

## APPLICATION FORM - INDIVIDUAL

### 1. Details of individual

Name	Any former names or other names used		
Main residential address	Mailing address (if different)		
Number of years resident in principal jurisdiction	Country of domicile		
Nationality(ies) (please disclose all)	Do you have, or have you ever held a US Green Card?		
	Yes	No	
Mobile number	Email address		
Work number	Home number		

Tax regulations require us to collect information about your tax residency. In certain circumstances (including if we do not receive a valid self-certification from you) we will be obliged to share information about your financial interests with any relevant tax authority. In addition, please list all countries in which you are resident for tax purposes, your tax advisor can explain what this means. If you have been given a Tax Identification Number (TIN) (or functional equivalent) by your local tax authority, please provide this. If you are UK resident please provide your national insurance number in place of your TIN otherwise provide some other official registration which will assist us in identifying you.

Country(ies) of tax residency	Tax identification number
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1. Details of individual (continued)

Please note, if you are a US citizen you are treated as tax resident in the US even if you are resident in another country therefore you may be resident in more than one country.

Source of wealth details (include jurisdiction)

Please refer to our guidance note, providing a CV and as much detail as possible.

Occupation (please provide full details)

Employer name

Employer address

Source of funds being remitted into the structure

Specific activity that has generated the funds, include jurisdiction

Remittance details

Personal bank account, third party (i.e. investment co, insurance co, employer etc), other (please specify)

Value of monies/assets to be settled

Less than £1m

£1m to £10m

£10m to £20m

Over £20m

2. Professional contacts

Lawyer

Name of contact

Name of firm

Address

Telephone number

Email address

Tax Advisor

Name of contact

Name of firm

Address

Telephone number

Email address

Banker

Name of contact

Name of firm

Address

Telephone number

Email address

### 3. Declarations

- a) Have you ever been declared bankrupt or its equivalent or been the subject of a judicial enquiry or been a director of or otherwise concerned in the management of a company which has been subjected to an insolvent liquidation in any part of the world? Is there any such action in progress or pending? Have you any known present or future creditors who may legally have a claim upon your estates?

Yes                  No

If yes, please provide details

- b) Have you ever been convicted of any financial or fraudulent offence?  
Is there any legal action in progress or pending?

Yes                  No

If yes, please provide details

- c) Have you ever been subject to any regulatory sanctions? Is there any regulatory action in progress / or pending?

Yes                  No

If yes, please provide details

- d) Are you a Politically Exposed Person (PEP), i.e. an individual who is or has been entrusted with a prominent public function, or are you an immediate family member or close associate of such person?  
(Please see notes below for examples of such functions.)

Yes                  No

If yes, please state brief description of the PEP function, relationship or association:

### 3. Declarations (continued)

#### Politically Exposed Persons ('PEP') definition

A PEP is considered to be an individual who is or has been entrusted with a prominent public function or international organisation, for example:

HIGH RISK - LEVEL 1 PEPS	MEDIUM RISK - LEVEL 2 PEPS
<ul style="list-style-type: none"> <li>• Heads of state and government</li> <li>• Members of government (national and regional)</li> <li>• Members of Parliament (national and regional)</li> <li>• Heads of military, judiciary, law enforcement and board of central banks</li> <li>• Top ranking officials of political parties</li> </ul>	<ul style="list-style-type: none"> <li>• Senior officials of the military, judiciary and law enforcement agencies</li> <li>• Senior officials of other state agencies and bodies and high ranking civil servants</li> <li>• Senior members of religious groups</li> <li>• Ambassadors, consults, high commissioners</li> </ul>
MEDIUM RISK - LEVEL 3 PEPS	LOW RISK - LEVEL 4 PEPS
<ul style="list-style-type: none"> <li>• Senior management and board of directors of state owned businesses and organisations</li> </ul>	<ul style="list-style-type: none"> <li>• Mayors and members of local, country, city and district assemblies</li> <li>• Senior officials and functionaries of international of supranational organisations</li> </ul>

Politically connected persons include the following:

- Immediate family would include:
  - o Spouse/partner
  - o Children and their spouses or partners
  - o Parent or parent-in-law
  - o Siblings/siblings-in-law/half/step
  - o Grandparents or grandchildren
- Close associate may include:
  - o A person who is widely known to maintain a close business relationship with a PEP
  - o A person who is in a position to conduct financial transactions on behalf of a PEP
- The above list is not exhaustive. If you are in doubt as to whether you fall within a PEP definition please provide additional information to us for consideration.

### 4. Declarations (part 1 of 2)

I certify that the information provided in this questionnaire is complete and accurate. I undertake to meet my obligations to Active Image Rights Limited fully and promptly and acknowledge that I undertake to ensure that the business to be undertaken by the Company will not bring Active Image Rights Limited into disrepute. I undertake to ensure that no transactions will be entered into by or on behalf of the company until Active Image Rights Limited advises me that Active Image Rights Limited has completed its compliance checks, the proposed company has been incorporated and is in a position to commence trading.

Signed by

Name (in capitals)

Date

## 5. Requirements

In respect of each individual we require:

### Verification of identity – Passport/National Identity Card

Use the next page to submit a certified copy, noting that national identity documents must contain both the front and back of card.

- The identity document should be valid and include issue and expiry dates.
- The copy should be clear with all features including unique reference number, place of issue and Machine-Readable Code (MRZ) visible.
- Country of birth and nationality details included.

### Verification of address – Residential address

An original or certified true copy of the following are considered acceptable to verify the residential address and must include the full address. All documents must be translated into English.

- A bank or credit card statement (dated within the last 3 months).
- Utility bill (dated within the last 3 months, mobile phone bills are not acceptable).
- Valid full drivers licence issued by the UK, Crown Dependencies or by an EU member state (must show current address).
- If you do not have an above document please contact us to discuss.

Acceptable certification wording and certifiers:

#### Identity

"I certify this to be a true copy of the original document that I have seen and the photograph is a true likeness of the individual I have met".

#### Address

"I certify this to be a true copy of an original document that I have seen".

#### Acceptable certifiers

- Lawyer, Solicitor or Advocate who is a member of a recognised professional body.
- Accountant who is a member of a recognised professional body.
- Senior officer of a Bank or another regulated/licensed Financial Services Business which is based in a well-regulated equivalent jurisdiction.
- British Consular official.

#### Certifier information

- Full name and signature.
- Date of certification.
- Job title/position or capacity in which they are signing.
- Name of regulatory body (if applicable i.e. ACCA, FSA, Law Society).
- Registration number issued by regulatory body (if applicable).
- Contact information.

Where a certifier listed above is based in a high-risk jurisdiction, further consideration will be given on a risk-based approach in order to determine if the certifier and/or certification is suitable. Active Image Rights Limited reserves the right to determine suitability of any documents provided.

Place identity document face down on the photocopier then place this form over the top with the identity document here. Please now take a copy and complete your details below.

6. Declaration (part 2 of 2)

I hereby certify this is a true copy of the original document which I have seen and that the photograph bears a true and complete likeness of the individual concerned, whom I have met. In addition, to my knowledge, the document does not appear to have been altered in any way.

Certifier's signature

Date of certification

Certifier's full name

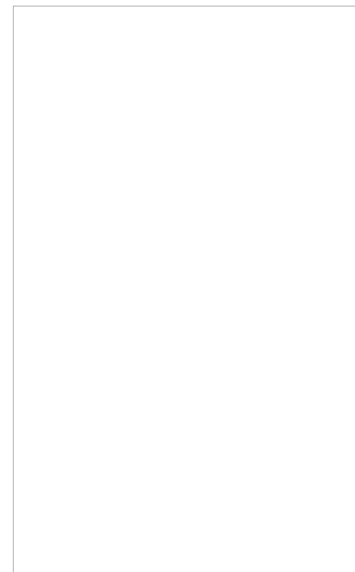
Stamp/Seal of person certifying

Position/Capacity

Name of regulating body

Registration number issued by regulating body

Contact information





## 7. Checklist

Please tick all the boxes to confirm the following before sending the application.

1.	<p><b>Application form</b> Ensure page 1 of Application Form - Individual is fully complete including Tax Identification Number (TIN).</p> <p>Application Form - Individual fully complete and signed.</p>	
2.	<p><b>Copy of tax advice</b> Letter of Authority to provide Active Image Rights Limited with the ability to correspond directly with the appointed Tax Advisor.</p>	
3.	<p><b>Curriculum Vitae</b> Curriculum Vitae including all position(s) held and all jurisdiction(s) involved. For Cyprus applications the CV should be in original, duly signed format.</p>	
4.	<p><b>Source of wealth</b> The Source of Wealth supporting documents as detailed in our Source of Wealth and funds guidance notes.</p>	
5.	<p><b>Verification of identity or passport copy</b> Certified copy of current identity document. The document should be certified true copy by a Notary Public or Embassy, Consulate or High Commission.</p>	
6.	<p><b>Verification of address</b> An original or certified true copy document verifying the full residential address such as an original utility bill not more than three months old. N.B. Utility bills issued to a PO Box is not an acceptable means of identification. In the event this document is not available for certain reasons a sworn Affidavit (certified by a qualified legal adviser) confirming the full address of your principal private residence may be considered acceptable.</p>	
7.	<p><b>Two original references</b> One professional reference (e.g. Attorney or Accountant), and the other reference from a Bank.</p> <p>Example: To be typed on the headed paper of the Referee's bank, company, firm, etc</p> <p>JONTAHAN SANDREY / ELSA SAVVA Active Image Rights Limited Theseos, ACFIN House 2nd Floor, Flat 202 2042 Strovolos Nicosia Cyprus</p> <p>Dear Sirs/ Madam</p> <p>CLIENT NAME CLIENT ADDRESS</p> <p>We refer to our above-named client who is resident at the address shown, and who, we understand, has requested you to provide financial services.</p> <p>We confirm that the above named has been known to us for [X] years, and is, in our opinion, respectable and trustworthy in business dealings.</p>	

7. Checklist (continued)

Please tick all the boxes to confirm the following before sending the application.

	<p>This information is given in strict confidence without any responsibility on the part of this firm or its employees.</p> <p>Yours faithfully</p> <p>Name Position held Professional qualification</p>	
8.	Additional information (if relevant)	

<p>Please send the original documents by Courier to ensure we can track the delivery and ensure safe receipt of the said originals. The correspondence should be sent direct to our Head office – a contact telephone number has been included for this purpose.</p>	<p><b>ELSA SAVVA</b> Director – Head of Compliance Active Image Rights Limited Theseos, ACFIN House 2nd Floor, Flat 202 2042 Strovolos Nicosia Cyprus T +357 22 39 63 80</p>
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8. Data protection

We may use the information you send us together with other information, which comes from or relates to you, to discharge our functions effectively. This may include us sharing the information we hold about you with other bodies, such as regulators and law enforcement agencies, some of whom may be located outside of The Republic of Cyprus and the European Economic Area. Data Protection legislation provides you with various rights, including the right to ask for a copy of the information we hold on you, and the right to have inaccuracies corrected.

To better understand your rights and how we handle your information, we would encourage you to read our Privacy Notice; or to contact the Data Protection Officer by email to [enquiries@air.com.cy](mailto:enquiries@air.com.cy).