

APPENDIX E**EIC 1.1****ELIGIBLE INTRODUCER'S CERTIFICATE**

Account name and/or applicant for business (in full)		
Name of Accepting Business		
Name of Eligible Introducer		
Eligible Introducer's contact Details	Address:	
Telephone:	Fax:	E-mail:
Eligible Introducer's Regulatory / Supervisory / Professional Body		
The Eligible Introducer certifies that it is one of the following:- (Please tick the applicable box)		
1.	A licensed bank, building society, investment business, corporate service provider, trust service provider, e-money or money transmission service business in the Isle of Man.	
2.	An authorised insurance company or insurance manager in the Isle of Man.	
3.	A trustee of a retirement benefits scheme that is authorised under section 3 of the Retirement Benefits Schemes Act 2000.	
4.	A retirement benefits schemes administrator who is registered under section 36 of the Retirement Benefits Schemes Act 2000.	
5.	An advocate, a registered legal practitioner within the meaning of the Isle of Man's Legal Practitioners Registration Act 1986 or an accountant carrying out business in or from the Isle of Man, where the professional body's rules embody requirements and procedures equivalent to the Isle of Man's Proceeds of Crime (Money Laundering) Code 2010 and the Prevention of Terrorist Financing Code 2011.	
6.	A person who acts in the course of an external regulated business and is regulated or supervised under the law and regulations of a country that is included in the list in Schedule 2 of the Proceeds of Crime (Money Laundering) Code 2010 and the Prevention of Terrorist Financing Code 2011. (NB persons wishing to make use of the external regulated business category must be regulated or supervised for AML/CFT purposes by an authority or professional body empowered to regulate or supervise such business). (Specify which country.....)	

* - Please refer to the Notes and Guidance at EIC 6.1 to 6.4

EIC 1.2**ELIGIBLE INTRODUCER'S CERTIFICATE (CONTINUATION SHEET)**

The Eligible Introducer also certifies that in respect of this account / applicant for business it has obtained the verification required to satisfy the Anti-Money Laundering and Countering the Financing of Terrorism Handbook ("the AML/CFT Handbook") issued by the Isle of Man Financial Supervision Commission, as updated from time to time. The information disclosed for this account by the Eligible Introducer accurately reflects the information held and is being given for business opening and maintenance purposes only. The Eligible Introducer undertakes to supply suitably certified copies* or originals of the verification documentation forthwith upon request. The Eligible Introducer confirms that he/she will comply with the requirements of paragraph 11(7) and 11(9) of the Isle of Man's Proceeds of Crime (Money Laundering) Code 2010* and the requirements of paragraph 11(7) and 11(9) of the Prevention of Terrorist Financing Code 2011*.

Signature*:		
Full Name:		
Official Position:		
Date:		
Contact details of Signatory:	Address:	
Telephone:	Fax:	E-mail:

Please identify the number of supplementary pages being submitted.

EIC 2 EIC 3 EIC 4 EIC 5

* - Please refer to the Notes and Guidance at EIC 6.1 to 6.4

EIC 2.1

**ELIGIBLE INTRODUCER'S CERTIFICATE – IDENTIFICATION
INFORMATION**

Name of Eligible Introducer	
Account name and/or applicant for business (in full)	
Details of associated entities or relationships* (which are part of the same structure) Please provide a structure chart if available.	

To be completed for applicants for business who are individuals or partners in a partnership only
(Please complete section below and attach additional copies of this sheet as required)

	Individual 1	Individual 2
Legal name, any former names and any other names used		
Gender, nationality, date and place of birth		
Permanent residential address (Please include Post Code. A PO Box only address is insufficient)		
Does the Eligible Introducer consider the related party to be, or associated with, a Politically Exposed Person*?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

To be completed for applicants for business who are companies, partnerships, trusts or foundations

Name of entity / any trading names / name of trust		
Official identification number where applicable		
(if a Company or Partnership): Date and country of incorporation and registration number		Are bearer shares* currently in issue? Yes <input type="checkbox"/> No <input type="checkbox"/>

EIC 2.2

(if a Company or Partnership): Whether listed and where		
(if a Company or Partnership): Registered office address, place of business and mailing address if different		
(if a Trust or Foundation): Date of establishment, legal jurisdiction and if applicable registration number and business address		
Type of trust / foundation / company*		Is it a trading entity? Yes <input type="checkbox"/> No <input type="checkbox"/>
Name of regulator if applicable		

* - Please refer to the Notes and Guidance at EIC 6.1 to 6.4

Initials of signatory completing EIC1 <div style="border: 1px solid black; width: 60px; height: 20px; margin: 5px auto;"></div> Date
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EIC 3.1

ELIGIBLE INTRODUCER'S CERTIFICATE – RELATED PARTIES*

Name of Eligible Introducer	
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Account name and/or applicant for business (in full)	
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Names of Directors / Trustees (or equivalent if a foundation) (including those who are officers of the Eligible Introducer)

Full name	
Full name	
Full name	
Full name	
Full name	
Full name	

Details of all principal(s)* including beneficial owners but excluding officers of the Eligible Introducer

	1	2
Legal name, any former names and any other names used		
Gender, nationality, date and place of birth		
Permanent residential address. (Please include Post Code. A PO Box only address is insufficient)		
Role* of principal and date relationship commenced		
Does the Eligible Introducer consider the related party to be, or associated with, a Politically Exposed Person*?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

* - Please refer to the Notes and Guidance at EIC 6.1 to 6.4

Initials of signatory completing EIC <input style="width: 60px; height: 20px;" type="text"/>
Date

EIC 3.2

ELIGIBLE INTRODUCER'S CERTIFICATE – RELATED PARTIES
(CONTINUATION SHEET)

Name of Eligible Introducer	
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Account name and/or applicant for business (in full)	
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Details of all principal(s)* including beneficial owners but excluding officers of the Eligible Introducer
(Please complete section below and attach additional copies of this sheet as required)

	3	4
Legal name, any former names and any other names used		
Gender, Nationality, date and place of birth		
Permanent residential address (Please include Post Code. A PO Box only address is insufficient)		
Role* of principal and date relationship commenced		
Does the Eligible Introducer consider the related party to be, or associated with, a Politically Exposed Person*?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Initials of signatory completing EIC1

Date

* - Please refer to the Notes and Guidance at EIC 6.1 to 6.4

EIC 4.1

**ELIGIBLE INTRODUCER'S CERTIFICATE – RELATIONSHIP
INFORMATION**

Name of Eligible Introducer	
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Account name and/or applicant for business (in full)	
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To be completed for all applicants for business

Purpose / intended nature of business relationship* (please provide a full description)	
Expected type, volume and value of activity	
Activity providing the source of funds for the relationship and geographical sphere of the activity	
Source of funds*	
Source of wealth* (please identify the period over which this has been derived)	

Should the space provided be insufficient, please continue using EIC 5.1.

* - Please refer to the Notes and Guidance at EIC 6.1 to 6.4

Initials of signatory
completing EIC1

Date

EIC 5.1

ELIGIBLE INTRODUCER'S CERTIFICATE – ADDITIONAL INFORMATION

Name of Eligible Introducer	
Account name and/or applicant for business (in full)	

This section is to be used by the accepting business to identify any additional information or documentation that they require over and above the stated minimum and/or for the Eligible Introducer to provide additional information to supplement the details already provided.

* - Please refer to the Notes and Guidance at EIC 6.1 to 6.4

Initials of signatory completing EIC1
<input type="text"/>
Date

EIC 6.1**ELIGIBLE INTRODUCER'S CERTIFICATE – NOTES AND GUIDANCE**

This Eligible Introducer's Certificate aims to streamline and provide a standard format for the use of the Eligible Introducer system. It was prepared by the Isle of Man Financial Supervision Commission in conjunction with the Isle of Man Joint Anti-Money Laundering Advisory Group.

These notes and the definitions below are intended to provide guidance to assist the Eligible Introducer in completing the required forms and to enable greater consistency to be achieved.

“Associated entities or relationships”	Other business relationships established by the Eligible Introducer with the accepting business which are associated with the applicant for business or any of its principals.
“Bearer Shares”	Should bearer shares be subsequently issued (after the opening of the account) such that the “Yes” box needs ticking in EIC 2.1, an updated form should be supplied to the accepting financial services business without delay.
“Certified copy”	An officer or authorised signatory of a regulated financial service business will be a suitable certifier. An acceptable “certified copy” document should be an accurate and complete copy of the original such that the certifier will sign and date the copy document (printing his name clearly in capitals underneath) and clearly indicate his position or capacity on it and provide his contact details. The certifier must state that it is a true copy of the original, that the photograph is a true likeness of the individual concerned as per Section 4.5.1 of the AML/CFT Handbook.
“Paragraphs 11(7) and 11(9) Isle of Man’s Prevention of Terrorist Financing Code 2011”	<p>Paragraph 11(7) of the Isle of Man’s Prevention of Terrorist Financing Code 2011 reads as follows:</p> <p>“The relevant person shall not enter into a business relationship with a person that is introduced by an introducer unless written terms of business are in place between the relevant person and the introducer, and those terms of business, notwithstanding subparagraphs (3) and (4), in all cases require the introducer to —</p> <ul style="list-style-type: none"> (a) verify the identity of all applicants for business introduced to the relevant person sufficiently to comply with the prevention of terrorist financing requirements; (b) verify the identity of the beneficial owner; (c) establish and maintain a record of the evidence of identity for at least 5 years calculated in accordance with paragraph 17(1); (d) establish and maintain records of all transactions between — <ul style="list-style-type: none"> (i) the introducer and the applicant for business; (ii) the relevant person and the applicant for business if the introducer has received copies of records relating to those transactions, if the records are concerned with or arise out of the introduction (whether directly or indirectly) for at least 5 years calculated in accordance with paragraph 17(1); (e) supply to the relevant person forthwith upon request, copies of the evidence verifying the identity of the applicant for business and the beneficial owner and all other customer due diligence data held by the introducer in any particular case; (f) supply to the relevant person forthwith copies of the evidence verifying the identity of the applicant for business and the beneficial owner and all other customer due diligence data, in accordance with paragraph 6(4), held by the introducer in any particular case where — <ul style="list-style-type: none"> (i) the introducer is to cease trading; (ii) the introducer is to cease doing business with the applicant for business; (iii) where the relevant person informs the introducer that it no longer intends to rely on the terms of business entered into under the provisions of this paragraph; (g) inform the relevant person specifically of each case where the introducer is not required or has been unable to verify the identity of the applicant for business or the beneficial owner; (h) inform the relevant person where the introducer is no longer able to comply with the provisions of the written terms of business because of a change of the law applicable to the introducer; and

EIC 6.2

- (i) do all such things as may be required by the relevant person to enable the relevant person to comply with its obligation under sub-paragraph (9).”

Paragraph 11(9) of the Isle of Man’s Prevention of Terrorist Financing Code 2011 reads as follows:

“A relevant person shall take measures to satisfy itself that the procedures for implementing this paragraph are effective by testing them on a random and periodic basis and the written terms of business shall confer the necessary rights on the relevant person.”

**“Paragraphs 11(7) and 11(9)
Isle of Man’s Proceeds of
Crime (Money Laundering)
Code 2010”**

Paragraph 11(7) of the Isle of Man’s Proceeds of Crime (Money Laundering) Code 2010 reads as follows:

“The relevant person shall not enter into a business relationship with a person that is introduced by an introducer unless written terms of business are in place between the relevant person and the introducer, and those terms of business, notwithstanding sub-paragraphs (3) and (4), in all cases require the introducer to -

- (a) verify the identity of all applicants for business introduced to the relevant person sufficiently to comply with the money laundering requirements;
- (b) verify the identity of the beneficial owner;
- (c) establish and maintain a record of the evidence of identity for at least 5 years calculated in accordance with paragraph 17(1);
- (d) establish and maintain records of all transactions between –
 - (i) the introducer and the applicant for business;
 - (ii) the relevant person and the applicant for business if the introducer has received copies of records relating to those transactions, if the records are concerned with or arise out of the introduction (whether directly or indirectly) for at least 5 years calculated in accordance with paragraph 17(1);
- (e) supply to the relevant person forthwith upon request, copies of the evidence verifying the identity of the applicant for business and the beneficial owner and all other customer due diligence data held by the introducer in any particular case;
- (f) supply to the relevant person forthwith copies of the evidence verifying the identity of the applicant for business and the beneficial owner and all other customer due diligence data, in accordance with paragraph 6(4), held by the introducer in any particular case where –
 - (i) the introducer is to cease trading;
 - (ii) the introducer is to cease doing business with the applicant for business;
 - (iii) where the relevant person informs the introducer that it no longer intends to rely on the terms of business entered into under the provisions of this paragraph;
- (g) inform the relevant person specifically of each case where the introducer is not required or has been unable to verify the identity of the applicant for business or the beneficial owner;
- (h) inform the relevant person where the introducer is no longer able to comply with the provisions of the written terms of business because of a change of the law applicable to the introducer; and
- (i) do all such things as may be required by the relevant person to enable the relevant person to comply with its obligation under sub-paragraph (9).”

Paragraph 11(9) of the Isle of Man’s Proceeds of Crime (Money Laundering) Code 2010 reads as follows:

“A relevant person shall take measures to satisfy itself that the procedures for implementing this paragraph are effective by testing them on a random and periodic basis and the written terms of business shall confer the necessary rights on the relevant person.”

EIC 6.3**“Politically Exposed Person”**

Politically Exposed Person is the term given to the risk associated with providing financial and business services to those with a high political profile or who hold public office. “Politically Exposed Persons” include senior political figures and their immediate family, and close associates. Please see Paragraph 10 of the Proceeds of Crime (Money Laundering) Code 2010 and the Prevention of Terrorist Financing Code 2011 and Section 3.5 of the AML/CFT Handbook for further guidance.

“Principal(s)”

Includes the natural person who ultimately owns or controls the applicant for business or on whose behalf a transaction or activity is being conducted.

For a trust, this also includes the following as per Section 4.6.2:

- (a) the trustee(s) or other persons controlling or having power to direct the activities of the applicant in line with the guidance for individuals and legal persons. Identification evidence can be waived for any trustee(s) who could be treated as acceptable applicants under paragraph 6(5) of the Codes;
- (b) any person(s) whose wishes the trustees may be expected to take into account;
- (c) any other parties including the protector(s) and enforcer(s);
- (d) any person(s) purporting to act on behalf of the trustee(s) and verify that that person is authorised to do so (see 4.7.1 of the Handbook for the approach to be taken when there are numerous signatories). In order to verify that the person is authorised a licenceholder may obtain a copy (certified in accordance with Section 4.5.1) of the resolution of the board of the trustee (or other authority) that provides any individuals representing the trustee with the right to act on the trustee’s behalf;
- (e) any person(s) by whom binding obligations may be imposed on the applicant and verify that that person is authorised to do so;
- (f) the settlor(s) (or other person making the arrangement) i.e. the initial settlors and any persons subsequently settling funds into the trust;
- (g) beneficiaries at the time they come to benefit from the trust. This includes where payments are made directly to beneficiaries and when payments are made to the trustees, licenceholders must establish whether the payment is intended for a beneficiary of a trust and if so obtain verification documents; and
- (h) any potential beneficiaries that the trustee has identified as presenting higher risk, including those presenting increased money laundering, terrorist financing, reputational or other risk.

For a legal person, this also includes:

Where a legal person is not listed on a recognised stock exchange or is not a wholly owned subsidiary of such a listed entity -

- (a) any natural person who ultimately owns or controls (whether directly or indirectly) 25% or more of the shares or voting rights in the legal person.
- (b) any person(s) having power to direct the activities of the legal person. This includes directors and account signatories or persons in equivalent roles, such as, in respect of foundations, council members, enforcer(s), person(s) appointed under the foundation rules (or equivalent in non-Isle of Man established foundations). Where there are numerous directors / council members and / or signatories, the guidance on determining who should be identified and their identity verified at 4.7.1 may be followed; and
- (c) any person(s) purporting to act on behalf of the legal person or by whom binding obligations may be imposed on the legal person.

EIC 6.4

For all legal persons -

- (a) any natural person (whether as an individual, group of individuals or through another legal person or legal arrangement) who exercises effective control of the company or over the management of the company. This includes persons with less than 25% of the shares or voting rights but who nevertheless hold a controlling interest.
- (b) In respect of foundations, this also includes:
 - the registered agent;
 - founder(s);
 - dedicator(s);
 - assignee(s);
 - all known beneficiaries and potential beneficiaries presenting a higher risk;
 - any other person(s) with a sufficient interest, including a person who in the view of the High Court, can reasonably claim to speak on behalf of an object or purpose of the foundation; and
 - a person who the High Court determines to be a person with a sufficient interest under section 51(3) of the Foundations Act 2011 (or equivalent in non-Isle of Man established foundations).

“Purpose / intended nature of business relationship”

A sufficient description should be provided of the reason for the business relationship. For example: provision of current account facilities to the entity; investment of cash assets in equity.

“Related Parties”

This includes Directors, Trustees and all principals* where the applicant for business is a company, trust or foundation.

“Role”

This might include, for example: a shareholder, beneficiary, settlor, partner etc.

“Signature”

This must be signed by an authorised signatory of the Eligible Introducer. A business name is not acceptable.

“Source of funds”

This relates to the source of the customer’s funds that will be involved in the transaction with the accepting business as per Section 3.4 of the AML/CFT Handbook.

“Source of wealth”

The origins of a customer’s financial standing or total net worth i.e. those activities which have generated a customer’s funds and property as per Section 3.4 of the AML/CFT Handbook.

“Type of trust / foundation / company”

For example: private limited company, public limited company, limited partnership, discretionary trust, fixed interest trust, testamentary trust.

Please refer to the accepting business should you have any doubt or queries about completing the Eligible Introducer Certificate Forms.