



Company/Partnership Questionnaire

We are required to identify all our clients. Please ensure that the details required are completed as fully as possible and that supporting documentation is provided in accordance with the requirements outlined. Any gaps should be marked 'non applicable'.

1. Company details

Company/Partnership Name	
Type (e.g. limited company, LLC, LLP)	
Company/Certificate Number	
Country of Issue	
Contact Name	
Contact Telephone Number	
Company/Partnership Address	
Post Code	
Email address	
Business activity	

2. Beneficial Ownership of the Company/ Partners

Please provide details of all beneficial owners/partners with 25% and above holding. If there are more than two beneficial owners/partners, please provide details of the additional beneficial owner(s)/partners(s) on a separate sheet.

Beneficial Owner/Partner 1

Title	
Forename(s)	
Surname	
Date of Birth	
Address	
Post Code	
% of shares owned/partnership share	

Beneficial Owner/Partner 2

Title	
Forename(s)	
Surname	
Date of Birth	
Address	
Post Code	
% of shares owned/partnership share	



3. Director Details (companies only)

If there are more than two directors, please provide details of the additional director(s) on a separate sheet.

Director 1

Title	
Forename(s)	
Surname	
Date of Birth	
Residential Address	
Post Code	

Director 2

Title	
Forename(s)	
Surname	
Date of Birth	
Residential Address	
Post Code	



4. Source of funds

We are required to establish source of funds used for the payment of our fees.

If you will be paying our fees directly, we will not require any further information other than the completion of this page.

I confirm I will be paying Hotchkiss Associates Ltd’s fees directly from my own bank account, the details of which are as follows:

Account name:.....

Account number and sort code.....

Bank:.....

How is this bank account funded (eg salary, rental income, business profit etc)?.....

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If payment will be made by a third party, please explain your relationship to the third party. Please note that we may require additional documentation.

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5. Identification documents required

- A copy of a passport or driving licence for each beneficial owner/partner.
- A secondary piece of identification confirming the residential address of each beneficial owner/partnership, for example a utility bill.
- A copy of the company certificate of incorporation (companies only).
- A copy of the articles of association and memorandum of association (companies only).
- A list of all directors / partners (if providing KYC on two only).

If a utility bill is provided it must be less than 3 months old and not a mobile phone bill.