



## **DUE DILIGENCE "KNOW YOUR CLIENT" REQUIREMENTS FOR ALL BELIZE INCORPORATIONS**

Fidelity Overseas Ltd (Belize) is subject to the Belize Money Laundering and Terrorism (Prevention) Act, Chapter 104, Revised Edition 2020. Under this law, we must verify the identities of all individuals to whom we provide our services. These requirements are not our whim. They are the law. All licensed Registered Agents, trustees, banks and other financial service providers in Belize are subject to the same rules. There are no exceptions.

**Your confidentiality.** None of this information goes on any public record. All information and documents provided as Due Diligence will remain strictly confidential, in our internal file only. This information can only be surrendered in exceptional circumstances, to the Belize Financial Intelligence Unit, as prescribed by the Belize Money Laundering and Terrorism (Prevention) Act, Chapter 104, Revised Edition 2020.

**Each client, beneficial (actual) owner, director and shareholder of a Belize company must provide:**

**[A] One document evidencing identity.**

**Type.** Passport.

**Features.** Document must be valid and current, and must contain photograph of a reasonable likeness.

**Form.** A clear color-copy of document, must be certified by a notary, lawyer, chartered accountant, consular officer, court officer, bank manager or a similar regulated professional or state official. The name, address, status/position contact information and e-mail address of the certifier and the name of his organization (if any) must be clearly indicated. The copy must be certified as a **"true copy of the original seen and the photograph being of a reasonable likeness to the bearer of the document"**.

**[B] One document evidencing residential address and/or operating address (if different).**

**Type.** Utility bill, bank or credit card statement, mortgage statement, tax bill, correspondence from a government agency, home security services bill, home internet or cable services bill, rental contract.

**Features.** Document must indicate the full name of the individual together with his residential address.

**Form.** Document must be original (color logo) and not older than 3 months. If the address and name of the recipient, or other important contents of the document are not in the Latin alphabet, a certified translation is required.

**[C] Reference letter.**

**Type.** One bank reference letter or a professional reference letter. Must be on banks or professional company letterhead and in colour.

**Features.** Document must indicate the length of time for which the individual is known to the referee, being not less than three years and the nature of the relationship between the individual and the referee. Sample text in **Attachment 1**.

**Form.** Document must be original and not older than 3 months.

**[D] CV (Curriculum Vitae)**

**Features:** Document summarising your education, skills and experience.

All of these documents must be received in the offices of Fidelity Overseas Ltd before any company formation or management orders can be completed. To expedite some services, scanned copies can be sent to us electronically at first, but they must be followed by the original copies! We will **not** send out any corporate documentation to clients before we are in receipt of all due diligence documents, in paper-form!

We appreciate Your time and effort!

## Sample bank reference

**[bank logo - letterhead]**

[date]

To: Fidelity Overseas Ltd

We confirm that we know [your name], national of [country], born [date of birth] as our customer for the period of [more than 3] years as a signatory of [corporate or individual] account.

It has been our experience that [your name] has always acted in a prudent and reliable manner, and that he has never failed to meet any of his obligations to the bank. We therefore believe that this customer would be good for the purposes of acting as account signatory with your bank.

We also verify that according to our records, the residential address of [your name] is as follows:

[your full home address]

This reference is issued at the request of the individual mentioned herein, for information purposes only, and without any express or implied guarantees or further engagement on part of ourselves.

Signed:

[bank officer name, position]

[bank stamp]