

KYC GUIDE

Proof of Identity

As Proof of Identity, the following documents may be accepted:

- 1. Valid National ID card, or
- 2. Valid Passport, or
- 3. Valid Driving License (provisional driving license is not accepted)

All of the above types of identification must be provided in clear **<u>coloured</u>** copy ensuring that all the below information can be seen:

- ✓ Your full name
- ✓ Photo
- ✓ Date of Birth
- ✓ Place of Birth / Nationality
- ✓ ID Number / Unique Document Reference Number
- ✓ Issuing Authority
- ✓ Issue Date
- ✓ Expiry Date
- ✓ All 4 corners of the document must be shown
- ✓ Both sides of the identification card must be provided, if applicable

In case a <u>residence permit</u> is required, please note that a clear coloured copy of both sides of the document must be provided, which satisfies the above requirements.

Example of a good copy of Proof of Identity:



Proof of Residence

As Proof of Residence, the following documents may be accepted:

1. Utility Bill / Government-issued Document

This includes: Electricity Bill, Water Bill, Gas Bill, Landline Bill, Internet Bill, Local Authority Tax Bill, Property Tax, Municipality Fees, or any other proof meeting the below requirements:

- ✓ Clean coloured copy
- ✓ All 4 corners of the document must be shown
- ✓ Issued no later than within the past 6 months
- ✓ Your Full Name
- ✓ Your Residential Address
- ✓ Full Name of the issuing institution / authority
- ✓ Logo of the relevant authority or clear stamp indicating the issuing authority

2. Bank Statement

- ✓ Your Full Name
- ✓ Your Residential Address
- ✓ Issued no later than within the past 6 months
- ✓ Logo of the Bank or clear stamp of the Bank
- ✓ All 4 corners of the document must be shown
- ✓ Clean coloured copy

3. Reference Letter

- ✓ Issued no later than within the past 6 months
- ✓ Your Full Name
- ✓ Your Residential Address
- ✓ Printed on the letterhead of the relevant organization/authority and signature by an authorized officer
- ✓ All 4 corners of the document must be showing
- ✓ Clean coloured copy

4. Affidavit

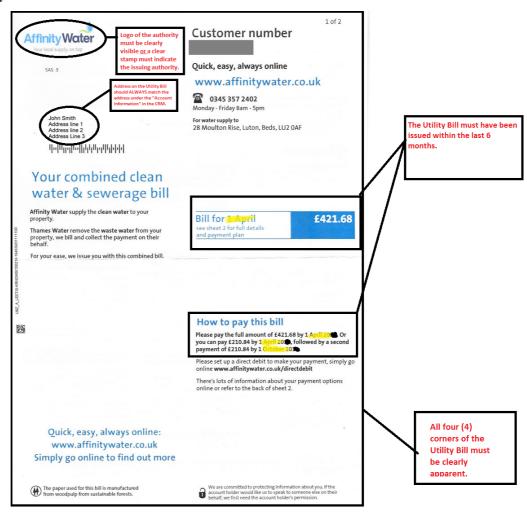
- ✓ Issued no later than within the past 6 months
- ✓ Your Full Name
- ✓ Your Residential Address
- ✓ Notarized by a public notary or a government authority
- ✓ All 4 corners of the document must be showing
- ✓ Clean coloured copy

As Proof of Residence, the following is NOT ACCEPTED:

- ⊗ Invoices
- 8 Employment agreements, Rental agreements or any other kind of private agreement
- ⊗ Confirmations from employers

Examples of a good copy of

Proof of Residence:



OTHER IMPORTANT DOCUMENTS

For deposits made through credit/debit card:

1. Credit/Debit card (Front & Back)

- ✓ Full name of cardholder
- ✓ Date of expiry of the card
- ✓ Showing **ONLY** the last 4 digits (these should match with the card number from which the account was funded) *
- ✓ Signature on the designated space provided on the card
- ✓ All 4 corners of the document must be shown
- ✓ Clean coloured copy

2. Proof of cardholder document

- ✓ Full name
- ✓ Date
- ✓ Bank's name and logo
- ✓ Showing the last 4 digits of the card
- ✓ All 4 corners of the document must be shown
- ✓ Clean coloured copy

For deposits made through wire transfer:

1. Confirmation of deposit through wire transfer

- ✓ Full name
- ✓ Date
- ✓ Company's details for the actual transaction
- ✓ The amount deposited

2. Bank Statement

- ✓ Full name
- ✓ Date
- ✓ Name of the bank
- ✓ IBAN number
- ✓ BIC number

^{*}Please make sure that the first 12 digits of the card are covered/not shown

For deposits made through E-Wallets:

- 1. Confirmation of deposit through E-Wallet (Skrill, Neteller, etc.)
 - ✓ Full name
 - ✓ Date
 - ✓ Amount
 - ✓ Destination of the deposit

Examples of a good copy of Proof of a Credit Card:



