

SOURCE OF WEALTH AND FUNDS GUIDANCE NOTES

In order to act for you, we are required by law to understand the purpose and intended nature of the proposed business relationship.

In gaining this understanding we need to establish the source of your wealth and the source of the funds you are proposing to settle into a trust or invest in a company. Under certain circumstances we are required by Regulations to take “reasonable measures” to establish your source of funds and source of wealth so we may have to ask you for some form of corroboration of the information you are to provide us with. This information also allows us to better understand your needs and motives in utilising our services to enable us to provide you with suitable services.

The following guidance has been produced to assist you in completing the application form. It should not be viewed as prescriptive or comprehensive:

Source of wealth

Source of wealth is often distinct from the source of funds and describes the activities which have generated the total net worth of a person, i.e. those activities which have generated your net assets and property. This is typically your employment and perhaps several other events/activities and we should understand both the geographical locations involved and how the activities link together.

Source of funds

Source of funds refers to the activity which generates the specific funds you are settling into a trust or investing in a company. For example, your source of wealth might be farming or property development, but the source of funds is the sale of a specific asset or piece of property. In some instances, the source of funds and the source of wealth could be the same.

[Here are some examples of the sort of information you might provide to explain your source of funds and/or source of wealth:](#)

Inheritance

- From whom did you inherit?
- How much did you inherit and when?
- How did they generate their wealth?

A curriculum vitae can prove to be a useful document as it allows us to understand an individual's career path. We are looking to understand the following aspects of that individual's employment.

If self-employed

- What is/was the business?
- When was it formed?
- How was business started?
- How did the individual's gain the knowledge and contacts required to start the business successfully?

If employed

- What is/was the employers name(s) and nature of business?
- What positions do you/have you held?
- How long have you been/were you employed there?

Gifts

- From whom did you receive it?
- How much were you given and when?
- Why did they give it to you?
- How did they generate the funds?

Property sale

- How and when was the property initially acquired?

Maturing investments

- What sort of investment was it?
- How long have you had the investment? and how was it initially acquired?
- What was the address(es) of property(ies)?
- When was it sold?
- How much were the sale proceeds?

[Please ensure that if the documents being supplied are not originals that they are certified as follows:](#)

“This document is certified to be a true copy of the original document which I have seen”.

Certifier details

- Certifiers Name – printed
- Certifiers signature
- Date of Certification
- Place of Certification
- Company Stamp of Certifier (If appropriate)
- Position/Title of Certifier (in what capacity the certifier is signing i.e. Lawyer, Banker, ACA/ACCA/ICSA, Officer of a regulated financial business.

- Contact address, e-mail / Fax / Telephone Number for the Certifier.

The following individuals are deemed suitable certifiers:

- A lawyer or notary public (member of recognised professional body) or;
- A member of the judiciary or government official or;
- An officer of an embassy, consulate or high commission in the country of issue or;
- A director or manager of a regulated financial services business or;
- In the case of a legal body who is a client, the company secretary, director, manager or equivalent officer of the legal body.

The certifier cannot be closely related to the person whose document they are certifying.

Examples of documentary evidence:

| Source | Document |
|--|---|
| Savings | Bank statement(s) demonstrating deposit/gifted monies. |
| Sale of investments | Statement from investment provider or bank statement showing settlement from investment provider. |
| Sale of property | Completion statement from a Solicitor/Advocate. |
| Loan | Loan agreement or statement. |
| Inheritance | Copy of will, signed letter from solicitor, Grant of probate or letter from Executor. |
| Maturity or surrender of life assurance policy | Closing statement or letter from the policy provider. |
| Insurance claims | Letter from the insurance provider. |
| Dividends or profits from a company | Latest audited company accounts / dividend statement. |

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|---------------------------------------|---|
| Divorce | Copy of court order or judicial separation agreement. |
| Other court award (e.g. compensation) | Court order or signed letter from solicitor / advocate. |
| Lottery / Gambling win | Evidence from the lottery company / cheque / winning receipt. |
| Gift | Documentary evidence from the donor as detailed above, e.g. bank statement. |

If you have any queries relating to our Cyprus Trustee and Corporate Services, please contact:

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