ADSGI

CLIENT KYC / KYB & CORPORATE DOSSIER CHECKLIST

Required documentation for clients submitting a transaction to ADSGI

This checklist applies to the applicant/client and its relevant corporate parties. It does not constitute ADSGI's corporate KYC file.

Category	Required information / document	Submission Requirement
Company	Certificate of incorporation / registry extract; constitutional documents; registered address; business activity	Readable complete copy
Ownership	Shareholders and UBO information; ownership structure where relevant	Readable complete copy
Management	Directors / officers; authorized signatory; evidence of signing authority	Readable complete copy
Identity	Valid passport / official ID of relevant UBO, director and/or authorized signatory	Readable complete copy
Address	Recent proof of address such as utility, telephone/internet bill, bank statement or acceptable domicile certificate	Readable complete copy
CIS / KYC / KYB	Completed corporate information and compliance forms	Completed and signed where required
Transaction	LOI / corporate request; underlying contract/project evidence; purpose; amount; currency; beneficiary	Transaction-specific
Banking	Bank name; SWIFT/BIC; banking contacts; required Official Receiving Bank Confirmation	Verifiable

Certification / notarization

Not systematically required at initial ADSGI submission. Certification, notarization, apostille, legalization or certified translation may subsequently be required by the relevant bank, provider, jurisdiction or compliance department.

Submission standard

Documents must be complete, readable and submitted in a format suitable for compliance review. Mobile-phone photographs should be avoided where they reduce legibility, crop document edges or prevent verification. Additional documents may be requested depending on the transaction.