

# ON-BOARDING

*Transactive Systems*

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## On-boarding Requirements

The first step is letting us get to know you.

Transactive is a compliant and regulated business and adheres to all laws and regulations such as those put in place to combat money laundering, terrorist financing and consumer fraud. For this purpose, there is a full client application, due diligence and acceptance process.

At present Transactive is only opening Business accounts for corporate clients.

To start us off you will be requested to complete an application form and supply the information and documents listed below:

- Certificate of Incorporation (or equivalent)
- Articles of Association (or equivalent)
- Extract from the official company register
- Company business activity and purpose of account
- Source of wealth
- Copy of a business license, if required
- Register of directors and/or authorised persons
- Register of shareholders
- Evidence of beneficial ownership
- Company' structure including information about the Management bodies

For Authorized Signatories, Directors and Owners, individual identification documents will be requested as listed below:

- Copy in colour of government photo Identification documents:
  - a. Passport, or
  - b. National ID (for EU Member states only)
- Proof of Address

## Document Standards

### Company

Company documents, unless the original documents are provided directly to Transactive, need to be certified by a notary, lawyer or senior manager of the company and verified against public records (in an EEA state or UK). If they cannot be verified against public records, then they need to be legalised with an apostille (where applicable).

Shareholder and Director Register, Ultimate Beneficial Owners and Company structure documents must be issued within three months of the date of the Application and must be certified by two Senior Managers and /or shareholders or members of Management bodies, signing by hand (blue ink), or by a company director and a solicitor.

### Authorized Signatories

Identification documents should be valid (not expired) and proof of address documentation should be the latest copy if possible or within the last three months.

If identification documents cannot be verified directly by Transactive then copies of the original documents need to be certified by an independent notary or lawyer.

Such certification should be evidenced by a written statement stating that:

- the original document has been seen and verified;
- the copy document is a true copy of the original document;
- the photo is a true likeness of the applicant for business.

The certifier must sign and date the copy document (indicating their name clearly beneath the signature) and clearly indicate his profession, designation or certifying capacity on it and provide their contact details.

The proof of address for an individual needs to be issued by a bank or utility company or government body and should be the latest copy if possible or at least within the last three months. If issued in a EEA Member state or the UK the copy document does not need additional certification. Any other proof of address documents will need additional verification.