



# MOSKO & ASSOCIATES

Counsel, Attorney-at-Law & Notary Public  
Intellectual Property Services

## DUE DILIGENCE

Clients are asked to provide basic information regarding their address and identity. This information consists of a fact sheet, which requires completion and must be signed by the client. A sample of the form can be found below. In support of the due diligence fact sheet, the following information is also required:

- a) **Passport copies** - copies of the relevant page which include photo and validation dates. The passport copies must be notarised.
- b) **Two Character References:-**
  - The reference should be current, from a professional (e.g. banker, doctor, accountant, lawyer) and should be presented on the original letterhead.
  - The referee should have known the applicant for a minimum of 3 to 5 years. The actual number of years must be stated.
  - The referee should outline what he knows of the educational, employment and business history of the applicant.
  - The referee should include in the reference information relevant to the character of the applicant.
- c) **One financial reference:-**
  - The reference should include the manner in which the individual conducts his personal banking business.
  - The nature of the relationship between the individual and the bank.
  - The length of time of the relationship between the individual and the bank, which must be a minimum of 3 years.
  - The conduct of the account with the bank.
- d) **Verification of permanent residence** - this can be provided by way a photocopy of a utility bill addressed to the beneficial owner.
- e) **Confirmation of mailing address** if this is different from the permanent residence.

**DUE DILIGENCE  
INFORMATION FACT FORM (sample)**

Full Name:	
Forename:	Surname:
Permanent Home Address:	
Business Address:	
Telephone: (H)	(W)
Fax: (H)	(W)
Occupation and Name & Address of Employer (if self-employed - name, address & nature of business)	
Date of Birth:	Place of Birth:
Nationality:	
Passport Details (original/certified copy of original):	
Passport No.:	
Place of Issue:	Date of Issue:
Existing Bank/Other Financial Institution from whom References may be taken:	
Address:	
Phone:	Fax:
Purpose of Funds Provided By/To Client:	
Source of Income/Wealth:	
The proposed PAYMENT/SALE/PURCHASE _____ is for my ACCOUNT.	
SIGNATURE OF CLIENT (Declares the above information to be true and correct and implies authority to verify contents of this form) _____	
Dated this _____ day of _____ A.D., 20_____	