

MADISON PACIFIC

KYC CHECKLIST

Madison Pacific entities are subject to regulation and legislation in various jurisdictions including but not limited to the Trustee Ordinance and Anti-Money Laundering Ordinance in Hong Kong. We are required to conduct “know your customer” due diligence (“KYC”) on all transactional parties as part of our anti-money laundering (“AML”) obligations. For this purpose, we request certain information about the parties and greatly appreciate your timely assistance with our review.

This is our initial KYC request for information, which is made in order to ascertain, among other things, the ownership and structure of each entity, identification of individuals and source of funds. We may request further information after our initial review.

Instructions

The KYC Checklist is divided into four sections: (1) All Corporate Entities, (2) Partnerships and LLCs, (3) Trusts and Foundations and (4) Individuals. Please determine the section that is best suited for your type of entity, or refer to section (4) if you are providing information for individuals. If you are unsure which list of documents to provide, please contact us.

Please provide all of the requested documents in the applicable list, including the necessary certifications. We have Word versions of Appendices A - D available upon request.

Documents provided to us in response to this request should be given to the individual at Madison Pacific who contacted you in regards to our KYC review. Please do not hesitate to contact the same individual with any questions.

Timing

All documents and any other information requested must be provided to us **before the signing** of the transaction documents.

Original Documents

Originals of the documents in Appendices A - D should be provided to us.

Certification as True Copies

Unless an original document is required, all documents provided to us should be certified as a true copy by a Notary Public, licensed Lawyer, Chartered Accountant or Chartered Secretary. The certification should bear the name and original signature of the individual certifying the document(s) and should be in English or a translation of the certification from an independent accredited translator must be provided.

Foreign-Language Documents

Please provide certified translations of any foreign language documents. If such translations are not available to you at the time of this request, please provide certified copies of the documents in the original language together with a general description of each document in English.

Please refer to Madison Pacific’s website for our Privacy Policy.

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SECTION 1 – ALL CORPORATE ENTITIES

1. Certificate of Incorporation (or the equivalent)*
2. Memorandum and Articles of Association (or the equivalent)*
3. Proof of business address such as a current business license/registration certificate (or the equivalent)*
4. Register of Directors*
5. Corporate governance document whereby certain individuals are authorized to sign for and on behalf of the entity in relation to the transaction and/or to provide instruction to Madison Pacific as the case maybe (e.g. Board resolutions)**
6. Authorised signatory list with specimen signatures dated and certified by a senior executive officer or the equivalent as true, accurate and complete**
7. From each authorised signatory a valid government-issued identification such as an identity card, passport, or driver license
8. Ownership organisation chart identifying (a) all entities in the overall corporate structure including any investment advisor and general manager (or the equivalent) and (b) any owner of 25% or more of each entity dated and certified by a director, corporate secretary or auditor as true, accurate and complete
9. Tax Residency Declaration (see [Appendix A](#))
10. (Investment Funds only) AML Representation Letter (if an AML representation letter is not available from a fund administrator, use form in [Appendix B](#))
11. (Investment Funds only) Investment management agreement and investment advisor agreement (or the equivalents)
12. Evidence of listed or regulated status (if applicable)
13. **If the entity is unlisted or unregulated:**
 - a. Certificate of Good Standing issued within the past six (6) months, if applicable
 - b. Certificate of Incumbency issued from the registered agent within the past six (6) months, where available, identifying mailing/correspondence address and ultimate beneficial owner(s)
 - c. Share register (or equivalent official document identifying shareholders)
 - d. From each shareholder who is a natural person and owns 25% or more of the entity:
 - i. Beneficial Owner Declaration in [Appendix C](#)
 - ii. Valid government-issued identification such as an identity card, passport or driver license
 - iii. Proof of residential address issued within the last three (3) months (e.g. utility bill or bank statement)
 - e. Where a corporate entity's ownership structure involves trust arrangements, provide items 2, 5, and 6 in *Section 3 – Trusts and Foundations*
 - f. From each director that is an individual, a valid government-issued identification such as a passport or driver license
 - g. From each a director that is a corporate entity, provide items 1, 3, 4, 5, 6 and 7 above for such entity
 - h. From each director that is a partnership or LLC, provide items 1, 3 and 4 in *Section 2 – Partnership and Limited Liability Companies*

* Not applicable to publicly traded companies

** Items 5 and 6 may be in one document

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SECTION 2 – PARTNERSHIPS AND LIMITED LIABILITY COMPANIES (“LLC”)

1. Evidence of registration of partnership or limited liability company
2. Partnership or limited liability company agreement
3. Board resolutions authorizing individual(s) to issue instructions to Madison Pacific
4. Authorised signatory list with specimen signatures certified by a managing partner or the equivalent as true, accurate and complete
5. Ownership organisation structure chart identifying all entities in the overall structure including any investment advisor and general partner dated and certified by a director as true, accurate and complete
6. Statement confirming whether or not any investor holds 25% or more of the issued interests
7. Tax Residency Declaration (see [Appendix A](#))
8. (Investment Funds only) AML Representation Letter (if an AML representation letter is not available from a fund administrator, use form in [Appendix B](#))
9. (Investment Funds only) investment advisor agreement (or the equivalent)
10. Evidence of regulated status (if applicable)
11. **If the partnership or LLC is unregulated:**
 - a. Certificate of Good Standing issued within the past six (6) months, if applicable
 - b. Certificate of Incumbency issued from the registered agent within the past six (6) months, where available, identifying mailing/correspondence address and ultimate beneficial owner(s)
 - c. From each authorised signatory, a valid government-issued identification such as an identity card, passport or driver license
 - d. Register of partners/members and their respective holdings (or equivalent official document identifying holders of 25% or more of the issued interests)
 - e. From each partner or member who is a natural person and owns 25% or more of the entity:
 - i. Beneficial Owner Declaration in [Appendix C](#)
 - ii. Valid government-issued identification such as an identity card, passport or driver license
 - iii. Proof of residential address issued within the last three (3) months (e.g. utility bill or bank statement)
 - f. Where the partnership or LLC ownership structure involves trust arrangements, provide items 2, 5 and 6 in *Section 3 – Trusts and Foundations checklist*
 - g. From the General Partner and the Investment Advisor where either is a partnership or LLC, provide items 1- 4 above for such entity
 - h. From the General Partner and the Investment Advisor where either is a corporate entity, provide items 1, 3, 4, 5, 6 and 7 in *Section 1 – All Corporate Entities*

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SECTION 3 – TRUSTS AND FOUNDATIONS

1. (Foundations) Certificate of Registration (or the equivalent)
2. Trust deed or equivalent formation agreement
3. Foundation charter or articles (or the equivalent)
4. Tax Residency Declaration (see Appendix A)
5. List of directors, founders, trustees, settlors, supervisory board members and beneficiaries, as applicable, dated and certified by the chairman or secretary as true, accurate and complete
6. Organisation structure chart dated and certified by a director, corporate secretary or auditor as true, accurate and complete
7. Identification of trustee or person exercising effective control over the trust/foundation
8. Resolution of the managing body of the trust/foundation authorizing the transaction or Power of Attorney granted to transact business on behalf of the trust/foundation
9. Resolution of the managing body of the trust/foundation conferring authority on those giving instructions to Madison Pacific
10. Where trustee is a business entity:
 - a. Authorised signatory list with specimen signatures dated and certified by a senior executive officer or the equivalent as true, accurate and complete
 - b. Register of Directors of the trustee
 - c. From each director and authorised signatory a valid government-issued identification such as an identity card, passport or driver license
 - d. AML Representation Letter (see form in Appendix B)
11. Where trustee is an individual:
 - a. Valid government-issued identification such as an identity card, passport or driver license
 - b. Proof of residential address issued within the last three (3) months (e.g. utility bill or bank statement)

SECTION 4 – INDIVIDUALS

1. Valid government-issued identification such as an identity card, passport or driver license
2. Proof of residential address issued within the last three (3) months (e.g. utility bill or bank statement)
3. Tax Residency Declaration (see Appendix A)
4. Source of Fund Declarations (see Appendix D)