

Before You Begin - Document Checklist

Client Documents

- Passport e
- Secondary identification document (driver's license or ID)
- Proof of residency status;
 - Locals; Censo 5 Florin
 - Non-Resident; utility bill in the name of the individual – not older than 3 months)

Registered Company Documents

- Chamber of Commerce extract
- Certificate of Incumbency or similar
- Certificate of Incorporation
- Article of Incorporation
- Certificate of Good Standing

All Shareholders and Board Directors Documents

- Valid Government issued ID/Drivers License
- Photo Page of valid passport
- Proof of residency status
- Locals; Censo 5 Florin
- Non-Resident; utility bill in the name of the individual – not older than 3 months)
- Share of register or similar (e.g. K-1, 1020/1160 form, list of members)
- Annual Return

Proof of Earned Revenue

Salary;

- Pay stubs or pay slips
- Employment contract
- Bank account statements highlighting salary deposits

Business Revenue;

- Financial statements, including Profit and Loss, Balance Sheet
- Business tax returns
- Business registration documents
- Business Bank account statements

Loan;

- Loan agreement or promissory note
- Bank or lending institution statements
- Borrower's repayment schedule

Investment;

- Stock dividend statements or brokerage account statements
- Capital gains reports or statements
- Real estate property rental income receipts or lease agreements
- Bank interest statements

Inheritance;

- Will or probate documents
- Trust documents
- Inheritance tax documents
- Bank statements showing inheritance funds or
- Asset transfer documents for inherited property

Other Revenue Sources;

- Freelance work: Invoices, payment receipts, or contracts with clients
- Royalties: Royalty statements from publishers, agents, or distributors
- Alimony: Divorce settlement agreements stating alimony amounts, payment records
- Lottery winnings: Official lottery win confirmation, bank account statements, or winnings declaration and tax payment documentation

Proof of Wealth Sources

- Family Wealth;
 - Family Trust documents Wills and probate documents,
 - Family business financial statements,
 - Inheritance documentation and bank records of inheritance deposits,
 - Bank statements or other financial documents indicating wealth (assets, properties, investments, etc.)

- Company Revenue;
 - Current business Profit/Loss Statements Balance Sheets or statement of financial position,
 - Business bank account statements showing revenue deposits
 - Recent business tax return documents

- Employment Income;
 - Paystubs, W2s or other wage statements.
 - IRS Form 1099s.
 - Tax filings.
 - Bank statements demonstrating regular income.
 - Attestation from a current or former employer etc.

- Former Business Ownership;
 - Business registration or incorporation documents;
 - Shares or stock certificates, if the business was a corporation, indicating your ownership stake.
 - Past business tax returns and financial statements (Profit/Loss Account, Balance Sheet)
 - Sale or transfer contract if you sold your stake in the business

- Real Estate Sale;
 - Sale deed or property transfer documents
 - Bank account statement showing proceeds from the sale Property appraisal report before selling, if available
 - Documentation of property advertising (real estate listing, newspaper ads, online ads), if relevant
 - Real estate agent or broker statement or agreement, if used