

## Lloyd's Onboarding Aid

This guidance document has been created to provide an overview of the onboarding due diligence requirements. All requirements will be subject to change depending on the risk profile associated with the relationship and guidance will be shared in these instances. For the controller definition please see the Financial Services and Markets Act 2000, for the beneficial owner definition please review the Money Laundering Regulations 2017.

### For Corporates (Members/TPFPs)

- Full legal name (including previous names used in the past 10 years)
- Incorporation date and country where incorporated
- Addresses - registered address, principal place of business and trading address
- Industry type (sometimes referred to as nature of business)
- The names of key related parties (i.e. its board of directors and senior management)
- Verification of ownership including percentage of shares, profit, capital and voting rights held (as applicable)
- Authorised signatory list

### For Intermediate Corporate Entities (Controllers, Beneficial Owners, etc...)

- Legal name
- Country of registration/formation
- Industry type
- Verification of ownership including percentage of shares, profit, capital or voting rights held (as applicable)

Potential Documents	Ownership and Beneficial Owners	Legal Form and existence	Legal Name	Trading Name	Registered Address	Trading Address	Date and Country of Incorporation	Nature of Business
Company registry documentation (Annual reports, audited annual accounts, audited financial statements, Change of Name documents, Certificate of incorporation, Memorandum or Articles of Association etc...)	✓	✓	✓	✓	✓	✓	✓	✓
Board Resolution/Shareholder's meeting minutes	✓							
Certificate of Incumbency (where issued by an independent Business Relationship)	✓		✓		✓		✓	
Share Register (Director Register or equivalent)	✓							
Trust deed (Including amendment to trust deed documentation)	✓	✓	✓		✓		✓	
Extract from approved or unapproved regulator	✓	✓	✓	✓	✓		✓	✓
Extract from approved or unapproved exchange	✓	✓	✓	✓	✓		✓	✓
Regulatory filings	✓	✓	✓	✓	✓		✓	✓
Written confirmation/declaration signed by an accountant/solicitor capable of having their status verified.	✓			✓	✓	✓		✓
Partnership agreement	✓	✓	✓		✓	✓	✓	
Government issued document			✓					
Company website				✓		✓		✓
Copy of current prospectus			✓	✓	✓	✓		✓
Trade directory				✓		✓		✓
Confirmation via Members Agent								✓
Confirmation from the Member / TPFP								✓

Potential Documents	Individual Identity	Residential Address / Domicile
Unexpired Passport	✓	
Unexpired Driving Licence (with signature)	✓	✓
Unexpired National Identity Card (must incl Signature and Photo)	✓	
Unexpired Firearms Certificate/Shotgun Licence (UK)	✓	✓
Bank Statement / Utility bills within previous 3 months		✓
Council tax bill dated within previous 3 months		✓
Instrument of a Court appointment (liquidator or grant of probate)		✓
Documented visit by a Member's Agent or DCP (detailing date, time, attendees, address, subject of discussion, any agreed actions).		✓

## Certification

All verification documentation provided must be original or original copies which have been certified or notarised as being a true copy of the original and dated.

When obtaining documentation which is not publicly obtainable it would require to be certified as an original. Certification guidance is as follows:

- Certification must be of original documents.
- Documents should be less than 3 months old, if the document holds a long expiry date i.e. Passport then certification should be less than 3 months old.
- Name, signature and job title of the certifier.
- Date of certification.
- Written confirmation from the certifier the copies are true and exact copies and that they have seen the original, suggested text "I hereby certify that this is a true and correct copy of the original document sighted by me".

## For Individuals

- Full legal name (including middle name and any other names used)
- Primary residential address and confirmation of country of residence
- Date of birth
- Nationality including any dual nationality held
- Tax residency (ownership interest only)
- Occupation & industry (ownership interest only)

**Note:** When completing verification on an individual a minimum of two documents must be provided. Example: Driving Licence cannot be used to both verify the identity AND residential address of an individual. It would need to be a Passport and Driving Licence or Driving licence and another document.

## Who can Certify

Certifiers must hold a professional status and belong to a professional body, examples would include Solicitor, Accountant, Notary, regulated individual (FCA) etc... The certifiers professional standing must be able to be verified publicly, examples would include Law Society, ICAEW, ACCA, FCA, SRA, Bar Association etc... If the certifiers professional standing cannot be evidenced, then new certification may be required.

It is important that the certifier is independent, meaning they cannot certify their own documentation due to a conflict of interest. This extends to certifiers who are related, who are living at the same address or who are in a relationship with the individual (where this is known).

Not all documentation requires to be certified. Examples of these would include publicly accessible documentation (which do not require a fee) or original documents issued by the General Register Office or HMRC e.g., death certificate, marriage certificate, grant of probate.

**Note:** Additional guidance can be found on [Lloyds.com](https://www.lloyds.com), alternatively please liaise with your respective Members Agents. If you do not have an appointment Members agent, then please contact Lloyd's directly at [ClientOnBoarding@lloyds.com](mailto:ClientOnBoarding@lloyds.com).