

HSBC Safeguard

Non-Profit Organizations Checklist

(Charities, Non-Government Organizations, Religious Organizations, Professional Bodies and Associations, Trade Unions, Political Parties, and Clubs and Associations)

NB: If the organization is a Trust (e.g. a charitable trust) please refer to the Trust Checklist.

If the organization is an incorporated body or follows a corporate structure, please refer to the Corporates and Partnerships checklist

For all other Non-Profit Organizations, please refer to parts A, B, C and D below

Please provide the original or certified copy of the following:

A. Requirements:

- Complete application form (Sections 1-5) *(Please ensure the business description, nature and purpose, and activity of the accounts are clear, detailed and comprehensive)*
- Non-incorporated body Resolution (template available in Appendices)
- Non-incorporated body Incumbency (template available in Appendices)
- Charity Certificate (where applicable)
- Certification for a building of Worship (applicable to churches only, to certify the intended use of the building)
- Constitutional Documents (if applicable): e.g Bye-Laws, Articles etc.
- Verification of the operating business address/principal place of business *(e.g. a letter from a lawyer or an accountant, bank statement or lease agreement in the company name showing the address).*

B. Involved Party Requirements:

Any individuals receiving donations from your organization (totaling 10% or more of the organization's yearly revenue) must provide the following:

- Certified copy of valid passport – Copy should be clear, focused and identify the subject
- Verification of residential address dated within the last 3 months (utility bill, bank statement, or lease/rental agreement. Document should be in original form or a certified copy and not printed from an online source)
- Personal Details Form

Any entities receiving donations from your organization (totaling 10% or more of the organization's yearly revenue) must provide the following:

- Share Register(s) identifying ultimate beneficial owner(s)
- If the entity is ultimately owned by a publicly listed company, please provide stock exchange and ticker symbol
- If ultimate beneficial owner is a government entity, further discussion with the Bank will be required
- If the entity is a trust please provide an extract of the trust deed inclusive of cover page and relevant pages of trust deed inclusive of signatures which identifies the name of the trust, beneficiaries or class of beneficiaries, trustees, settlors and protectors as applicable

For all key parties (e.g directors, secretary, signatories, board officials etc):

- All parties must complete a Personal Details Form
- Minimum requirement for two (2) key parties (*of which should include the key controlling officers e.g. Chairman, Treasurer, Secretary etc*): provide a certified copy of valid passport – Copy should be clear, focused and identify the subject
- Verification of residential address dated within the last 3 months (*utility bill, bank statement, or lease/rental agreement*). Document should be in original form, or a certified copy, and not printed from an online source
- If any director or officer is a legal entity, please provide its Share Register and ID and Verification of Address for two (2) ultimate beneficial owners.

All Sole Signatories must provide the following:

- Certified copy of valid passport – Copy should be clear, focused and identify the subject
- Verification of residential address dated within the last 3 months (*utility bill, bank statement, or lease/rental agreement*). Document should be in original form, or a certified copy, and not printed from an online source
- All signatories must complete a Personal Details Form

C. Source of Wealth Verification – Please see Safeguard Website for Guidance

Please provide evidence of Initial and Ongoing Source of Wealth of the Organization

Sample Validation Sources can be as follows:

- Evidence of Intra-Group donations e.g Bank Statements, Bank receipts, copies of cheques
- Records of donations with supporting financial accounts
- Records of members (and membership dues where applicable)
- Recent evidence of entitlement to state or local authority funded benefit/grant
- Intelligence from referrals or in-country source, such as another entity within the HSBC group
- Latest Financial Statements for the organization

Donors contributing 5% or more to the organizations yearly revenue (where 5% is equal to or exceeds \$10K) must provide the following:

- Full Legal Name
- Percentage of Contribution
- Individuals must also provide date of birth and permanent residence address*
- Legal entities must also provide their Trading Name if different to legal name and registered address/address of incorporation including country.*

D. CRS, Tax Transparency, Sanctions, HSBC Declarations and IRS forms:

- Please complete a Sanction Exposure Questionnaire Form, please ensure when attesting the document to stipulate your method of delivery (e.g. written)
- Complete a Tax Transparency Certificate
- Please complete the relevant CRS document which can be located at the following link:
<http://www.crs.hsbc.com/en/cmb/Bermuda>
- US IRS Forms or HSBC Declarations (<http://www.fatca.hsbc.com/en/cmb/bermuda>)
 - If Passive NFE, CRS Self Certification for all Controlling Persons
<http://www.crs.hsbc.com/en/cmb/bermuda>