

Regulatory Requirements

Verification guidelines for individuals, corporates, trusts, partnerships, and foundations.

Notice

- > To fulfil our regulatory requirements, we need to obtain Due Diligence as described in this document.
- > Your Praxis representative will advise you on the certification requirements.
- > Should you have any other queries then please contact us.
- > We need to fully understand the ownership structure of the entity and therefore provision of a structure chart is required as supporting documentation.

Language

- > Please note that all documents provided, must be in the English Language, and if not, must come with an English translation.

This document is structured as follows:

- > [Individuals](#)
- > [Corporates](#)
- > [Trusts](#)
- > [Partnerships](#)
- > [Foundation](#)

1. Individuals

Due diligence requirements for individuals are the following:

- > Verification of Identity.
- > Verification of Residential Address.
- > Completed Personal Details Form.

a. Verification of identity

We require certified copies of one of the following documents:

- > Passport.
- > National identity card.
- > Armed Forces ID Card.
- > Driving licence.

b. Verification of residential address (PO Box or “Care of” addresses are not acceptable):

We require certified copies of one of the following documents:

- > Online bank statement or utility bill.
- > Correspondence from a central or local government department or agency.
- > A letter confirming residential address from a person carrying on a financial services business which is regulated and operates equivalent jurisdiction' to Praxis. Should you require details of 'equivalent jurisdictions' or have any other queries, as this list is not exhaustive, then please contact us.
- > Personal visit by a Praxis senior member of staff, or lawyer or accountant, to residential address.
- > A tenancy contract or agreement.

c. Personal Details Form

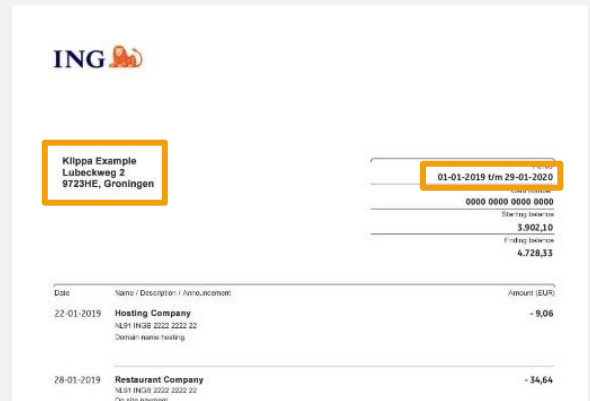
We require the following form:

- > Completed Personal Details Form (please find the PD Form [here](#)).

Passport Proof of residential Address



The photocopy of the passport photo page must be clear, including the machine-readable data and the photograph easily identifiable. This can be in colour or black and white. The documents must be currently valid.



When providing a document as proof of address the document must be dated within three months of the date of receipt by Praxis and must state clearly the name and current residential address.

Certification of documents

“Certified a true copy of the original document, which I have seen, *and the photograph is a true likeness of the bearer, whom I have met.*” (Italicised text required for photographic documents only)

Signature: _____
 Name: _____
 Professional Qualification and number: _____
 Firm/Company: _____
 Website address: _____
 Address: _____
 Telephone No: _____
 Date: _____

- > It is essential that the correct wording is used when certifying the document and that the details on the certifier are also provided. They must provide sufficient information for Praxis to be able to verify that they are who they purport to be.
- > The certifier must not be closely related to the party being verified (e.g., close family member, by blood or marriage) and self-certification is not permitted.
- > Certification can be effected by an embassy, consulate or high commission of the country of issue of documentary evidence of identity; a member of the judiciary, a senior civil servant, a serving police or customs officer, a lawyer, a notary public who is a member of a recognised professional body, an actuary, a qualified accountant, a member of the Institute of Chartered Secretaries and Administrators, or a director or officer of a financial services business which is regulated in an ‘equivalent jurisdiction’ to PraxisIFM Trust Limited . Should you require details of ‘equivalent jurisdictions’ or have any other queries, as this list is not exhaustive, then please contact us.

2. Corporates

The due diligence requirements for Corporate Principals are set out below.

We require certified copies of all the following documents:

- > Certificate of Incorporation (or equivalent).
- > Memorandum & Articles of Association.
- > Signed set of most recent Financial Statements.
- > Authorised Signatory List (if applicable).
- > Register of Directors / Council Members/ Partners/Guardian/Enforcer.
- > Completed & signed Entity tax residency self-certification form.
- > Register of Shareholders & confirmation of ultimate shareholders if Nominees are in place.
- > Certificate of Good Standing/ Incumbency/ Registration.
- > In addition to the above, we require Due Diligence for all relevant parties, in accordance with our Due Diligence requirements for Individuals. Your Praxis representatives will advise of the CDD requirements regarding relevant parties.

Certification of documents

“Certified a true copy of the original document, which I have seen.”

Signature: _____

Name: _____

Professional Qualification and number: _____

Firm/Company: _____

Website address: _____

Address: _____

Telephone No: _____

Date: _____

- > It is essential that the correct wording is used when certifying the document and that the details on the certifier are also provided. They must provide sufficient information for Praxis to be able to verify that they are who they purport to be.
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- > Certification can be effected by an embassy, consulate or high commission of the country of issue of documentary evidence of identity; a member of the judiciary, a senior civil servant, a serving police or customs officer, a lawyer, a notary public who is a member of a recognised professional body, an actuary, a qualified accountant, a member of the Institute of Chartered Secretaries and Administrators, or a director or officer of a financial services business which is regulated in an ‘equivalent jurisdiction’ to PraxisIFM Trust Limited. Should you require details of ‘equivalent jurisdictions’ or have any other queries, as this list is not exhaustive, then please contact us.

3. Trusts

The due diligence requirements for Trusts are set out below.

We require certified copies of all the following documents:

- > Extract of Trust deeds showing:
 - o full name, date, and location of the establishment.
 - o appointment of current Trustees & trustees' powers.
- > Extract of Trustees' Regulated status.
- > Signed set of most recent Financial Statements.
- > List of principal persons and their role (e.g., Name/Settlor).
- > Authorised Signatory List (if applicable).
- > Completed & signed Entity tax residency self-certification form.
- > In addition to the above, we require Due Diligence for all relevant parties to the Trust, per the list provided, and in accordance with our Due Diligence requirements for Individuals. Your Praxis representatives will advise of the CDD requirements regarding relevant parties.

Certification of documents

"Certified a true copy of the original document, which I have seen."

Signature: _____

Name: _____

Professional Qualification and number: _____

Firm/Company: _____

Website address: _____

Address: _____

Telephone No: _____

Date: _____

- > It is essential that the correct wording is used when certifying the document and that the details on the certifier are also provided. They must provide sufficient information for Praxis to be able to verify that they are who they purport to be.
- > The certifier must not be closely related to the party being verified (e.g. close family member, by blood or marriage) and self-certification is not permitted.
- > Certification can be effected by an embassy, consulate or high commission of the country of issue of documentary evidence of identity; a member of the judiciary, a senior civil servant, a serving police or customs officer, a lawyer, a notary public who is a member of a recognised professional body, an actuary, a qualified accountant, a member of the Institute of Chartered Secretaries and Administrators, or a director or officer of a financial services business which is regulated in an 'equivalent jurisdiction' to PraxisIFM Trust Limited . Should you require details of 'equivalent jurisdictions' or have any other queries, as this list is not exhaustive, then please contact us.

4. Partnerships

The due diligence requirements for Partnerships are set out below.

We require certified copies of all the following documents:

- > Partnership Agreement.
- > Certificate of registration (where a partnership is registered) or a copy of such certificate certified.
- > Register of limited partners.
- > Signed set of most recent Financial Statements.
- > Resolution of the GP or members authorising the opening of any bank account and recording the account signatories.
- > Completed & signed Entity tax residency self-certification form.
- > In addition to the above, we require Due Diligence for all relevant parties to the Partnership, per the list provided, and in accordance with our Due Diligence requirements for Individuals. Your Praxis representatives will advise of the CDD requirements regarding relevant parties.

Certification of documents

“Certified a true copy of the original document, which I have seen.”

Signature: _____

Name: _____

Professional Qualification and number: _____

Firm/Company: _____

Website address: _____

Address: _____

Telephone No: _____

Date: _____

- > It is essential that the correct wording is used when certifying the document and that the details on the certifier are also provided. They must provide sufficient information for Praxis to be able to verify that they are who they purport to be.
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5. Foundations

The due diligence requirements for Foundations are set out below.

We require certified copies of all the following documents:

- > Certificate of Registration showing the full name, date and location of the establishment.
- > Charter (or equivalent) or copy of such a charter.
- > Signed set of most recent Financial Statements.
- > List of principal persons and their role (e.g., council members, beneficiaries, founders, guardians, and any other decision-makers).
- > Authorised Signatory List (if applicable).
- > Completed & signed Entity tax residency self-certification form.
- > In addition to the above, we require Due Diligence for all relevant parties to the Foundation, per the list provided, and in accordance with our Due Diligence requirements for Individuals. Your Praxis representatives will advise of the CDD requirements regarding relevant parties.

Certification of documents

“Certified a true copy of the original document, which I have seen.”

Signature: _____

Name: _____

Professional Qualification and number: _____

Firm/Company: _____

Website address: _____

Address: _____

Telephone No: _____

Date: _____

- > It is essential that the correct wording is used when certifying the document and that the details on the certifier are also provided. They must provide sufficient information for Praxis to be able to verify that they are who they purport to be.
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