary
- Your Investment Adviser, but only during a face-to-face meeting when the original has been provided

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## Individual clients are required to provide the following

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1. Proof of a valid Identification document:
  - International Passport
  - National Identification Document (both front and back are required)
2. Proof of Residence
  - Utility bill such as water, gas, electricity, common expenses, refuse collection
  - Home telephone: fixed land line and/or internet connection and/or satellite TV connection
  - Bank or credit card statement or confirmation letter signed and stamped by your bank

### Corporate Entities are required to provide the following (not older than 6 months)

- Certificate of Incorporation
- Memorandum and Articles of Association
- Certificate of Registered Address
- Certificate of Director(s) and Company Secretary
- Certificate of Shareholders
- Audited financial statements of the last financial year
- Proof of Identification and Proof of Residency of all Directors and Shareholders
- Power of Attorney; if required to appoint an authorised person to act on behalf of the Company Proof of Identification and Proof of Residency of the Power of Attorney holder
- Where the Shareholder is a legal entity then all the above until the Ultimate Beneficial owner(s) have been identified
- Board Resolution/Declaration for the establishment of the business relationship

*For any other legal structure, the list of documents required will be provided upon request.  
We reserve the right to request additional documents and/or information.*

*<sup>1</sup>A US Reportable Person in general terms is someone who is a US Citizen (including Dual nationality) or a USA alien for tax purposes and FATCA regulations will apply to all transactions concluded by such persons. FATCA or the Foreign Account Tax Compliance Law is a US Law which places the obligation on all financial institutions to report to the US Internal Revenue Service account held by US persons/legal entities.  
<sup>2</sup>A Politically Exposed Person is a natural person who is or has been entrusted with a prominent public function, his/her immediate family members or persons known to be close associates of such persons.*