

## KYC FORMS

### TO PERFORM KYC ON CUSTOMERS AND INVESTORS

1 April 2021

FSREG Templates ([www.fsreg.com](http://www.fsreg.com)) has prepared template forms that can be used by businesses to perform KYC on customers and investors.

Our forms can be used by a range of businesses including:

- Cryptocurrency businesses
- Financial services and fintech businesses
- Lawyers, auditors, accountants and tax advisers
- Trust or company service providers
- Estate agents and letting agents
- Auction platforms, casinos and art dealers.

*[The following is a preview only. To purchase the full document, please visit: <https://fsreg.com/category/templates>]*

Form Number	Customer/Investor Type
1.	Individual
2.	Private Company
3.	Regulated Entity
4.	Listed Company
5.	Partnership
6.	Fund
7.	Trust

## 1. KYC FORM – INDIVIDUAL

This form is to be used to perform customer due diligence on an individual.

	Requirement	Information	Verified? If so, specify the supporting evidence.	Comments
1.	Full legal name		(e.g. Certified copy of passport or ID card)	
2.	Full residential address			
3.	Correspondence address (if different from residential address)			
4.	Full date of birth			
5.	Country of birth			
6.	Nationality			
7.	Occupation (and employer where relevant)			
8.	Country(ies) of tax residency			
9.	Source of Funds (SOF)		(e.g. US/UK/EU bank account)	
10.	Source of Wealth (SOW)		(e.g. business or professional earnings, trading profits, inheritance, etc.)	
11.	Confirm whether AML database check was carried out. If so, attach search result.			
12.	AML risk rating (green, amber, red)			

13.	Certified copy of identification document attached?			
14.	Certified copy of proof of address attached? If so, please specify.	(e.g. less than 3 months' old utility bill)		
15.	Other documents attached? Please specify.	(e.g. copy of bank statements, copy of tax return, etc.)		
16.	Other comments			

Form prepared by:

Name:

Signature:

Date:

Form reviewed and approved by:

Name:

Signature:

Date:

Comments:

## 2. KYC FORM – PRIVATE COMPANY

This form is to be used to perform customer due diligence on a private company.

### Part 1 - Entity Information

	Requirement	Information	Verified? If so, specify the supporting evidence.	Comments
1.	Full registered legal name			
2.	Trading name			
3.	Registered number (or equivalent)			
4.	Country of incorporation			
5.	Companies' register in which registered			
6.	Registered office address			
7.	Trading address			
8.	Nature of business			
9.	Auditors (if any)			
10.	Lawyers (if any)			
11.	Source of Funds (SOF)		(e.g. US/UK/EU bank account)	
12.	Source of Wealth (SOW)		(e.g. trading profits, business disposal, etc.)	
13.	Confirm whether AML database check was carried out. If so, attach search result.			