

## Trust/Foundation 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. Trust/Foundation details

Trust/Foundation Name	
Type (e.g. discretionary, life interest)	
Contact Name	
Contact Telephone Number	
Trust/Foundation Address	
Post Code	
Email address	
Trust/Foundation activity	



**2. Trustees/Foundation council members**

Please provide details of all trustees/foundation council members. If there are more than two, please provide details of the additional trustee(s)/foundation council member(s) on a separate sheet.

Trustee/council member 1

Title	
Forename(s)	
Surname / Company name	
Date of Birth / Company registration number	
Address	
Post Code	

Trustee/council member 2

Title	
Forename(s)	
Surname / Company name	
Date of Birth / Company registration number	
Address	
Post Code	



**3. Settlor/Founder Details**

If there are more than 2 settlors, please provide details of the additional settlor(s)/founder(s) on a separate sheet.

Settlor/Founder 1

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

Settlor/Founder 2

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



**4. Beneficiaries**

If there are more than 2 beneficiaries, please provide details of the additional beneficiary(ies) on a separate sheet.

Beneficiary 1

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

Beneficiary 2

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



**5. Identification documents required**

- A copy of a passport or driving licence for each settlor/founder, individual trustee/foundation council member and beneficiary.
- A secondary piece of identification confirming the residential address of each settlor/founder, individual trustee/foundation council member and beneficiary, for example a utility bill.
- In the case of corporate trustees/foundation council members, a copy of the certificate of incorporation, memorandum and articles of association of the company. For each director, their due diligence as per the above for settlers/founders and beneficiaries.
- A copy of the Trust Deed/Foundation Articles or Charter and any relevant Deeds of Appointment.

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

**6. 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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