**KYC “Customer” to file and to send it by email to :**

[**compliance@swissexport-ch.com**](mailto:compliance@swissexport-ch.com)

**To SWISS EXPORT SA. Switzerland**

The purpose of this KYC Form is to assist **SWISS EXPORT SA** to comply with its obligations under applicable anti-money laundering (AML) and counterterrorism financing laws and regulations; as well as to fulfil our contract with you after your successful onboarding as a customer.

This Information Request Form must be completed by the potential customer (**“Customer”**) in English and submitted to **SWISS EXPORT SA.**

**SWISS EXPORT SA**  reserves the right to require additional information or clarification on information provided.

**KYC Forms** which are incomplete in any respect or not submitted with the required documents will be rejected. Any agreement entered into between **SWISS EXPORT SA**  and Customer, or any obligation to provide any services thereunder, is conditioned upon the submission of an Information Request Form which has been completed to the satisfaction of **SWISS EXPORT SA**, and to **SWISS EXPORT SA** approval of the Customer at its sole discretion. **SWISS EXPORT SA** is under no obligation to provide reasons for the rejection of a customer.

**Part I: Customer Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Company Name |  | | |
| Entity Type | Publicly Listed Company  Sole Proprietorship  Limited Company  Trust  Protected Cell Company  Other (please specify): | | |
| Date of Incorporation |  | Country of Incorporation |  |
| Principal Business Address |  | | |
| Nature of business |  | | |
| Other countries in which business is transacted |  | | |

**Part II: Key Persons**

|  |  |  |
| --- | --- | --- |
| **Primary Contact Person** | | |
| Name (s) | Position | Nationality(ies) |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Shareholders** – Please continue a separate page if necessary | | |
| Shareholder’s Name | Ownership % | Nationality(ies) |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Principal Officers** – e.g., Directors; CEO; CFO; etc. Swiss Export reserves the right to request passport copies of principal officers | | |
| Officer’s Name | Role | Nationality(ies) |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Part III: Politically Exposed Persons[[1]](#footnote-1)**

If any of the Company’s directors, partners or officers is a Politically Exposed Person, please provide the following:

1. Source of wealth or funds of relevant Politically Exposed Person.
2. Bank statement of relevant Politically Exposed Person.

**Part IV: Company Structure and Internal Compliance**

|  |  |  |
| --- | --- | --- |
| Does your company have written Know Your Customer (KYC) procedures? | Yes | No |
| Does your company have written anti-money laundering (AML) procedures? | Yes | No |

**Part V: Supporting Documentation**

**Please attach all specified documents:**

* Business Registration Certificate
* Certificate of Incorporation
* Memorandum and Articles of Association
* Certificate of Incumbency / Good Standing
* Company organization chart
* List/Register of Directors and Shareholders or Statutory filing documents (such as Annual Return) showing all the current Directors and Shareholders
* Copy of valid passport for all Shareholders with a greater than 5% stake
* Copy of valid passport of Primary Contact Person

**Part VI: Data Protection**

The protection of your personal data is very important to us. We process your data in accordance with applicable data protection laws, particularly in compliance with the EU General Data Protection Regulation (Regulation (EU) 2016/679 referred to as “GDPR”).

Swiss Export acts as Controller within the meaning of the GDPR. We process your personal data for the purpose of providing our services to fulfil our contract with you, as well as for fulfilling our legal obligations under applicable anti-money laundering and counterterrorism financing laws to which we are subject. Personal data that we obtain about you from other sources might include data from anti-fraud databases, sanctions lists, court judgements and similar databases as well as publicly available information from the internet. You may be entitled to ask us to provide access to your information, to correct it, erase or restrict its processing, or to ask us to transfer some of this information to you or other organizations. You may also have rights to object

to some processing activities, and, where we have asked for your consent to process your data, to withdraw this consent. These rights may be limited in some situations – for example, where we can demonstrate that we have a legal requirement to process your data.

**Part VII: Declaration**

Customer hereby irrevocably and unconditionally represents that the information provided in this Information Request Form is true, accurate and complete. Customer also agrees that if requested to do so by Swiss Export, it will provide such further information and/or documents as Swiss Export may need to verify the above information.

|  |  |
| --- | --- |
| **Signature**  **of Customer**: |  |
| **Printed Name:** |  |
| **Title:** |  |
| **Date:** |  |

**Signature & Stamp**

1. A Politically Exposed Person is an individual who is or has been entrusted with prominent public functions, for example heads of state or of government, senior politicians, senior government, judicial or military officials, senior executives of state-owned corporations, important political party officials. [↑](#footnote-ref-1)