

CUSTOMER ACCEPTANCE CHECKLIST**PART 1 – INFORMATION ABOUT CUSTOMERS, AGENTS, BENEFICIAL OWNERS AND POLITICALLY EXPOSED PERSONS****Section A1 – Information of Customer/ Agent***(Please duplicate the section below if there is more than one customer, agent, or connected parties)*

Individual Customer's / Agent's Information	
Capacity in which the individual is acting	<input type="checkbox"/> Self <input type="checkbox"/> Agent <input type="checkbox"/> Connected Party
Full Name (including any aliases)*	
Residential Address*	
Unique Identification Number/ Passport/FIN Number*	Expiry date of Identification Document (if applicable)
Date of Birth*	
Gender	<input type="checkbox"/> M <input type="checkbox"/> F
Nationality/Nationalities (where applicable)*	
Contact Number(s) with Country Code*	+
Email Address(es)	
Intended nature and purpose of business relationship	<i>(Please indicate the reason why you are seeking the services of the RFA)</i>

* Required information required under ACRA (Filing Agents and Qualified Individuals) Regulations 2015

Individual Customer's / Agent's Information	
Capacity in which the individual is acting	<input type="checkbox"/> Self <input type="checkbox"/> Agent <input type="checkbox"/> Connected Party
Full Name (including any aliases)*	
Residential Address*	
Unique Identification Number/ Passport/FIN Number*	Expiry date of Identification Document (if applicable)
Date of Birth*	
Gender	<input type="checkbox"/> M <input type="checkbox"/> F
Nationality/Nationalities (where applicable)*	
Contact Number(s) with Country Code*	+
Email Address(es)	
Intended nature and purpose of business relationship	<i>(Please indicate the reason why you are seeking the services of the RFA)</i>

Section A2 – Information on Business Entity

(Please duplicate the section below to provide more information on the entity that the customer/agent is representing or entity to be registered.)

Entity's information	
Name of entity or Name of proposed entity*	
Unique Entity Number (UEN) issued by the Registrar*	
Address or intended address of the registered office*	
Address of principal place of business (if different from above)	
Place or Proposed Place of registration*	
Date or Proposed Date of registration*	
Contact Number(s) with Country Code*	+
Email Address(es)	
Intended nature and purpose of business relationship	<i>(Please indicate the reason why you are seeking the services of the RFA)</i>
Name(s) of all connected parties (directors/partners)*	<i>(Please use section A1 to obtain information for each connected parties identified)</i>

* Required information required under ACRA (Filing Agents and Qualified Individuals) Regulations 2015

Section B – Information on Customer’s Beneficial Owner(s)

The purpose of obtaining beneficial owners’ information is to:

- a) identify the natural persons (whether acting alone or together) who ultimately own all the assets or undertakings of the customer;**
- b) if there is doubt as to whether the natural persons who ultimately own all the assets or undertakings of the customer are the beneficial owners or where no natural persons ultimately own all the assets or undertakings of the customer, to then identify the natural persons (if any) who ultimately control the customer or have ultimate effective or significant control over the customer; and**
- c) where no natural persons are identified above, to identify the natural persons having executive authority in the customer, or in equivalent or similar positions.**

(Please duplicate the section below if there is more than one Beneficial Owner)

Beneficial Owner Details	
Full name of beneficial owner (including any aliases)	
Residential Address	
Nationality	
Unique Identification Number/Passport or FIN Number	Expiry date of Identification Document (if applicable)
Date of birth	
Contact Number(s) with Country Code	+
Email Address(es)	
Provide information of nature of beneficial ownership or person having executive authority (e.g. more than 25% of ownership of the customer)	
Information on ownership and control structure of, or over the customer	<i>For customers that are legal persons, RFA should understand and provide the control structure when identifying who is the beneficial owner.</i>

Section C1 – Information relating to Politically Exposed Person(s).

Politically Exposed Persons		
<p>Is the customer, agent, beneficial owner or any party connected to the customer, a Politically Exposed Person (PEP)¹⁰?</p> <p>A PEP includes the following:</p> <ul style="list-style-type: none"> a) a person who is or has been entrusted with any prominent public function in Singapore, a country or territory outside Singapore, or by an international organisation at present; or b) a person who has been entrusted with any prominent public function in Singapore, a country or territory outside Singapore, or by an international organisation who has stepped down from his prominent public function; or c) an immediate family member or a close associate of a politically exposed person or a politically exposed person who has stepped down. 	<p>Yes</p> <p><i>(Please complete Section C2 for each Identified PEP)</i></p>	<p>No</p> <p><i>(Please proceed to complete section D for the Customer Declarations)</i></p>

Section C2 – Information about Politically Exposed Persons, their Immediate Family Members and Close Associates

(Please duplicate the section below if there is more than one PEP)

Information on Political Exposed Person (PEP)	
Name of PEP	
Country which PEP holds prominent public function	
Describe nature of prominent public function that the person is or has been entrusted with (for e.g. as a domestic politically exposed person, a foreign politically exposed person, or a politically exposed person of an international organisation)	
Period of time in which the person is/ was a politically exposed person	
Nature of PEP relationship with the customer (for e.g. self, family member, close associate, Ultimate Beneficial Owner etc)	
Information on the person's source of wealth	

Information on the person's source of funds in the proposed business relationship	
---	--

¹⁰ Please refer to ACRA guidelines on who is a PEP. RFAs should obtain the above information for each PEP identified.

Section D - Customer's/ Agent's Declaration

You should have the person who provided the information to you, sign off against the information. A sample illustration is shown below.

I declare that the information provided in this form is true and correct.

(Please duplicate the section below if more than one customer or agent are required to complete the declaration)

*Name of Customer/ Agent	
*Unique Identification Number/ Passport/FIN Number	
Date	
Signature	

***Delete where applicable**