

## KYC GUIDE

### Proof of Identity

We accept the following documents for Proof of Identity:

1. Valid National ID card, or
2. Valid National Passport, or
3. Driving License (provisional driving license is not accepted)

All of the above types of identification must be provided in clear colored copy ensuring that all the below information can be seen:

- ✓ Full name
- ✓ Photo
- ✓ Date of Birth
- ✓ Place of Birth/Nationality
- ✓ Unique Document Reference Number
- ✓ Issuing Authority
- ✓ Expiry Date
- ✓ All 4 corners of the document must be showing
- ✓ Both sides of the identification card must be provided

In case residence permit is required, please note that a clear colored copy of both sides of the document must be provided, which satisfies the above requirements.

Examples of a good copy of Proof of Identity:



## PROOF OF RESIDENCE

Any of the below documents can be accepted as proof of residence:

### 1. Utility Bill

This includes: Electricity Bill, Water Bill, Gas Bill, Landline Telephone Bill, Internet Bill, Local Authority Tax Bill or any other utility bill meeting the below requirements:

- ✓ Clean colored copy
- ✓ All 4 corners of the document must be showing
- ✓ Issued within the last 6 months
- ✓ Full name
- ✓ Residential address
- ✓ Logo of the relevant authority or clear stamp indicating the issuing authority

### 2. Bank Statement

- ✓ Issued within the last 6 months
- ✓ Full name
- ✓ Residential address
- ✓ Logo of the Bank or clear stamp of the Bank
- ✓ All 4 corners of the document must be showing
- ✓ Clean colored copy

### 3. Reference Letter

- ✓ Issued within the last 6 months
- ✓ Full name
- ✓ Residential address
- ✓ Printed on the letterhead of the relevant organization/authority and signature by an authorized officer
- ✓ All 4 corners of the document must be showing
- ✓ Clean colored copy

### 4. Affidavit

- ✓ Issued within the last 6 months
- ✓ Full name
- ✓ Residential address
- ✓ Notarized by a public notary or a government authority
- ✓ All 4 corners of the document must be showing
- ✓ Clean colored copy

## We do not accept the following for proof of address:

- Employment agreements, lease/rental agreements or any other kind of agreement
- Letters from employers

Examples of a good copy of Proof of Residence:



## OTHER IMPORTANT DOCUMENTS:

### For deposits made through credit/debit card:

#### 1. Credit/Debit card (Front &Back)

- ✓ Full name of cardholder
- ✓ Date of expiry of the card
- ✓ Showing the last 4 digits (these should be matching the card number used to fund the account of the Client)
- ✓ Signature on the designated space provided on the card
- ✓ All 4 corners of the document must be showing
- ✓ Clean colored copy

*\*Please ensure to cover the first 12 digits of the card*

#### 2. Proof of cardholder document

- ✓ Full name
- ✓ Date
- ✓ Banks' name and logo
- ✓ Showing the last 4 digits of the card
- ✓ All 4 corners of the document must be showing
- ✓ Clean colored copy

### For deposits made through wire transfer:

#### 1. Confirmation of deposit through wire transfer

- ✓ Full Name
- ✓ Date
- ✓ Company's details for the actual transaction
- ✓ The amount deposited

#### 2. Bank Statement

- ✓ Full Name
  - ✓ Date
  - ✓ Name of the bank
  - ✓ IBAN
  - ✓ BIC
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## For deposits made through E-Wallets:

### 1. Confirmation of deposit through E-Wallet (Skrill, Neteller, etc)

- ✓ Name
- ✓ Date
- ✓ Amount
- ✓ Destination of depository

Examples of a good copy of Proof of a Credit Card:

