

# Notaria Bartumeu

## IDENTIFICATION AND KNOW YOUR CLIENT QUESTIONNAIRE FOR A PHYSICAL PERSON

Collection of data in accordance with the Law 14/2017, of 22 June, on the prevention and fight against money laundering or values, the financing of terrorism, and concordant regulations.

Date: \_\_\_\_\_

Initial relationship: \_\_\_\_\_

Update/revision: \_\_\_\_\_

### 1. BASIC INFORMATION ABOUT THE CLIENT 1\*

FULL NAME: \_\_\_\_\_

PASSPORT: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

NATIONALITY: \_\_\_\_\_

COUNTRY OF RESIDENCE: \_\_\_\_\_

CIVIL AND MATRIMONIAL STATUS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY AND PC: \_\_\_\_\_

PARISH: \_\_\_\_\_

CONTACT TELEPHONE: \_\_\_\_\_

CONTACT E-MAIL: \_\_\_\_\_

### 2. BASIC INFORMATION ABOUT THE CLIENT 2\*

FULL NAME: \_\_\_\_\_

PASSPORT: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

NATIONALITY: \_\_\_\_\_

COUNTRY OF RESIDENCE: \_\_\_\_\_

CIVIL AND MATRIMONIAL STATUS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY AND PC: \_\_\_\_\_

PARISH: \_\_\_\_\_

CONTACT TELEPHONE: \_\_\_\_\_

CONTACT E-MAIL: \_\_\_\_\_

### 3. DECLARATION OF POLITICALLY EXPOSED PERSON\*

The clients, or one of their close family members and persons recognised as close, some person who holds, or has held in the last 12 months, the condition of public representative or senior officer of the public authorities in Andorra, member states of the European Union or third countries?<sup>1</sup>

NO  YES Full name and post held: \_\_\_\_\_

1 Definition of PEP as in Article 3 Law 14/2017, of 22 June, of prevention and combating money-laundering or securities and the financing of terrorism.

#### 4. DESCRIPTION OF THE OPERATION\*

##### Nature of the operation:

- Buying, selling or other acts of disposition of immovable property or entities.
- Handling of funds, securities or other assets of the clients.
- Opening or managing bank accounts, savings accounts or securities accounts.
- Organisation of the necessary contributions for the creation, functioning or management of companies.
- Creation, or management of trusts, companies, associations, foundations or similar structures.
- Others: \_\_\_\_\_

##### Brief details of the operation (property acquired, amount, etc.):

\_\_\_\_\_  
\_\_\_\_\_

#### 5. DECLARATION OF ORIGIN OF THE FUNDS\*

##### State below the origin of the funds that are the object of the operation:

- Own activity  Sale of property  An inheritance:
- Others:

\_\_\_\_\_

##### Are the funds to be invested in the operation owned by the above-mentioned parties or do they belong to physical or legal third persons?

- Property of the acting parties  Property of third parties. Reason \_\_\_\_\_

##### Do the own funds used to perform the operation originate in Andorra?

- YES  NO Country of origin: \_\_\_\_\_

#### 6. DECLARATION OF ACTIVITY OF CLIENT 1\*

**Professional or business activity of client 1:**

Employed  Self-employed

Name of company: \_\_\_\_\_

Purpose of company: \_\_\_\_\_

Profession/Post held: \_\_\_\_\_

Length of employment: \_\_\_\_\_

No professional or business activity:

Retired  Pensioner (invalidity, etc.)  Unemployed  Housework  Student  Private income

**7. DECLARATION OF ACTIVITY OF CLIENT 2\***

**Professional or business activity of client 2:**

Employed  Self-employed

Name of company: \_\_\_\_\_

Purpose of company: \_\_\_\_\_

Profession/Post held: \_\_\_\_\_

Length of employment: \_\_\_\_\_

No professional or business activity:

Retired  Pensioner (invalidity, etc.)  Unemployed  Housework  Student  Private income

I hereby state:

- That all the information supplied in this form is true and accurate and I authorise the Notary's office to verify and, if appropriate, amplify this information.
- That I am not and have not been a party in any procedure of tax checking or inspection; if this is or has been the case I provide all the documentation relating thereto.
- That the funds that I may use to complete any transaction as well as the origin of the funds of my assets are totally legitimate.

**Signature of the client(s):**

I \_\_\_\_\_ on \_\_\_\_\_ 20\_\_\_\_  
n \_\_\_\_\_

**LEGAL NOTICE:**

*In accordance with the provisions of article 13 of Law 15/2003, of 18 December, of protection of personal data (published in BOPA number 3, of 21 January 2004) I INFORM the party before me, who accepts, that his or her personal data, as well as those of the Company that he or she represents, will be included in a data file in this Notary's office, where they will be kept confidentially without prejudice to obligatory submissions in accordance with current regulations.*

*This Notary's office, being subject to the amended text of Law 14/2017, of 22 June, of prevention and combating money-laundering or securities and the financing of terrorism, has the obligations detailed below among others:*

1. *To identify and verify the identity of its clients.*
2. *To identify the effective beneficiaries and validate their identity.*
3. *To evaluate, understand and obtain information about the purpose and nature of the business relationship.*