



## **New Client Know Your Customer (KYC) Documents Checklist**

In keeping with the stipulations of the Proceeds of Crime Act (POCA) 2007, the following documents must be submitted by all clients incepting a New Business.

### **Individuals**

- Copy of a Valid Identification document (Passport, Driver's License or Elector Registration ID)
- A copy of the client's Taxpayer Registration Number (TRN) card (if a Driver's License is not being used as the type of ID)
- A copy of a current utility bill (eg. telephone, electricity, water etc.)

### **Corporations**

- Certificate of Incorporation or certificate of registration
- Memorandum and Articles of Association or Partnership Deed
- Most recent Annual Returns filed with the Companies Office of Jamaica and the receipt for the filing fee.
- Name(s) and address(es) of owner(s) with shareholding of 10% or greater
- Copies of ID documents for at least two directors/partners (Passport, Driver's License or Elector Registration ID)
- Taxpayer Registration Number

### **Clubs, Societies and Charities**

- Copy of Constitution
- Copies of Identification for at least two signatories (if more than one)