



SUNTERA  
GLOBAL

DDF1: Individuals

# Fund Due Diligence Form

Please complete all fields as missing information will cause delays when processing your application.

## 1. APPLICANT'S DETAILS

If there are more than the allocated number of applicants, then please submit a separate sheet.

Details	First Applicant	Second Applicant (if applicable)
Title		
Surname		
Forename(s)		
Other/former names(s)		

For this section you must give a permanent residential address. 'Care Of' & PO Box addresses are not acceptable.

Address		
Postcode		
Contact number	H / W / M	H / W / M
Email address		
Date of birth		
Place of birth		
Nationality		
Passport no.		

You must complete the details below with your current occupation – if you have retired then please indicate this along with previous occupation.

Occupation		
Employer		
Address		
Postcode		

## 2. TAX DECLARATIONS (US)

Please tick either (a) or (b) or (c) and complete as appropriate.

Option	Description	First Applicant	Second Applicant
A	I can confirm that I am a US Citizen and/or resident in the US for tax purposes (green card holder or resident under the substantial presence test) and my US federal taxpayer identification number (US TIN) is as follows:	<input type="checkbox"/>	<input type="checkbox"/>
	First applicant TIN		
	Second applicant TIN		

- B I confirm that I was born in the US (or a US territory) but am no longer a US citizen as I have voluntarily surrendered my citizenship as evidenced by the attached documents.
- C I confirm that I am not a US citizen or resident in the US for tax purposes.

### 3. TAX DECLARATIONS (NON-US)

I hereby confirm that I am, for tax purposes, resident in the following country/countries and the appropriate tax identification number(s) and/or National Insurance number (for UK purposes) is:

Applicant (1 or 2)	Country/countries of tax residence	TIN or NI number

If a Tax Reference Number is not available, please provide a brief explanation/rationale to the reason(s) below:

Further information on the issuance rules for TINs and their format can be found at:

[www.oecd.org/tax/automatic-exchange/crs-implementation-and-assistance/tax-identification-numbers/](http://www.oecd.org/tax/automatic-exchange/crs-implementation-and-assistance/tax-identification-numbers/)

### 4. CONTACT PREFERENCES

Details	First Applicant			Second Applicant (if applicable)		
	Mail	Email	Phone	Mail	Email	Phone
Preferred contact method	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Correspondence address						
Postcode						

Applicants may require correspondence sent to an alternative address. 'Care Of' & PO Box addresses are acceptable for this purpose only. If you require correspondence to be sent to your Financial Advisor, then please complete the relevant section of the product application form.

### 5. BANK/BUILDING SOCIETY ACCOUNT DETAILS

Not only will these be used to fulfil our regulatory requirements, but distributions and withdrawals can be made directly to your bank or building society.

Details	Responses	
Bank/society name		
Branch		
Account currency	Branch sort code	
Account name		
Account no./IBAN	SWIFT/BIC code	

The sort code and account number, SWIFT/BIC Code or IBAN can be obtained from your Bank or Building Society branch. Please ensure your account will accept direct credit payments through the Banks Automated Clearing System. Suntera Fund Services (IOM) Limited does not accept instructions for payments to be made to an account other than the client’s own personal account. Should the quotation of account numbers and sort code, or IBAN made by the applicant prove incorrect, Suntera Fund Services (IOM) Limited will not accept responsibility for any loss incurred by the applicant.

## 6. DECLARATIONS

I/We understand that the information I/we provide on this application form, and any additional information supplied, will be processed by Suntera Fund Services (IOM) Limited in line with our published Privacy Notice at [www.suntera.com/privacy-policy-clients](http://www.suntera.com/privacy-policy-clients). I/We further declare that:

- I/We am/are 18 years of age or over.
- I/We agree that this Due Diligence Form forms part of our agreement with you.
- I/We agree that the information contained within this application form is true and accurate.
- I/We agree to notify Suntera Fund Services (IOM) Limited of any changes to the information provided on this form.
- I/We undertake to advise the recipient promptly and provide an updated Self-Certification form within 30 days where any change in circumstances occurs which causes any of the information contained in this form to be inaccurate or incomplete.
- Where I/We am/are legally obliged to do so, I/We hereby consent to the recipient sharing this information with the relevant tax information authorities.

First applicant / signatory		Second applicant / signatory (if applicable)	
Name	<input type="text"/>	Name	<input type="text"/>
Date	<input type="text"/>	Date	<input type="text"/>
Signature	<input type="text"/>	Signature	<input type="text"/>

## 7. CHECKLIST

Please put a cross 'X' in each box.

Action	Complete
I/We have fully completed this application form.	<input type="checkbox"/>
I/We have signed and dated the application form.	<input type="checkbox"/>
I/We have provided a certified copy of a valid piece of photographic ID per applicant, i.e. current passport or driving licence.	<input type="checkbox"/>
I/We have provided a certified copy of a recent piece of residential address verification per applicant, i.e. bank statement or utility bill (this cannot be a mobile phone bill). This can be no more than six months old.	<input type="checkbox"/>

Note: All document certifications must be dated and accompanied by the signatory’s printed name, position, and contact details and include the text, “I certify this is a true copy of the original which I have seen”. Suitable certifiers are restricted to judges, senior civil servants, police officers, customs officers, actuaries, accountants, bankers, officers of an embassy or consulate, lawyers and advocates, notaries, or the director, manager or secretary of a regulated firm.