



FINANCIAL SERVICES

## Customer Details Form – Individual

The purpose of this form is to assist Fexserv in satisfying its legal obligations to know its clients and carry out its responsibilities in preventing money laundering and the funding of terrorism. This form MUST be completed by all individual clients exceeding thresholds stipulated by current legislation.

Form Completion Date (DD/MM/YY) \_\_\_\_\_

Surname: \_\_\_\_\_

First Name: \_\_\_\_\_

Registered Address: \_\_\_\_\_

\_\_\_\_\_

Town: \_\_\_\_\_

Postcode: \_\_\_\_\_

Country: \_\_\_\_\_

Tel: \_\_\_\_\_

Mobile: \_\_\_\_\_

E-mail: \_\_\_\_\_

National ID

Driving License

Passport

Other

Document number: \_\_\_\_\_

Country of Issue: \_\_\_\_\_

Expiry Date: \_\_\_\_\_

Nationality: \_\_\_\_\_

Occupation: \_\_\_\_\_

Name of Employer: \_\_\_\_\_

*(If pensioner, name of previous Employer)*

### Annual Income

<€25,000

€25,000 - €49,999

€49,999 - €100,000

>€100,000

### Which services do you require?

Currency Exchange

Swift

Western Union

Myney

Client Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name in Full: \_\_\_\_\_

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### For Office Use Only

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name in Full: \_\_\_\_\_



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**Politically Exposed Person (PEP)**

In accordance with Maltese Anti-Money Laundering (AML) legislation there is an obligation on Financial Institutions to undertake Enhanced Customer Due Diligence (ECDD) on those clients who are classified as a Politically Exposed Person (PEP). Please read the definitions below carefully, select the relevant box, confirming you are/are not a PEP, sign the declaration at the bottom of the form and return this Form to our offices. It is your obligation to inform us of a change to your status as a PEP or Non PEP should it change at any time in the future.

Maltese Anti-Money Laundering legislation defines a PEP as a person who holds, or has held at any time in the last twelve months the position of:

- a) Head of State or Head of Government, Ministers and Deputy and Assistant Ministers and Parliamentary Secretaries
- b) Members of Parliament or similar legislative bodies
- c) Members of the governing bodies of political parties
- d) Members of superior, supreme, and Constitutional Courts or of other high-level judicial bodies whose decisions are not subject to further appeal, except in exceptional circumstances;
- e) Members of courts of auditors or of the boards of central banks;
- f) Ambassadors, *charges d'affaires* and other high ranking officers in the armed forces;
- g) Members of the administrative, management or supervisory boards of State-owned corporations
- h) Anyone exercising a function equivalent to those set out in paragraphs (a) to (f) within an institution of the European Union or any other international body

The legislation extends the requirement to apply ECDD to an immediate family member, or “persons known to be close associates” of a PEP

A “family member” is defined by Maltese legislation to include any of the following persons:-

- (i) the spouse, or a person considered to be equivalent to a spouse;
- (ii) the children and their spouses or persons considered to be equivalent to a spouse; and
- (iii) the parents;

And “persons known to be close associates” to include any of the following

- (i) a natural person known to have joint beneficial ownership of a body corporate or any other form of legal arrangement, or any other close business relations with that politically exposed person;
- (ii) a natural person who has sole beneficial ownership of a body corporate or any other form of legal arrangement that is known to have been established for the benefit of that politically exposed person.

Having read and understood the above definition I confirm that: **(select only one of the following options)**

I am not a Politically Exposed Person (PEP) as defined above

I am a Politically Exposed Person (PEP) as defined above

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name in Full: \_\_\_\_\_

Important Notice regarding your personal data: Fexserv Financial Services collects and stores clients' details in order to fulfil its legal obligations under the current financial and anti-money laundering regulations. Fexserv Financial Services only collects clients' information up to the level required by law and does not use this information for any other reason except to fulfil the aforementioned legal obligations. Fexserv Financial Services is obliged to keep this information safe as per current data protection laws and will not allow anyone to access it unless authorised by law. By completing and signing this form, you consent to the collection of personal information for use in KYC and CDD procedures.



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### Documents and/or details required for Customer Details Form

Dear Customer,

Firstly, we would like to thank you for using our services. May we point out that prior to the filling of the Customer Details Form, we require the following documents and / or details to be presented in order for Fexserv to proceed with the transaction.

#### Documents and / or details required

*Tick if  
presented*

**Identification:**

**National I.D. or Driving License or Passport or Government issued photo I.D**

Note – If the identification Document provided does not include a local address, then we would require proof of address in Malta not older than 6 months.

Documents to be certified as true copy.

**Source of Wealth, Income & Occupation:**

**Bank Statement or last 3 Payslips**

Note – If payslips are not available, then we would need proof of funds (i.e. Bank Statement).

**Reason:**

**Copy of Invoice, Flight tickets etc.**

Note – If there's no invoice or flight tickets involved, then we would need a valid reason for the transaction to be completed.