MAGNETIQ BANK

# List of documents necessary for remote identification

**A person wishing to become a Client of the Bank remotely shall initially submit the following documents:**
- **Individuals – documents specified in section 2;**
- **Legal entities and Legal Arrangements – documents specified in sections 2 and 3 (as relevant to legal form).**

1. The Client/Client's Representative shall upload documents to the User Cabinet in accordance with the following requirements:
1.1. Documents may be filled out electronically or by hand, in clearly legible handwriting, using one pen ink hue (blue), without corrections;
1.2. Documents may not be filled out partially by hand and partially in electronic form.

**2. All persons shall submit the following documents:**
2.1. Application;
2.2. Agreement on provision of the Bank's services;
2.3. Client Questionnaire;
2.4. Basic information on state-guaranteed deposit protections;
2.5. W-8BEN or W-9 form if, in accordance with the Client Questionnaire, the Client has U.S. taxpayer status;
2.6. Licence or special permit (if the Client's line of business requires one).
2.7. Special conditions, if the Client is granted special pricing.

**3. Legal entities and Legal Arrangements shall also submit the following documents (as relevant to legal form):**

**Residents:**

| | **Individual merchant (*IK*)** |
|---|---|
| 1. | Key data provided in Register of Enterprises databases (firm name, registration number registered office, merchant) |

| | **Legal entity** (persons entered into registers maintained by the Republic of Latvia Register of Enterprises), e.g.:<br><br>Joint-stock company (*AS*), limited liability company (*SIA*), European company (*SE*), cooperative company (*KB*) partnership (*KS*), full partnership (*PS*), individual enterprise (including farms, fisheries and rural craft companies), association, trade union, religious organisation (parish, religious organisation (church) or diocese), court of arbitration, insolvent merchant etc. |
|---|---|
| 1. | Key company data provided in Register of Enterprises databases (firm name, registration number registered office, authorised signatories, proxy). |
| 2. | Articles of association. |
| 3. | Register of shareholders down to all individuals holding at least 25% of the company's equity. Attached if information differs from key company data provided by the Register of Enterprises. |

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|---|---|
| 4. | Document confirming representation rights. Attached if information differs from key company data provided by the Register of Enterprises. Suitable options: Register of Enterprises decision to register members of the board, Register of Enterprises reference on the signatory rights of members of the board, or transcript from a court judgment announcing insolvency proceedings and appointing an administrator, if the representative is an administrator of insolvency proceedings. |
| 5. | Beneficial Owner Disclosure.<br>▪ The Beneficial Owner Disclosure shall be signed by the Client's Representative and by the Beneficial Owner.<br>▪ If information on the Beneficial Owner is available from www.ur.gov.lv/www.lursoft.lv, the Beneficial Owner Disclosure may also be signed solely by the Client's Representative. |
| 6. | Copy of Beneficial Owner's Identification Document if the Beneficial Owner is any of the following:<br>- Republic of Latvia Non-resident;<br>- a person whose (Beneficial Owner) information is not available on www.ur.gov.lv/www.lursoft.lv;<br>- a person who is not a direct or indirect shareholder of the Client (e.g. chairperson of the board of an association).<br><br>▪ The copy of the document shall be signed by the Beneficial Owner. |

**Non-residents:**

| | **Republic of Latvia branch of a foreign merchant** |
|---|---|
| 1. | Key company data provided in Register of Enterprises databases (firm name, registration number registered office, authorised signatories, proxy). |
| 2. | Articles of association or equivalent document of the foreign merchant. |
| 3. | Register of shareholders of the foreign merchant, down to all individuals holding at least 25% of the company's equity. |
| 4. | Document confirming representation rights. Attached if information differs from key company data provided by the Register of Enterprises. Suitable options: Register of Enterprises decision to register a branch representative, Register of Enterprises reference on the signatory rights of a branch representative. |
| 5. | Beneficial Owner Disclosure.<br>▪ The Beneficial Owner Disclosure shall be signed by the Client's Representative and by the Beneficial Owner. |
| 6. | Copy of Beneficial Owner's Identification Document:<br>▪ The copy of the document shall be signed by the Beneficial Owner. |

| | **Foreign merchant***, e.g.:<br>Private company limited by shares (LTD) or Limited liability company (LLC), Joint-stock company (JSC), Limited liability partnership (LLP), Branch of Overseas Company, Extra-provincial corporation, individual merchant registered in a foreign country etc. |
|---|---|
| 1. | Certificate of incorporation or equivalent document confirming registration of the merchant. |
| 2. | Certificate of good standing or equivalent document confirming the merchant's status with the register (issued no more than 1 year prior, containing data on a submitted annual report, no debt, in active business). |
| 3. | Memorandum and articles of association – the merchant's articles of association and deed or incorporation (or equivalent). |
| 4. | Share certificate or shareholders list – some list or certificate of shareholding in the merchant, down to all individuals holding at least 25% of the company's equity. |
| 5. | Trust declaration, Trust agreement, Operating agreement or other document confirming the Beneficial Owner's legal link to the Client. |
| 6. | Additional information on the nominal owners and officials of the Client if they are legal entities – e.g. an Incumbency certificate or equivalent, issued by a foreign register of companies (issued no more than 1 year prior). |
| 7. | Document confirming representation rights. Suitable options:<br>Incumbency certificate (issued no more than 1 year prior), or equivalent, issued by a foreign register of companies; Minutes of first meeting, resolution or other document specified in the merchant's articles of association for appointing a signatory, or minutes of the founding meeting etc. |
| 8. | Beneficial Owner Disclosure.<br>▪ The Beneficial Owner Disclosure shall be signed by the Client's Representative and by the Beneficial Owner. |
| 9. | Copy of Beneficial Owner's Identification Document:<br>▪ The copy of the document shall be signed by the Beneficial Owner. |
| ***If the Client is a registered office or branch registered in a foreign country, e.g. a Branch of Overseas Company, Extra-provincial corporation etc., the documents mentioned in rows 1, 2 and 4 of this table should also be provided on its parent company.** | |