



BANK OF GEORGIA  
BUSINESS

# **"KNOW YOUR CLIENT" (KYC) AND DECLARATION OF THE SOURCE OF FUNDS AND WEALTH**

**QUESTIONNAIRE FOR LEGAL PERSONS  
AND OTHER ENTITIES**



## 1. PLEASE, PROVIDE THE FOLLOWING INFORMATION ABOUT THE LEGAL ENTITY

Name

Identification number

Trade name

Legal entity's website address (if any)

Please provide us with detailed information on how the activity of legal entity is linked to Georgia. If your business is being conducted in any country other than Georgia, please indicate such countries

Please provide the information about legal entities with whom transactions shall be carried out –sending/receiving funds. Specify the name of those legal entities, their country of operation, the purpose of transactions and the amount of funds involved. If the activity of legal entity involves cross-border trade (export/import), please indicate the route of transportation and the country of origin/delivery of goods, and the link of this activity to Georgia

## 2. INFORMATION ABOUT BENEFICIAL OWNERS (SEE APPENDIX 1 FOR DEFINITION)

Please provide the following information on an individual(s) who owns directly or indirectly 25% or more of voting rights or shares in the legal entity, or individual(s) who exercises control over the legal entity through other means (Where no such individual(s) can be identified, the following information must be provided concerning the senior managing official of the legal entity):

Name and surname

Date of Birth

Citizenship

Place of residence (address)\*

The name of the employers or companies owned by UBO besides the information about the business activities of such companies

Source of wealth (total assets, funds/savings accumulated) (see Appendix 1 for potential sources of wealth)



**3. INFORMATION ON POLITICALLY EXPOSED PERSONS (SEE APPENDIX 1 FOR THE DEFINITION) AND RELATED INDIVIDUALS:**

Please indicate if the beneficial owner of the legal entity is (or had been):

A politically exposed person

And/or a family member of a politically exposed person

And/or a close associate of a politically exposed person (e.g. joint ownership or control of shares in a legal entity, other close business, professional or personal relationships)

In case of a positive answer, please indicate the politically exposed person's:

Name and surname

Office (official position) Term of office

Type of connection with the beneficial owner (e.g. sibling, business partner, close friend, etc.), unless the beneficial owner is himself/herself a politically exposed person

Name and surname	Office (official position)	Term of office	Type of connection with the beneficial owner (e.g. sibling, business partner, close friend, etc.), unless the beneficial owner is himself/herself a politically exposed person
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**5. BY SIGNING THIS APPLICATION, I CONFIRM THAT THE ULTIMATE OWNER OF THE ACCOUNT(S) IS THE LEGAL ENTITY REPRESENTED BY IT'S AUTHORIZED REPRESENTATIVE, AND DECLARE THAT THE INFORMATION INCLUDED IN THIS APPLICATION IS ACCURATE**

Authorized representative's name and surname

ID/Passport Number

Signature

Date



#### 4. APPENDIX 1 - DEFINITIONS

**1. Beneficial owner of the company** - is an individual(s) who owns directly or indirectly 25% or more of voting rights or shares in the legal person, or an individual(s) who is exercising ultimate control over the legal person through other means. Where no such individual(s) can be identified, the senior managing official of the legal entity shall be considered as beneficial owner.

**2. Politically Exposed person** - is a natural person who has been entrusted with prominent public or political function (except for middle or low ranking state officials) including: Head of state/government; Member of the government (minister, deputy minister); Head of the government institution; Member of the legislative body (parliament); Head of the political party or member of its governing body; Member of the Supreme Court, Constitutional Court or other high-level judicial body; Auditor General, his/her deputy, member of the Court of Auditors; Board member of the National (Central) Bank; Ambassador, head of diplomatic mission (chargés d'affaires); High ranking officer in defense forces (military); Head of the state-owned enterprise or member of its governing body; Head of the international organization or member of its governing body.

#### 3. Sources of wealth/funds & the relevant proof (documents)

Potential sources of wealth/funds	Proof of source of wealth/funds (documents must be provided only if requested)
Potential sources of wealth/funds	<ul style="list-style-type: none"> <li>Statement from the employing organization</li> <li>Bank statement detailing the account activity</li> </ul>
Sale of shares, other securities or an investment portfolio	<ul style="list-style-type: none"> <li>Investment certificate or contract</li> <li>Bank statement</li> <li>Trade confirmation from the investment or brokerage company detailing the account activity</li> </ul>
Income from business activity	<ul style="list-style-type: none"> <li>Documents verifying the business/professional activity</li> <li>Company website (if any)</li> <li>Financial statement</li> </ul>
Dividend	<ul style="list-style-type: none"> <li>Audit report (legal opinion)</li> </ul>
Sale of real estate	<ul style="list-style-type: none"> <li>Sales contract</li> <li>Statement from the real estate agency</li> </ul>
Inheritance	<ul style="list-style-type: none"> <li>A copy of the will (testament)</li> <li>Judgment of the court (division of property, etc.)</li> <li>Confirmation from the attorney</li> </ul>
Insurance premium	<ul style="list-style-type: none"> <li>Confirmation from the insurance company or licensed broker</li> </ul>
Gift	<ul style="list-style-type: none"> <li>Donation acknowledgment letter</li> </ul>
Winnings in lottery, sports betting or gambling	<ul style="list-style-type: none"> <li>Statement from the licensed gambling operator</li> <li>Bank statement</li> <li>Information published in reliable/trusted media sources concerning winnings in gambling</li> </ul>
Compensation	<ul style="list-style-type: none"> <li>Court decision</li> <li>Written confirmation of the lawyer</li> </ul>
Crypto currency	<ul style="list-style-type: none"> <li>Statement (if not available, screenshot) from an e-wallet or crypto currency account</li> </ul>
Property acquired via divorce settlement	<ul style="list-style-type: none"> <li>Court decision and a copy of the property distribution agreement</li> </ul>
Other	<ul style="list-style-type: none"> <li>Other verification documents</li> </ul>

