

ANTI MONEY LAUNDERING (AML) ID CHECKLIST

Client Type	Photographic ID (must be Certified*)			Original or Certified* Current Non Photographic ID (dated within last 6 months)						Proof of Source	
	Current Passport (Irish or International)	Current Driving Licence	Current Valid National Identity Card	Official Document issued by Revenue Commissioners addressed to individual	Official Document issued by Department of Social & Family Affairs addressed to individual	Instrument of a Court Appointment (such as Liquidator or Grant of Probate)	Current Bank or Credit/Debit Card Statement issued by a Credit or Financial Institution (incl those printed from the Internet)	Current Utility Bill (incl those printed from the Internet)	Current Household/ Motor Insurance Certificate or Renewal Notice	Source of Funds	Source of Wealth
Irish Resident Client(s) (with Personal Cheque/EFT)	Any 1 of the above			Any 1 of the above							
Irish Resident Client(s) (without Personal Cheque/ie Draft etc)	Any 1 of the above			Any 2 of the above						Yes	
Self Directed Pension Clients (SSAP)	Any 1 of the above for Trustee & Member			Any 1 of the above for Trustee & Member							
BCP PRB & BCP ARF/AMRF QFM Client	Any 1 of the above for Client			Any 1 of the above for Client							
Non BCP PRB & Non BCP ARF/AMRF Client	Any 1 of the above for Client & QFM			Any 1 of the above for Client & QFM							
Credit Union	Any 1 of the above for 2 Directors			Any 1 of the above for 2 Directors							
Irish Corporate Client	Any 1 of the above for 2 Directors			Any 1 of the above for 2 Directors							
Flexible Trust	Any 1 of the above for Investor, Trustees & Beneficiaries (& Payer if different to Investor) (If Beneficiaries under 18 Birth Certificates will suffice)			Any 1 of the above for Investor, Trustees & Beneficiaries (& Payer if different to Investor)							
Trust (other than Flexible Trust)	Any 1 of the above for Investor, Trustees & Beneficiaries (& Payer if different to Investor) (If Beneficiaries under 18 Birth Certificates will suffice)			Any 1 of the above for Investor, Trustees & Beneficiaries (& Payer if different to Investor)							
Non-Irish Resident Client	Any 1 of the above			Any 2 of the above						Yes	Yes
Non-Irish Resident Corporate Client	Any 1 of the above for 2 Directors			Any 1 of the above for 2 Directors						Yes	Yes
Irish Registered Charity	Any 1 of the above for 2 Authorised Signatories			Any 1 of the above for 2 Authorised Signatories							

N.B. Please see overleaf for additional requirements

***Certification of Documents (where certified - contact details of certification provider required):**

- Regulated Financial Firm e.g. Insurance Intermediary
- Garda Siochana/Police Officer
- Practising Chartered & Certified Public Accountants
- Notaries Public/Practising Solicitors
- Embassy/Consular Staff
- Credit Institutions
- Justice of the Peace
- Commissioner for Oaths
- Medical Professional

Important:

- Identification documents must be sought on all "beneficial owners"
- Ensure the Name & Address used for address verification MATCHES that on the Investment Application Form
- Ensure that any photocopies are of good quality (photo and personal details CLEARLY legible)
- In the case of JOINT ACCOUNTS, all account holders must furnish the required ID
- If a client is married and the ID is in the client's maiden name, a MARRIAGE CERTIFICATE must be provided
- Above ID Checklist appropriate for face to face and non-face to face clients
- Any departures from standard documentation must be noted
- Senior management approval required before business relationship established with PEP



BCP Asset Management DAC

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DIRT TAX

Client Type	Corporates/Pensions/Trusts/Charities									PEP	DIRT Forms
	Revenue Approval	Mandate to Open/ Operate Account (e.g. Authorised Signatory List)	List of names of Directors or Trustees or QFM	List of names of Beneficial Owners with >25% of Shares or Voting Rights	Certificate of Incorporation (Certified)	Memorandum & Articles of Association or Trust Deed	Name of Investor or Settlor or Controller	Nature & Purpose of Trust or Charity	Scope of Activities & Where Carried Out	Politically Exposed Person (PEP) Form	Forms for DIRT Exempt Accounts
Irish Resident Client(s) (with Personal Cheque/EFT)											Form DE1
Irish Resident Client(s) (without Personal Cheque/ie Draft etc)											Form DE1
Self Directed Pension Clients (SSAP)	Yes										DIRT Exemption
BCP PRB & BCP ARF/AMRF QFM Client											
Non BCP PRB & Non BCP ARF/AMRF Client			Yes								PRB DIRT Exemption ARF/AMRF DIRT Exemption
Credit Union		Yes									DIRT Exemption
Irish Corporate Client		Yes	Yes	Yes	Yes	Yes					DIRT Exemption
Flexible Trust											
Trust (other than Flexible Trust)*		Yes	Yes	Yes		Yes	Yes	Yes			
Non-Irish Resident Client									Yes		Non-Res Declaration
Non-Irish Resident Corporate Client		Yes	Yes	Yes	Yes	Yes			Yes		Non-Res Declaration
Irish Registered Charity*	Yes	Yes	Yes	Yes			Yes	Yes	Yes		DIRT Exemption
Irish Life SIF & Friends First SDIO	BCP do not require AML documents for the underlying beneficiaries as the relevant Life Company invest in the BCP bond on behalf of the client, BCP require details of the correspondence address for the beneficiary for valuation and maturity updates. AML requirements may be required for Irish Life and Friends First, please refer to their product literature for further information.										

*Where a trust or registered charity has a legal form e.g. is a company, the requirements for that legal form must also be obtained.

Please see our website www.bcp.ie for further details or call us on **01 6684688**

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