

This form can be filled in on a computer; alternatively please print and tick (✓) where documents have been supplied.

Statutory Documents

<ul style="list-style-type: none"> A certified true copy of the certificate of registration or confirmation on the current registration of the foundation with the Registrar of Foundations or such relevant authority. <p>OR</p> <ul style="list-style-type: none"> In case of re-domiciliation, a certified true copy of the certificate of re-domiciliation (as may be applicable). 	<input type="checkbox"/>
<ul style="list-style-type: none"> A certified true copy of the Foundation Charter (deed of formation or other founding document) evidencing: <ul style="list-style-type: none"> The name and particulars of the Founder(s) The purposes and objects of the Foundation The foundation capital (funds/assets)/endowment of the property to the foundation The address of the registered office of the Foundation The procedure for the appointment, removal, period of office of the members of Council and the holding of its meetings The procedure for the appointment, removal of the Secretary (where applicable) The procedure for the appointment, removal of a protector or committee of protector and its or his/her powers and duties (where applicable) The name and address of the Secretary (where applicable) The beneficiary of the Foundation or the manner in which the latter may be appointed and/or removed (if applicable). 	<input type="checkbox"/>
<ul style="list-style-type: none"> Certified true copy of the Articles/Regulations which may have been issued (where applicable): <ul style="list-style-type: none"> to appoint beneficiaries or description of such beneficiaries and the benefits related to any distribution made (if not included in the Charter); and for the regulation of the affairs of the Council. 	<input type="checkbox"/>
<ul style="list-style-type: none"> A certified true copy of Proof of Good/Current Standing (if the foundation has been in existence for more than one year). 	<input type="checkbox"/>
<ul style="list-style-type: none"> In the event that there are no named beneficiaries <ul style="list-style-type: none"> Letter of undertaking from the Council that the name/s of beneficiaries and CDD documents will be furnished to the Bank at the time of appointment. 	<input type="checkbox"/>
<ul style="list-style-type: none"> Undertaking from the Council Member(s)/Secretary to inform the Bank of any material change in the foundation or in its operations. 	<input type="checkbox"/>
<ul style="list-style-type: none"> A duly dated and signed business plan or certified true copy thereof, clearly detailing out the business activities of the Foundation and including the sources and application of funds and estimated volume of inflows and outflows. <p><i>The document may be signed by either the Management Company, the Registered Agent, the Council Member, the company secretary, an accountant, the beneficial owner or signatories as per Acts and Deeds.</i></p>	<input type="checkbox"/>
<ul style="list-style-type: none"> A duly dated and signed shareholding, clearly mentioning the percentage shareholding interest held. The structure should go back to the ultimate beneficial owner(s). <p><i>The document may be signed by either the Management Company, the Registered Agent, the Council Member, the company secretary, an accountant or the beneficial owner.</i></p>	<input type="checkbox"/>
<ul style="list-style-type: none"> A Declaration of Beneficial Ownership of entity duly signed by a Council Member/authorised signatories as per acts and deeds of the applicant. 	<input type="checkbox"/>
<ul style="list-style-type: none"> Form "F2064 – Self Certification Form for Entities" duly signed by Council Member/authorised signatories as per acts and deeds of the applicant. 	<input type="checkbox"/>
<ul style="list-style-type: none"> A letter of reference from a reputable bank or other acceptable financial institution (dated less than 3 months) from the Applicant (if the Applicant has been incorporated for more than 6 months). 	<input type="checkbox"/>

Secretary and Council Member

- Corporate Secretary/Corporate Council Member:
 - A certified true copy of Certificate of Incorporation of the corporate trustee or equivalent document (e.g. Extrait K-Bis - for companies incorporated in France - or extract from Companies Registry - dated less than 6 months).
 - A certified true copy of the trusteeship licence (if any).
 - Resolution (original or certified true copy), appointing the persons authorised to sign on behalf of the Corporate Trustee, together with their specimen signatures.

Resolution may be in the form of a written resolution be signed by all directors or an extract of minutes signed by Company Secretary or any director.

- A certified true copy of the register of directors signed by either the company secretary or Registered Agent.
- OR**
- A confirmation of Directorship from Notary/Attorney (unless information already available in Extrait K-Bis or in extracts from Companies Registry) dated less than six months.

- A certified true copy of Proof of Good/Current Standing (if the Corporate Council Member has been in existence for more than one year)

- Identity documents of all the authorised signatories of the Corporate Secretary/Corporate Council Member.

- Identity documents of all the individuals acting as Secretary or Council Member of the Foundation.

Founder

- For Corporate Founder:
 - A certified true copy of Certificate of Incorporation of the corporate trustee or equivalent document (e.g. Extrait K-Bis - for companies incorporated in France - or extract from Companies Registry - dated less than 6 months).

- A certified true copy of the register of shareholders (or equivalent document) signed by either the company secretary or director or Registered Agent.
- OR**
- A confirmation of shareholding from Notary/Attorney (unless information already available in Extrait K-Bis or in extracts from Companies Registry) dated less than 6 months.

- Written confirmation from corporate founder attesting whether it is acting as nominee founder. In the affirmative, information to be reflected on the Declaration of Beneficial Owner Form.

- Identity documents of all significant shareholders and beneficial owners holding more than 20% of interest.

- For Individual Founder:
 - Identity documents of the individual Founder.

Beneficiary

1. For Corporate Beneficiary:

- A certified true copy of Certificate of Incorporation of the corporate trustee or equivalent document (e.g. Extrait K-Bis - for companies incorporated in France - or extract from Companies Registry - dated less than 6 months).

- A certified true copy of the register of shareholders (or equivalent document) signed by either the company secretary or director or Registered Agent.
- OR**
- A confirmation of shareholding from Notary/Attorney (unless information already available in Extrait K-Bis or in extracts from Companies Registry) dated less than 6 months.

- Written confirmation from corporate beneficiary attesting whether it is acting as nominee. In the affirmative, information to be reflected on the Declaration of Beneficial Owner Form.

- Identity documents of all significant shareholders and beneficial owners holding more than 20% of interest.

2. Individual Beneficiary:

- Identity documents of the individual Beneficiary.

Authorised Signatories

<ul style="list-style-type: none"> Resolution (original or certified true copy), authorising the opening of accounts and giving the authority to the signatories (as well as listing the signatories' specimen signatures) for: <ul style="list-style-type: none"> the operation of the accounts; and the signing of documents. 	<input type="checkbox"/>
<ul style="list-style-type: none"> Identity documents of all authorised signatories. 	<input type="checkbox"/>

Identity documents are:

- Original or certified true copy of a proof of identity in the form of a valid passport or identity card with clear photographic image, bearing the individual's specimen signature.
- Original or certified true copy of a proof of current permanent residential address dated less than 3 months.
- A letter of reference from a reputable bank or other acceptable financial institution (dated less than 3 months) or letter of authority, for non-resident/non-citizen beneficial owners, individual founder, Council Member(s), Executor(s), Protector(s) and Administrator(s).
- For the individual founder, significant shareholders and beneficial owners, a copy of curriculum vitae (CV), providing a clear indication of his/her profile (qualifications, work experience and timeframe related to same) and providing a clear indication of the individual's source of funds/wealth.

The Mauritius Commercial Bank Limited may request for further information and/or documents, deemed necessary, to complete its due diligence process from a risk based approach.