

(SAMPLE DOCUMENT FOR CLIENT USE)

List of Required Corporate Documents

Corporations:

- Certificate of incorporation.
- Recent (up to 6 months) certificate of good standing.
- Certificate of registered office.
- Certificate of directors and secretary.
- Certificate of shareholders.
- Memorandum and articles of association.
- Resolution of the Board of Directors of the Client for the opening of the account and granting authority to those who will operate it (APPENDIX C).
- If the registered shareholders act as nominees of the Beneficial Owner (see definition in Appendix A), a copy of the trust deed/agreement concluded between the nominee shareholder and the Beneficial Owner, by virtue of which the registration of the shares on the nominee shareholder's name on behalf of the Beneficial Owner has been agreed.
- Group chart including ownership structure (signed by the Company's Executive Management)

For each Director of the Client who is a natural/physical person, as per the certificate of Directors, the following documents are required:

- Copy of Passport (for Directors not residing in Cyprus. Photograph, personal details, sign issue & expiry dates, place and date of issue, serial number to be clearly visible).
- Copy of Driving License, Passport or National Identity Card.
- Copy of a recent (up to 6 months) utility bill, local authority tax bill or a bank statement.

For each Director of the Client who is a legal entity, as per the certificate of Directors, the following documents are required:

- Certificate of incorporation.
- Recent (up to 6 months) certificate of good standing.
- Certificate of registered office.
- Certificate of directors and secretary.
- Certificate of shareholders.
- Memorandum and articles of association.

For each legal entity who is a registered shareholder of the Client the following documents are required:

- Certificate of incorporation.
- Recent (up to 6 months) certificate of good standing.
- Certificate of registered office.
- Certificate of directors and secretary.
- Certificate of shareholders.
- Memorandum and articles of association.

For Representatives authorized to open and/or operate the Client's account the following documents must also be provided for each Representative person:

- Copy of Passport (for Representatives not residing in Cyprus. Photograph, personal details, signature, issue & expiry dates, place and date of issue, serial number to be clearly visible).
- Copy of Driving License, Passport or National Identity
- Copy of a recent (up to 6 months) utility bill, local authority tax bill or a bank statement.
- Board of Directors Resolution (APPENDIX C) for the Appointment of an authorized Representative.

APPENDIX A

Definitions of PEP and Connected/Close Associates

POLITICALLY EXPOSED PERSON (PEP)

Politically Exposed Person (PEP) means a natural person who is or who has been entrusted with prominent public functions and includes the following:

- A. Heads of State, heads of government, ministers and deputy or assistant ministers;
- Members of parliament or of similar legislative bodies;
- Members of the governing bodies of political parties;
- Members of supreme courts, of constitutional courts or of other high-level judicial bodies, the decisions of which are not subject to further appeal, except in exceptional circumstances;
- Members of courts of auditors or of the boards of central banks;
- Ambassadors, chargés affairs and high-ranking officers in the armed forces; Members of the administrative, management or supervisory bodies of State-owned enterprises; Directors, deputy directors and members of the board or equivalent function of an international organization.

No public function referred to in points made shall be understood as covering middle-ranking or more junior officials

CONNECTED TO A POLITICALLY EXPOSED PERSON (PEP) MEANS FAMILY MEMBERS AND CLOSE ASSOCIATES

Family members include the following:

- The spouse, or a person considered to be equivalent to a spouse, of a politically exposed person;
- The children and their spouses, or persons considered to be equivalent to a spouse, of a politically exposed person;
- The parents of a politically exposed person.

Persons known to be close associates' means:

- Natural persons who are known to have joint beneficial ownership of legal entities or legal arrangements, or any other close business relations, with a politically exposed person;
- Natural persons who have sole beneficial ownership of a legal entity or legal arrangement which is known to have been set up or the de facto benefit of a politically exposed person

APPENDIX B

Definitions of Beneficial Owner

“Beneficial Owner” means the natural person or natural persons, who owns or controls the Client and/or the natural person on whose behalf a transaction or activity is being conducted. The Beneficial Owner shall at least include:

(a) In the case of corporate entities:

- i. Individuals, who own or control a corporation, by direct or indirect ownership, or control of 25% or more of the shares or voting rights.
- ii. Individuals, who otherwise exercise control over the management of a corporation

(b) In the case of legal entities, such as foundations and legal arrangements, such as trusts, which

administer and distribute funds:

- i. Individuals who, according to the articles of a fund/trust or otherwise, are entitled to receive 25% or more of the distribution funds or other assets of a fund or a similar legal arrangement, provided such people are known.
- ii. The group of persons in whose main interest a fund/trust or similar legal arrangement has been set up or operates.
- iii. Individuals, who exercise control over 25% or more of the distribution funds or other assets of a fund/trust or similar legal arrangement or entity.

APPENDIX C

Board Resolution

WE CERTIFY THAT AT A MEETING OF THE BOARD OF DIRECTORS [INSERT THE NAME OF THE COMPANY] (THE 'CLIENT') WHOSE REGISTERED OFFICE IS AT [INSERT REGISTERED OFFICE ADDRESS] HELD ON [INSERT DATE DD/MM/YYYY], THE FOLLOWING RESOLUTIONS HAVE PASSED.

We, the person(s) named in Box 1, certify that (a) the information contained in this application form is accurate, complete and up to date and (b) the resolutions at paragraph below are true and complete copies of the resolutions of the Client duly passed (and which have not been subsequently varied or revoked) at the Board meeting referred to above, at which a quorum (entitled to vote) was present throughout and at which the directors declared the nature of any declarable interests.

The resolutions were as follows:

- _____ is hereby requested and authorized to open for the client such account(s) as may now or from time to time be considered appropriate for purposes of transacting and subscribing to the services and products of _____ according to the relevant terms and conditions;
- That the director(s) that sign the application form are hereby authorized to do so for and on behalf of the company, do all acts, execute all documents, and perform and enter into all agreements necessary or convenient for the purposes of opening and/or operating the account; and
- That the person(s) on Part C of this application form and any additional person(s) so indicated are hereby authorized to give instructions in relation to the account(s).

I/We account(s). I/we consent to the Order Execution Policy.

DECLERATIONS

I/We, jointly and severally, declare that: I/We hereby request and authorize you to open an account for the company;

- I/We have read and understood the nature and the risk of the product(s) that the company intends to trade in this account;
- I/We have obtained from the website (ttprofx/i.e.), read and understood the following:
- The General Business Terms,
- Order Execution Policy,
- Conflict of Interest Policy,
- Privacy Policy



I/We warrant that we have full power and authority to open and operate the account in accordance with the above resolutions, the company’s articles & memorandum of association and any other constitutional documents and without breach of any law, restriction, or obligation binding on the company;

I/We have provided true, accurate and complete information and authorize you to make any enquiries which you may consider necessary for confirmation of such information and undertake to update _____ of any changes to the information provided without delay;

I/We accept and agree to be bound by the terms provided above.

Name:	Signature:	Date:
_____	_____	_____

Name:	Signature:	Date:
_____	_____	_____

Name:	Signature:	Date:
_____	_____	_____

Name:	Signature:	Date:
_____	_____	_____