

Personal Information Form

To be completed by all individuals including proposed beneficial owners, shareholders, directors, secretaries, settlors, protectors, beneficiaries, authorised signatories professional advisors, primary contacts and influencers etc. where not provided by Minerva.

Section A – Personal Details

All sections to be completed in full, continue on a separate sheet if necessary.

1 Title (Mr/Mrs/Miss etc)	
2 Surname	
3 Forenames (include all)	
4 Previous Names (if any)	
5 Nationality	
6 Country of Permanent Residence	
7 Domicile	
8 Date of Birth	
9 Town & Country of Birth	
10 Occupation	
11 Passport Details	
Number	
Date of issue	
Expiry date	
Issued by	
12 Professional Qualifications	
13 Employment history Curriculum Vitae should be included wherever possible.	
<p>Sections 14 – 19 only need be completed for appointments as beneficial owners, shareholders, settlors or beneficiaries. If in doubt, please complete or address your queries to your usual point of contact within Minerva.</p>	
14 Marital Status	
15 Spouse's Name	
16 Children (Names & Dates of Birth)	
17 Source of Funds Details are required of the activity which has generated the funds for the current engagement.	

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18 Source of Wealth

Source of wealth is distinct from source of funds and describes the activities which have generated your total net worth and should include information concerning the time frame over which the wealth was generated and the geographical sphere of the activities which have generated the wealth.

19 References (N/A for Beneficiaries)

Please supply full contact details for two persons to whom Minerva can apply for references.

These will usually be a professional firm of lawyers/accountants and a bank.

Section B – Contact Details

1 Principal Residential Address

2 Town/City

3 County/State

4 Country

5 Post/Zip Code

6 Contact Telephone Number

7 Contact Fax Number

8 Contact Email Address

9 Website Address (if applicable)

10 Additional Information/Restrictions

If a second address/contact information is to be used for any purpose, please provide full details here.

Section C

What we need from you

In accordance with current regulatory requirements, we are required to verify your identity and retain evidence of this on our files.

Proof of Identity

A full clear certified* copy of your valid passport or national identity card is required. The certified copy must show your name, your photograph, your passport or national identity number, your signature, your date and place of birth and nationality. Please see guidance below on how to get your proof of identity correctly certified.

Proof of Address

We require verification of your residential address in the form of one original document, although certified* copies will also be accepted, dated during the last three months. We will accept one of the following:

- A bank statement, credit card or utility bill
- Correspondence from a central or local government department or agency
- A letter of introduction confirming your principal residential address from a regulated financial services business operating in a well-regulated jurisdiction (acceptable to Minerva).

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In the event of a personal meeting with a member of Minerva staff original documentation may be provided to Minerva and copies will be taken thereof and certified in accordance with our requirements. If there is no face to face meeting Minerva may rely on the provision of copy documentation provided that it is certified by a suitable certifier. Please see certification of documents below:

Certification of documents

The following people can certify photocopies of your documents:

- A member of the judiciary, a senior civil servant or a serving police or customs officer
- An officer of an embassy, consulate or high commission of the country of issue of documentary evidence of identity
- A lawyer or notary public*
- An actuary*
- An accountant*
- A tax advisor*
- A director, officer or manager of a regulated financial services business which is operating in a well regulated jurisdiction (acceptable to Minerva).

*must be a member of a recognised professional body.

One of the above people must certify the documents in English and include the following details on all of the documents that they certify:

1. Where the document being certified is proof of identity and contains a photograph, the certifier must write '**Having seen the individual and original documentation, I certify that this is an accurate copy and true photographic likeness.**' Where the document being certified is proof of address the certifier must write '**I hereby certify that I have seen the original documentation and this is a complete and accurate copy of the original!**'
2. They must sign and date the document.
3. They must state their name and address in BLOCK CAPITALS and include their professional position or capacity.
4. They must state their contact details so that he/she may be contacted in the event of a query.

All documentation used for the verification of identity must be understandable by Minerva. Minerva reserves the right to have any documentation which is not provided in English translated, the cost of which may be charged to you.

In the event that you are unable to provide the documentation referred to above, please address any queries to your usual point of contact within Minerva.

Section D – Declaration and Sign-off

I hereby confirm that the particulars and information provided in this form and any related correspondence are true to the best of my knowledge and belief. I irrevocably undertake to notify Minerva Trust Company (Switzerland) S.A. promptly of any changes to the information and particulars provided herein.

Name	Signature	Date

Once completed, this form is to be returned to Minerva together with the relevant identification verification documentation detailed in Section C above.

Once completed, please return this form to:

Minerva Trust Company (Switzerland) S.A.
6, place des Eaux-Vives
P O Box 3643
CH-1211 Geneva 3
Switzerland