

# Forward Group Personal Information Form



Welcome to Forward Group and thank you for enquiring about our services.

This Form needs to be completed by beneficial owners, shareholders, directors, controllers, beneficiaries, settlors and protectors/enforcers of any entities that are in receipt of any administration services from Forward Group.

| A: Your Details                                                                                                                                                                                           |  |                      |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|----------------------|--|
| A1: Title                                                                                                                                                                                                 |  | A2: Forenames        |  |
| A3: Surname                                                                                                                                                                                               |  |                      |  |
| A4: Previous names (if any) e.g. maiden names or from deed poll changes.                                                                                                                                  |  |                      |  |
| A5: Full Principal Residential Address<br>Please include house name/number/plot; street name/number; town/city; postal code and country and will be considered your principal residence for tax purposes. |  |                      |  |
| A6: Email                                                                                                                                                                                                 |  |                      |  |
| A7: Home Telephone                                                                                                                                                                                        |  | A8: Mobile Telephone |  |
| A9: Date of Birth                                                                                                                                                                                         |  | A10: Town of Birth   |  |
| A11: Country of Birth                                                                                                                                                                                     |  | A12: Nationality     |  |
| A13: Additional Nationalities<br>Please provide details of dual / multiple nationalities and passports held.                                                                                              |  |                      |  |
| A14: Principal Occupation<br>Please be specific rather than using generic terms such as 'Company Director'.                                                                                               |  |                      |  |
| A15: Employer Name                                                                                                                                                                                        |  |                      |  |
| A16: Employer Address                                                                                                                                                                                     |  |                      |  |
| A17: Any other additional information                                                                                                                                                                     |  |                      |  |

## B: Additional Details

### B1: Politically Exposed Person ("PEP") connections

Do you hold or have previously held, any public function including, but not limited to, the positions listed opposite?

Guidance Note on PEPs is available here:

<https://forwardjersey.com/download/guidance-note-peps/>

- ☐ Head of State or of Government
- ☐ Political, Governmental, Judicial or Military Position
- ☐ Executive of a State-Owned Corporation
- ☐ Executive of an International Institution (IMF/EU/UN etc.)
- ☐ Other Government or Civil Service Appointment

If you have ticked any of the above, please provide full details of the position or appointment.

### B2: Politically Exposed Person ("PEP") associated connections

Do any immediate family member or close associate of yours, hold or have previously held, any public function including, but not limited to, the positions listed opposite?

Guidance Note on PEPs is available here:

<https://forwardjersey.com/download/guidance-note-peps/>

- ☐ Head of State or of Government
- ☐ Political, Governmental, Judicial or Military Position
- ☐ Executive of a State-Owned Corporation
- ☐ Executive of an International Institution (IMF/EU/UN etc.)
- ☐ Other Government or Civil Service Appointment

If you have ticked any of the above, please provide full details of the position or appointment.

### B3: Please list any countries where you have business interests or other significant assets, not previously mentioned above.

This is to ensure that Forward Group can meet its' procedural and regulatory obligations to identify any direct or indirect exposure to high risk or sanctioned jurisdictions that may otherwise not be apparent.

### B4: Have you ever been, or are you currently, under investigation, pending charges, or involved in pending or current litigation in any of the following legal matters, in any jurisdiction:

- any regulatory or governmental sanction;
- insolvency or bankruptcy proceedings;
- disqualification from acting as a director; or
- arrested, charged or convicted in relation to any criminal offence\*.

\*other than for minor traffic offences that did not result in a license suspension or a custodial or suspended custodial sentence.

- ☐ Yes
- ☐ No

If yes, please provide details including resultant sentence and dates:

## C: Additional Details Required for Shareholders, Beneficial Owners and Controllers

This section needs to be completed by any individual who is providing funding to the structure in terms of equity investment, as a beneficial owner or controller or lender. Individuals completing this Form in their capacity as a director of a client entity, but who are not introducing monies into a structure administered by Forward Group, may omit this section.

### C1: Source of Wealth

Source of Wealth describes how you, or your family, have generated your total net worth. You should include as much detail as possible, while avoiding the use of generic terms, such as 'inheritance' or 'family business'.

**Guidance Note on Source of Wealth and Source of Funds is available here:** <https://forwardjersey.com/download/guidance-note-sow-sof/>

### C2: Source of Funds

Please provide details of where the specific funds being invested into the entities with which you are associated have been derived.

### C3: Estimated net worth

Please provide a rough indication of your total net worth.

## D: Individual Self-Certification for FATCA / CRS

Tax regulations require us to collect information about your tax residency. In certain circumstances (including if we do not receive a valid self-certification from you) we will be obliged to share certain information about your account/s with the States of Jersey Income Tax Authority.

In general, you are tax resident where you are liable to taxes, based on where you live and work permanently although different jurisdictions have different rules in relation to tax residency. If you have any questions about your tax residency, please contact your tax advisor.

Please note that any US citizens are considered tax resident in the US irrespective of their actual country of residence. If you have indicated a US place of birth or have otherwise been a citizen of the US but have formally renounced your citizenship, please provide us with the official documentation confirming this.

|                                                                                          |                                                                                                |
|------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
| <b>D1: Are you a US Green card holder?</b>                                               | <input type="checkbox"/> Yes <input type="checkbox"/> No                                       |
| <b>Country of Tax Residency</b>                                                          | <b>Tax Identification Number ("TIN")</b><br>TIN, UTR, National Insurance number or equivalent. |
| D2:                                                                                      | D2a:                                                                                           |
| D3:                                                                                      | D3a:                                                                                           |
| D4:                                                                                      | D4a:                                                                                           |
| <b>D5: Country of Domicile for Taxation</b><br>If different from tax residence D2 above. |                                                                                                |
| <b>D6: Tax residence</b><br>Date you became tax resident in the above country(ies).      |                                                                                                |



# Declaration and Sign Off

## I hereby confirm that:

- The above particulars are true and correct to the best of my knowledge, information, and belief;
- I have read and understood the Forward Group Terms of Business and I agree to be bound by the Terms which, for my ease of reference are located here: <https://forwardjersey.com/download/terms>;
- I undertake to notify you within 30 days of any changes to the information provided in this Form;
- I have never been declared bankrupt in any part of the world or been a director or otherwise concerned in the management of a company which has been subject to an insolvent liquidation or judicial enquiry in any part of the world; and
- I consent to you disclosing the information contained herein to third parties, as appropriate, including relevant tax authorities.
- I consent that the information provided within this Form may be collected and / or processed by Forward Group and its' Affiliates or by third parties who provide services to Forward Group and / or the Company. Such processing may involve the transfer of data out of the European Economic Area and I hereby acknowledge and agreed to such transfer, as required.

## Using your Personal Data

Forward Group use the personal information you provide in this Form to make a decision about whether to perform the services on your behalf, to provide you with our professional services and to enable us to meet our legal obligations. For more information please see our full Privacy Policy at <https://forwardjersey.com/privacy-statement> or alternatively you can request a copy by writing to us at [gdp@fw.je](mailto:gdp@fw.je).

|               |  |
|---------------|--|
| E1: Name      |  |
| E2: Signature |  |
| E3: Date      |  |