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Paymaster & Fiduciary Service Application Instruction

The following instruction is a guideline to complete the application for Fiduciary & Paymaster. All forms are in PDF and have form fields that can be edited. Please fill in the missing information.

All signatures have to be original and in **Blue Ink**. Please send all completed and signed documents back to us directly. Each separate transaction requires a separate application with all required forms to be completed regardless of the fact that information might had been submitted previously.

1) **Application for Fiduciary & Paymaster Agreement**
Please ensure that all information is correct and complete missing information, endorse every page and sign it. The true scope of the transaction as well as currency and estimated value has to be stated.

2) **Client Information Sheet**

2a) **Private application**
Please complete the CIS completely with all information provided. Sections that do not apply to you (example corporate information) have to be marked with N/A (Not Applicable). Should you have an Accountant, Certified Public Accountant, Tax advisor and/or an attorney their information should be listed in the CIS. A copy of your passport and your CV has to be supplied.

2b) **Corporate application**
Please complete the CIS completely with all information provided. Sections that do not apply to you (example corporate information) have to be marked with N/A (Not Applicable). Should you have an Accountant, Certified Public Accountant, Tax advisor and/or an attorney their information should be listed in the CIS. A copy of your passport and your CV has to be supplied. For each Officer and Director of the corporation a separate CIS has to be supplied.

2c) **Joint Venture or Partners**
A separate CIS will have to be supplied for every Joint Venture Partner or General Partner.

2d) **Owner for funds or assets**
A separate CIS will have to be supplied for the true owner of funds or assets.

3) **Extended Client Information Sheet (if required)**
In some cases an extended client information sheet might be required. All applicable questions have to be answered.

4) **Authorization to verify funds (if required)**
With some transactions it is required by our bank to have the authorization to verify funds. In case it is needed it wither can be sent via an SWIFT MT message on a Bank to Bank basis. Should the applicant prefer, the attached form has to be completed and verified by a Notary and the bank.

5) **Source of funds (if required)**
In order to comply with various requirements this form has to be completed and supplied.

6) **Supporting Documents**
The applicant as well as each nominated shareholder or director needs to supply in addition to the CIS his or her copy of a passport, Local ID with address and verification of address (example utility bill).

7) **Original**
In addition to sending all applications and supporting documentation etc. by e-mail, originals need to sent by mail or courier to our offices **singed in blue ink**!

Respectfully,

Aletar (HL) Ltd.