

INTRODUCER CERTIFICATE

Name of bank/deposit taker or accepting financial services business	
Name of introducer	
Account name (in full)	
Details of associated account/s (which are part of the same structure)	

(if a Company or Partnership): Date and place of incorporation and registration number		Are bearer shares currently in issue? Yes <input type="checkbox"/> No <input type="checkbox"/>
(if a Company or Partnership): Current registered office address		
(if a Trust or Foundation): Date of establishment and legal jurisdiction		
Type of trust/foundation/company		
Nature of activities or purpose and intended nature of business relationship (please provide full description):		Is it a trading company? Yes <input type="checkbox"/> No <input type="checkbox"/>

Source of wealth (and identify the period over which this has been derived)	
Anticipated annual cash movements	

Should the space provided be insufficient, please continue using IC3.

The Introducer certifies that it is a Guernsey licensed financial services business and in respect of this account it has obtained the verification required to satisfy the Guidance Notes on the Prevention of Money Laundering and Countering the Financing of Terrorism ("Guidance Notes") issued by the Guernsey Financial Services Commission, as updated from time to time. The information disclosed for this account by the Introducer accurately reflects the information held and is being given for account opening and maintenance purposes only. The Introducer undertakes to supply certified copies or originals of the verification documentation upon request without delay.

Signature: _____

Full name: _____

Official position: _____

Date: _____

Please identify the number of supplementary pages being submitted. IC2 IC3 IC4

INTRODUCER CERTIFICATE – RELATED PARTIES

Name of Introducer: _____

Account name (in full): _____

Details of all principal(s) (see IC4 for definition) including beneficial owners and excluding officers of the Introducer: (Please complete sections below and attach additional copies of this sheet as required)

	1	2
Full name		
Nationality, date and place of birth		
Current residential address (please include Post Code. A PO Box only address is insufficient)		
Role of principal and date relationship commenced		
Does the Introducer consider the related party to be a politically exposed person?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

	3	4
Full name		
Nationality, date and place of birth		
Current residential address (please include Post Code. A PO Box only address is insufficient)		
Role of principal and date relationship commenced		
Does the Introducer consider the related party to be a politically exposed person?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Initials of signatory/ies completing IC1

INTRODUCER CERTIFICATE – ADDITIONAL INFORMATION

Name of Introducer: _____

Account name *(in full)*: _____

This section is to be used by the bank/deposit taker to identify any additional information or documentation that they require over and above the stated minimum and/or for the Introducer to provide additional information to supplement the details contained in IC1 and/or IC2.

Initials of signatory/ies completing IC1	
<input type="text"/>	<input type="text"/>

INTRODUCER CERTIFICATE – NOTES AND GUIDANCE

The Introducer Certificate and associated forms and notes have been prepared in consultation with the Guernsey Financial Services Commission, Association of Guernsey Banks, International Bankers' Association and the Fiduciary Sector Policy Forum to provide a standard format for establishing and maintaining account relationships between local financial services businesses following completion of their formal business engagement.

These notes and the definitions below are intended to provide guidance to assist the Introducer in completing the required forms and to enable greater consistency to be achieved.

“Associated accounts”	Refers to an account with the same financial services business where any of the principals are connected with an account in the same group or structure.
“Anticipated annual cash movements”	An estimate of the total flow of funds in and out of the account should be provided. An estimated maximum account turnover should also be provided. For a trading operation, the scale and volume of transactions should be explained.
“Bearer shares”	Should bearer shares be subsequently issued (after the opening of the account) such that the “Yes” box needs ticking in IC2, an updated form should be supplied to the accepting financial services business without delay.
“Certified copy”	An officer or authorised signatory of a regulated financial services business will be an acceptable certifier. An acceptable “certified copy” document should be an accurate and complete copy of the original such that the certifier will sign and date the copy document printing his position, capacity and company name.
“Introducer”	Is a local financial services business as defined in the Guidance Notes.
“Nature of activities or purpose and intended nature of business relationship”	A sufficient description should be provided to enable the accepting financial services business to properly categorise the underlying nature of the arrangements. If the activity is of a commercial nature, then additional information may be required.
“Politically exposed person”	As defined in the Guidance Notes.
“Principal”	Includes any person or other entity that has or is likely to receive a benefit in the foreseeable future or to whom the Introducer customarily treats as having an economic interest.
“Role”	This might include, for example: a shareholder, beneficiary, settlor, partner etc.
“Signatory”	The Introducer’s Certificate will need to be signed or initialled (where appropriate) in line with the Introducer’s current mandate/authorised signatory list held with the accepting financial services business.
“Source of wealth”	The origins of the wealth of the principal/s (and over what period) should be identified. Generally, simple one word answers will be unacceptable, eg: “income”; “dividends”; “Bill Smith” or “work”. A brief description to give a fuller picture is expected, for example; “sale of UK private company in 1997”; “life time savings of settlor who was a doctor”; “inheritance from parents’ UK estate”; and “UK property development over the last 10 years”.
“Trading”	Implies commercial activity which may include a business, invoicing or re-invoicing operations. For clarity, a “trading company” does not include a personal service/employment company.

Please refer to the bank/deposit taker or accepting financial services business should you have any doubt or queries about completing the Introducer Certificate Forms.