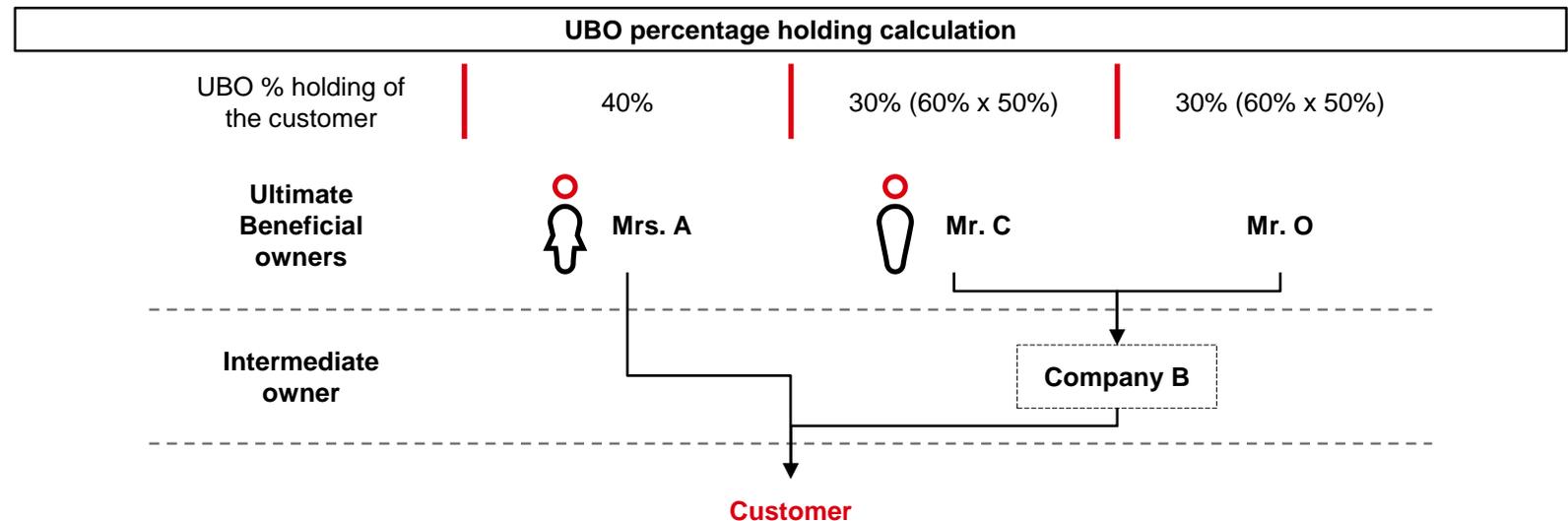


Customer Documentation Guide

The following guide is intended to support HSBC UK Business customers who are participating in the HSBC Safeguard process. The guide provides information as to the documentation that may be required depending on the customer's type of business.

Customer Type	Documentation that may be required
 Sole Traders and General Partnerships	➤ Identification Document which verifies – Full Name, Date of Birth and Residential Address. See ' Documents and certification ' for details of the types of documentation that are accepted.
 Corporate and Partnerships	➤ Ultimate Beneficial Owner – Full Name, Date of Birth, Residential Address and Nationality. Identification Document which verifies Full Name & Date of Birth or Residential Address.

Ownership Structure – Details of Ultimate Beneficial Owners.



Customer Documentation Guide (cont'd)

Key Controllers – Full Name, Date of Birth, Residential Address and Nationality. [Identification Document](#) which verifies Full Name & Date of Birth or Residential Address.

Note: Two Key Controllers require verification

A Key Controller is – someone who is elected or appointed to exercise more direct control over the company, by participating in the governance or senior executive activities of the customer. Key controllers typically set the strategic direction of the entity.



Trusts (including Charitable Trusts)



Trust Deed

Settlor(s) – Full Name, Date of Birth, Residential Address and Nationality - [Identification Document](#) which verifies Full Name & Date of Birth or Residential Address.

Trustee(s) – Full Name, Date of Birth, Residential Address and Nationality - [Identification Document](#) which verifies Full Name & Date of Birth or Residential Address.

Beneficiary(s) – Full Name, Date of Birth, Residential Address and Nationality - [Identification Document](#) which verifies Full Name & Date of Birth or Residential Address.

Key Controllers (Not any of the above) – Full Name, Date of Birth, Residential Address and Nationality. [Identification Document](#) which verifies Full Name & Date of Birth or Residential Address.

Note: Two Key Controllers require verification.



Not for Profit Organisations



Trustee(s) & Managing Members – Full Name, Date of Birth, Residential Address and Nationality. [Identification Document](#) which verifies Full Name & Date of Birth or Residential Address.

Note: Identification of trustees/Managing Members is only required for those which are considered Key Controllers.



Executor Accounts



Copy of the Will (If no Will exists, a copy of the Letter of Administration can be used) OR Grant of Probate

Copy of the death certificate (if not available, a government source can be used as evidence of death)