



## **KYC GUIDE**

### ***Caps Solutions Ltd 2020***

#### **PROOF OF IDENTITY**

We accept the following documents for proof of identity:



1. Valid National ID card
2. Valid National Passport
3. Driving License

All of the above types of identification must have:

- Full name
- Photo
- Date of Birth
- Place of Birth/Nationality
- Unique ID Number
- Issuing Authority
- Expiry Date
- Must be in Color copy
- All 4 corners of the document must be shown

### **PROOF OF RESIDENCE**

1. Utility Bill

This includes: electricity bill, water bill, landline telephone bill, local authority tax bill or any other bill meeting the below requirements:

- Full name
- Residential address
- Logo of the relevant authority or clear stamp indicating the issuing authority
- All 4 corners of the document must be shown
- Issued within the last 6 months

2. Bank Statement

- Full name
- Residential address
- Logo of the Bank or clear stamp of the Bank
- All 4 corners of the document must be shown
- Issued within the last 6 months

3. Reference Letter

- Full name
- Residential address



- Printed on the letterhead of the relevant organization/authority and signature by an authorized officer
- All 4 corners of the document must be shown
- Issued within the last 6 months

#### 4. Affidavit

- Full name
- Residential address
- Notarized by a public notary or a government authority
- All 4 corners of the document must be shown
- Issued within the last 6 months

### **OTHER IMPORTANT DOCUMENTS**

#### **For deposits made through credit/debit card:**

##### 1. Credit/Debit card (Front & Back)

- Full name of cardholder
- Date of expiry of the card
- Showing the last 4 digits (these should be matching the card number used to fund the account of the Client)
- Signature on the designated space provided on the card
- All 4 corners of the document must be shown

*\*Please ensure that the first 12 digits of the card are covered/not shown*

##### 2. Proof of cardholder document

- Full name
- Date
- Banks' name and logo
- Showing the last 4 digits of the card
- All 4 corners of the document must be shown

#### **For deposits made through wire transfer:**

##### 1. Confirmation of deposit through wire transfer

- Full Name
- Date
- Company's details for the actual transaction



- The amount deposited

2. Bank Statement

- Full Name
- Date
- Name of the bank
- IBAN
- BIC

**For deposits made through E-Wallets:**

1. Confirmation of deposit through E-Wallet

- Name
- Date
- Amount
- Destination of deposit