**LIST OF DOCUMENTS FOR NATURAL PERSONS**

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| **Documents**  | **Received**  |
| 1. International Passport / National Passport (applicable to non-residents of the Republic), or

Passport or ID (applicable to residents of the Republic) |  |
| 1. Proof of residential address i.e. utility bill, local authority tax bill or bank statement (not older than 6 months)
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| 1. Reference letter from a credit institution verifying the natural person’s good standing (not older than 6 months)
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| 1. Proof of lawful source of funds, e.g. CV indicating professional career, including name of employer/business organization and justifiable sources of income, bank statement, asset statement or other supporting documentation when applicable
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| 1. Power of Attorney for the authorized representative / attorney, who act on behalf of natural person, accompanied by the passport and proof of address (not older than 6 months) and a signature sample (if applicable)
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| 1. Questionnaire for natural persons completed and signed
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| 1. MiFID Consent form included in the Client Agreement
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| 1. CRS Questionnaire completed and signed
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| 1. FW8BEN form completed and signed (FATCA)
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**Notes:**

* If the abovementioned documents are not applicable in the country of incorporation of the entity, please provide similar equivalent documents issued by the relevant authority of your country;
* English language is the official language of the company. Documents in language other than English should be provided together with a certified true translation by an authorized organization.
* Documents should be original or certified as true copies. The certification/notarization of documents can be done through:
	+ Apostille;
	+ Notary Public;
	+ Embassy or Consulate;
	+ EU professional subject to mandatory professional registration (e.g. lawyer, accountant, credit institution, financial institution, auditor, tax advisor, fiduciary service provider). The certification of documents to include professional’s official seal mark, professional capacity (e.g. lawyer, auditor) and registration number; or
	+ You can deliver the original documents to our office and the Director or the Compliance Officer of GPB-Financial Services Ltd will certify true copies and return to you the original documents.
* Please note that GPB-Financial Services ltd will rely on the information provided for disclosure purposes to the relevant authorities and institutions. GPB-Financial Services Ltd does not, and will not accept any responsibility should such information be misleading, fake or untrue;
* For any questions please contact Maria Chrysostomou at MChrysostomou@gpbfs.com.cy, or by calling +357 25 055000.

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| --- | --- |
| *Only for use of GPBFS personnel*  | *Date:*  |
| *Compliance officer*  |  |
| *Authorization of Director*  |  |
| *Authorization of Director* |  |

**Transferring personal information outside the EEA**
With the effect on 25 May 2018, [Regulation (EU) 2016/679](https://ec.europa.eu/info/files/regulation-eu-2016-679-protection-natural-persons-regard-processing-personal-data-and-free-movement-such-data_en) on the protection of natural persons with regard to the processing of personal data and on the free movement of such data came into effect in the EU. The regulation should strengthen your rights with respect to your personal data.  Here, at GPB-Financial Services Limited, we take this matter and your privacy seriously and are fully committed to ensure that you enjoy all protections offered by the Regulation.

Within the framework of our business relations, it is sometimes necessary for us to share and/or store your personal information outside the EEA.

These transfers are subject to compliance rules under GDPR and Cyprus data protection law, as non-EEA countries do not have the same data protection laws as Cyprus and other Member States of the EEA. We will, however, ensure that those transfers comply with the GDPR and Cyprus data protection law and that all of your personal information will be secure. Our standard practice is to use standard data protection contract clauses that have been approved by the European Commission.

Our Privacy Policy and Terms of Business set out in more detail how we process your personal data and what are your rights in this respect. Full versions of [Privacy Policy](https://gpbfs.com.cy/mifid/Privacy%20Policy%20FINAL.pdf) and [Terms of Business](https://gpbfs.com.cy/mifid/Terms%20of%20Business%20_final%20version%2011.05.2018_%20PPA%20REVIEW.pdf)  can be found on our official website [www.gpbfs.com.cy](file:///C%3A/Users/Nadezda/AppData/Local/Temp/notes4AC137/www.gpbfs.com.cy)

By starting provision of required documents for the purposes of KYC, you will be deemed to have given your consent in relation to all aspects of the transferring of personal information outside the EEA. You fully understand that your personal data may be transmitted to a jurisdiction outside the EEA as stated above and you fully agree to accept all the risks inherent from this transfer. Consent applies to the following personal data: surname, name and patronymic of the individual signing this letter, year, month, date and place of birth, as well as any other information related to the identity of the individual data subject.