

Client Due Diligence 3

Proof of Residential Address - Individuals

Sarnia Yachts must hold proof of a client's or other relevant individual's (for example, authorised signatory or director) full residential address under Guernsey anti-money laundering regulations.

A 'PO Box' is *not* suitable and the address must include a house/apartment name/number and details of the street or road where the house is situated.

A second home or business address is also *not* suitable. Proof of residential address must be where the individual is primarily based, lives or resides, or where the individual considers his/her home to be.

Examples of suitable forms of proof of residential address

- an original bank/credit card statement or utility account (for example, gas, water or electricity) which was issued less than 6 months ago.
- original correspondence from a government department or agency (for example tax office, police)
- National identity card or residency card stating full address
- a letter from a recognised law firm or notary public addressed to Sarnia Yachts Limited (and *not* 'to whom it may concern') stating the name of the client and providing details of his/her full residential address

Documents not in English

If any of the above documents provided are not in English, the sections of those documents relating to the client's name, supply or residential address and type of service to which the documents relate (for example, gas or water bill or credit card statement) should be translated into English by a certified translator and attached to the original document.

Certification of originals

Where any of the original documents mentioned above have not been seen by SYL, then copies thereof must be certified by a suitable certifier in the manner specified in our *Certification of Originals* notes (CCD1).

Thank you for your assistance