

HSBC Safeguard

Partnership Checklist

(e.g. LP, LLP)

NB: If you are a Publicly Listed Entity, please speak to your Relationship Manager for Safeguard requirements

Please be sure to review all sections (A, B, C and D)

Please provide the original or certified copy of the following:

A. Partnership Requirements:

- D Complete application form (Sections 1-5) *(Please ensure the business description, nature and purpose, and activity of the accounts are clear, detailed and comprehensive)*
- D Partnership Resolution or complete relevant template in Appendices
- D Certificate of Incumbency of the General Partner of the Partnership if the General Partner is a limited company. If GP is an LP then complete incumbency appendix in application naming the Key Controllers and their position with the company.
- D Certificate of Exempted Limited Partnership and Certificate of Registration
- D Partnership Deed and Partnership Agreement
- D One (1) form of verification of registered office *(as evidenced in the Partnership Agreement)*
- D Register of Partners and/or Share Register(s) for ownership of the company
- D If owned by other entity/ies or is part of a group of companies, please provide a copy of current company organizational chart including beneficial ownership percentages and country of incorporation of each entity. A declaration by a Director or the Company Secretary, inclusive of the following details, should be included to confirm that the organization chart is current and correct:
 - a) Printed Name of Director or Company Secretary
 - b) Position
 - c) Original ink signature
 - d) Date
 - e) Statement "this is a true and current representation of organizational structure"
- D Evidence of professional or regulated status if applicable *(e.g. If an insurer, a copy of Certificate of Insurance)*
- D Copy of the most recent Financial Statements (In the case of a start-up, please provide Business Plan to demonstrate Nature of Business)
- D Please refer to Section C for requirements on Source of Wealth

If the Partnership is a Fund, please provide the following *(e.g. mutual funds, hedge funds, private equity funds, pension funds and similar vehicles):*

- D Fund Prospectus, Offering Memorandum, Administration Agreement and Investment Management Agreement
- D If Fund is regulated, evidence of regulated status from the regulatory authority website or certified copy of the applicable licenses
- D If Fund Manager is regulated, confirmation of the regulated / good standing status
- D Evidence that the Fund Administrator is regulated
- D Copy of the Fund AML Policy. If the Fund does not have its own AML policy, please provide AML policy of the Fund Administrator or the Fund Manager

If Entity is a Financial Institution (FI) or a non-banking financial institution (NBFI), please also provide the following:

- D A completed NBFI AML questionnaire (only applicable to NBFIs)
- D Confirmation of license or regulated status (eg. Evidence of regulation from a regulatory body website or an extract from a regulatory website that clearly shows the full parent name and the name of the regulator)
- D A completed Wolfsberg questionnaire (only applicable to FIs)

B. Involved Party Requirements:

Individuals who ultimately own 10% or more must provide the following:

- D Certified copy of valid passport – Copy should be clear, focused and identify the subject
- D 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)
- D All individuals owning 10% or more must complete a Personal Details Form

Entities that own 10% or more must provide the following:

- D Share Register(s) identifying ultimate beneficial owner(s)
- D If the entity is ultimately owned by a publicly listed company, please provide stock exchange and ticker symbol
- D If ultimate beneficial owner is a government entity, further discussion with the Bank will be required
- D 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. Please also *verify* all parties involved (refer to the trust checklist).

Key Controllers (e.g. General Partners, director/officer of the General Partner Company etc.) must provide the following:

- D Minimum requirement for two (2) (*of which should include the key controllers*: provide a certified copy of valid passport – Copy should be clear, focused and identify the subject)
- D 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
- D All Key Controllers of the entity must complete a Personal Details Form
- D If any Key Controller is a legal entity, please provide Share Register, List of key controllers and Identification and Verification of Address for two (2) ultimate beneficial owners.

All Sole Signatories must provide the following:

- D Certified copy of valid passport – Copy should be clear, focused and identify the subject
- D 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
- D All signatories must complete a Personal Details Form

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

- D Please provide evidence of the Source of Wealth of the company and all the Ultimate Beneficial Owner(s) owning 10% or more.

Sample Validation Sources can be as follows:

- o Last set of audited or unaudited annual financial statements for customer
- o Last set of audited or unaudited annual financial statements for parent (which includes required customer information)
- o Periodic financial statements (e.g. annual 10k report, monthly financial accounts)
- o Business bank account statements from regulated financial institution (last 3 months statements)
- o Records documenting shareholder capital contribution
- o Director Statement of support from the business stating how the source of wealth of the beneficial owner has been built and that this is commensurate with their holding.
- o Written confirmation from a firm of lawyers (Regulated by Law Society / equivalent) or Accountants (Chartered and regulated).
- o If you are a start-up, please provide a Business Plan to validate the Nature of Business
- o If your entity has been established in the last 5 years please provide proof of initial source of wealth. (*See source of wealth guidelines on Safeguard site*)

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

- D Please complete the Sanction Exposure Questionnaire Form. In the final section, please ensure when attesting the document to indicate the means in which this document was received. (ie. email/in person)
- D Please complete the relevant CRS document which can be located at the following link:
<http://www.crs.hsbc.com/en/cmb/Bermuda>
- D US IRS Forms or HSBC Declarations (<http://www.fatca.hsbc.com/en/cmb/bermuda>)
 - o If Passive NFE, CRS Self Certification for all Controlling Persons
<http://www.crs.hsbc.com/en/cmb/bermuda>