



Company Information Update Form

CIUF 082018

Universal Client Number Assigned

To update contact details, the following documentation may be required:

1. **1 valid identification** (Driver's License or Passport or National ID/Resident Card + Birth/Adoption Certificate)*;
2. **Tax Registration Number or Foreign Equivalent,**
3. **Proof of Residential Address** (Must have **YOUR** name and **YOUR residential** address on it and must not be older than 3 months)

This form is to be used to make updates to a Company record. Please check the appropriate box(es) and indicate the update(s) which are being requested.

Registered Company Yes No If No, state type of company

Company Code (assigned by JMMB) Company Account Number

Company Name (as stated on client record)

Politically Exposed Persons (PEP): Are any of the directors, , signatories, majority shareholders or their immediate family members (spouse*, child, step & adopted child, parents, siblings, child's spouse*) or their close business associates, a current or former Head of State, Head of Government, member of any House of Parliament, Minister of Government, member of the judiciary, military official above the rank of Captain, member of police above the rank of Assistant Commissioner, Permanent Secretary or Chief Technical Director in charge of a Government department/ministry/executive agency/ statutory body, official of any political party &/or director or CEO of any company owned by your country of residence or a foreign government?

No Yes **If Yes in what capacity?**

* including common-law

Is the company:

- a) Acting as a trustee for another in relation to the business relationship or one off transaction concerned? Yes No
- b) One with nominee shareholders, or shares held in bearer form? Yes No

Update Company Information

Principal Shareholders (Kindly submit copy of documentation indicating new principal shareholders. Principal Shareholders are to provide 1 valid government issued identification, TRN & proof of address. For additional owners please provide the information on an additional sheet of paper.

Principal Shareholder 1

Principal Shareholder 2

Full Name

Full Name

Residential Address

Residential Address

.....

.....

Telephone No.

Telephone No.

Title/Position

Title/Position

Email Address

Email Address

% Shareholding

% Shareholding

Is a US person? Yes No

Is a US person? Yes No

If Yes state US affiliation PEP? Yes No

If Yes state US affiliation PEP? Yes No

Update Directors - Kindly submit a copy of the Resolution indicating new directors &/or authorized signers.

	Full Name (Title, First, Middle, Last Name)	Residential Address (proof of address must be submitted)	Telephone Number	Signature	PEP? (If Yes, Please State Capacity)
1.					
2.					
3.					
4.					



Registered Business Address

.....

Nature of Business

.....

Authorized Signatories - (Each authorized signer MUST submit 1 valid ID, TRN and proof of their residential address)

	Name(s) <i>(enter title, first, middle & last name)</i>	Add to /Remove from Account(s)	Signing Instructions	Signature of Client being Added	PEP? (If Yes, Please State Capacity)
1		<input type="checkbox"/> Add or <input type="checkbox"/> Remove Account Number:	<input type="checkbox"/> Any One to Sign <input type="checkbox"/> Any Two to Sign <input type="checkbox"/> All to Sign <input type="checkbox"/> Special Instructions		
2		<input type="checkbox"/> Add or <input type="checkbox"/> Remove Account Number:	<input type="checkbox"/> Any One to Sign <input type="checkbox"/> Any Two to Sign <input type="checkbox"/> All to Sign <input type="checkbox"/> Special Instructions		
3		<input type="checkbox"/> Add or <input type="checkbox"/> Remove Account Number:	<input type="checkbox"/> Any One to Sign <input type="checkbox"/> Any Two to Sign <input type="checkbox"/> All to Sign <input type="checkbox"/> Special Instructions		

*Additional instructions may be indicated on the Supplemental Company Relationship Sheet.

Income Details & Projected level of Activity

What is the maximum projected level of activity within a year? (e.g. between J\$100,000 - J\$200,000)

Expected transaction amounts and frequency (e.g. J\$10,000 per month, etc.)

Income Main source(s) of funds

Risk Status

Purpose of the Account

Bankers

Principal Banker

Secondary Banker

Full Name

Full Name

Address

Address

Telephone No.

Telephone No.



Company Mailing Address / Instructions

	Account #	New Mailing Address	New Mailing Instruction
1.			<input type="checkbox"/> Mail <input type="checkbox"/> Hold* <input type="checkbox"/> Email to
2.			<input type="checkbox"/> Mail <input type="checkbox"/> Hold* <input type="checkbox"/> Email to

*Please note that authorization will be required from a Branch Manager or Branch Operations Manager to 'Hold' mail.

Contact Person Information

Contact Person Name	Position	Cell Number	Office Number

Bearers

(List the names of Personnel/Bearers authorized to collect documents/receive information on behalf of the Company)

	Name (First Name/Last Name)	ID Type (*)	ID Number	ID Expiry Date (DD/MM/YYYY)
1.				
2.				

I confirm that by signing this form, I declare and acknowledge that the information given by me is correct and will be relied upon by JMMB; also that I/we am authorizing JMMB to take such steps as it may deem necessary to verify any of the information provided by me/us. I/We have read this form, before signing and are aware of the obligations contained herein.

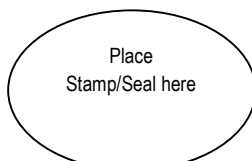
Authorized Signatory Name Authorized Signatory Name
 Title Title
 Signature Signature
 Date Date
 (DD/MM/YYYY)



This section is to be completed by a Justice of the Peace, Notary Public, Bank Manager or Attorney-at-Law if documents were signed outside a JMMB Office.

I hereby certify that the signature(s) appearing on this form was/were affixed in my presence by the said person(s) who presented satisfactory identification(s).

Name Signature
 Address
 Parish/City State Zip Code
 Country Date
 (DD/MM/YYYY)



ELECTRONIC INDEMNITY

TO: JMMB GROUP LIMITED and its subsidiaries and affiliated companies

Authority and Indemnity re Facsimile and Electronic Mail Instructions

The term "JMMB Group" when used in this document means, collectively, JMMB Group Limited and all of its subsidiaries and affiliated companies (as such terms are defined in the Companies Act), whether such subsidiaries and affiliated companies are now in existence or are subsequently formed or become affiliated with JMMB Group Limited.

I (your client) hereby authorize JMMB Group to act on non-signature bearing instructions which it receives by any of the methods approved by me below (hereinafter referred to as "the Instructions"). In consideration of JMMB Group, any of its officers or agents or otherwise accepting the Instructions, including regarding any of my accounts with you, whether such accounts are individual or joint, or they currently exist or are subsequently opened or operated in my name, I agree:

1. that JMMB Group may accept and act on the Instructions sent by me from time to time and I voluntarily and with full knowledge take and assume any and all risks associated with the Instructions;
2. that whenever the Instructions are received by JMMB Group and purportedly sent by the authorized signer(s) on an account (subject to specific signing instructions on the account, e.g. "any one to sign" or "all to sign"), JMMB Group shall have no obligation to check or verify the authenticity or accuracy of the Instructions or the identity of the sender or confirmer of the Instructions and may act on the Instructions as if they had been duly provided in writing under my signature or given by me in person at one of your offices;
3. to irrevocably authorize JMMB Group to execute the Instructions immediately upon first receipt by any of the methods approved by me below or from time to time (e.g. fax or email), and to debit my/our account(s) with all sums of money whatsoever, interest on money, costs, charges and expenses which JMMB Group may incur or charge as a result of its complying with the Instructions. Where the Instructions are later duplicated or contradicted by instructions bearing signatures, JMMB Group may act on those signature-bearing instructions as well as the previous Instructions sent in accordance with this authorization. If this should occur I acknowledge that JMMB Group shall not bear any loss or damage resulting from acting on both sets of instructions and I hereby agree to indemnify JMMB Group against all losses, liabilities, claims or damages which may arise. JMMB Group in line with good customer service may endeavor to assist me to rectify, however JMMB Group is not obligated to do so. Transactions involving a third party are at the sole discretion of that party to assist in rectifying;
4. that in acting on the Instructions, JMMB Group will at all times be deemed to have acted properly in executing the Instructions and to have completely performed all obligations owed to me, notwithstanding that the Instructions received by JMMB Group purportedly from me may have been initiated or communicated in error or fraudulently, or without or in excess of any required authority and notwithstanding any error or misunderstanding or lack of clarity in the terms of such Instructions. I agree that JMMB Group may execute any Instructions by reference to the account number only, even if the name on the account is also provided (including where there may be a discrepancy between the two). I shall at all times be bound by the Instructions received by JMMB Group and purportedly sent by me from time to time on which JMMB Group may act;
5. that JMMB Group reserves the right, in its absolute discretion, not to act on the Instructions received in whole or in part. Without limiting that absolute power, JMMB Group may refuse to act on the Instructions if JMMB Group believes that the Instructions were fraudulently provided. In its sole and absolute discretion, JMMB Group may put the Instructions on hold pending further enquiry or further confirmation (whether written or otherwise) by me. JMMB Group shall in no event or circumstances be held liable in any respect for any costs or losses suffered from declining to accept or act on the Instructions or putting the Instructions on hold;
6. that notwithstanding the above, JMMB Group is not obligated to carry out such further enquiry or seek or obtain further confirmation, and it may proceed to act in accordance with the Instructions and shall in no event or circumstances be held liable in any respect for any costs or losses suffered from so proceeding;
7. JMMB Group may from time to time change its policies in relation this authorization without notice to me. These policy changes include the types of instructions to which this authorization may or may not apply. Unless otherwise changed by JMMB Group, the policy is that this authorization will not apply to:
 - (i) changing signing instructions on accounts;
 - (ii) adding persons to existing accounts;
 - (iii) applications for cards (including debit and credit cards); and
 - (iv) applications for loans, hypothecations and guarantees;
8. to indemnify JMMB Group, its officers, agents and assigns and to keep each of them free and harmless from and against all actions, proceedings, liabilities, claims, damages, diminution in value of property, costs, losses and expenses of any nature whatsoever and howsoever arising out of or in connection with JMMB Group acting on the Instructions in whole or in part sent or having exercised (or failed to exercise) the discretion conferred upon JMMB Group in paragraph 5 above. I irrevocably agree to pay such amounts to JMMB Group that arise pursuant to this paragraph on demand. This paragraph shall survive the termination or invalidity of this authorization or any portion of it;
9. to be jointly and individually liable under this authority and indemnity in respect of any and all joint accounts;
10. that JMMB Group is providing me with an additional contractual service via this authorization, and will hold and enforce its terms on me and any account holder(s) that are currently on or that may be added to my account for which this service will apply. I agree that notice of the terms of this authorization to one joint account holder is deemed to be notice to any/all other joint account holder(s), and all joint account holders will be bound by the terms herein. I undertake to inform all joint account holder(s) of the execution of this authorization and its terms;
11. that I acknowledge that providing the Instructions is for my convenience and in my interest only and at my sole discretion and is not a feature of my account(s) with JMMB Group;
12. that this authorization will operate to terminate and supersede all previous authorities that I gave to JMMB Group to accept non-signature bearing instructions;
13. that this authorization may be terminated by me or by JMMB Group upon ten (10) days' prior written notice to the other, provided, however, that this authorization may be terminated by JMMB Group immediately without notice in the event JMMB Group deems the security of the procedures hereby established to have been materially compromised or breached; and provided further that termination by JMMB Group or me shall not affect JMMB Group's rights or release me from my obligations, including without limitation, to indemnify JMMB Group with respect to any Instructions received by JMMB Group prior to termination;
14. JMMB Group may from time to time in writing vary, add to or replace the terms and conditions in this indemnity and unless I terminate this authorization, I will be deemed to consent and agree to each such variation, addition and replacement which shall be binding on me;
15. that this authorization in all respects shall be construed in accordance with and governed by the laws of Jamaica.

Please indicate the method(s) for the transmission of Instructions to JMMB Group which are approved or not approved by you by checking the appropriate box. For each method of transmission you must indicate either Yes or No.



Certification instructions - You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN.

.....
 Signature of US Person Taxpayer Identification Number (TIN) Date (DD/MM/YYYY)

 Signature of individual authorized to sign for US Person Name Date (DD/MM/YYYY)

TO BE COMPLETED BY JMMB PERSONNEL ONLY

Subsidiary/Branch/Department

Documents Received from Client

- Certification of Incorporation Business Name Registration Certificate Memorandum & Articles of Ass. or Articles of Incorporation
- Certificate of Registration (for Charities/Non-Profit Org. issued by Department of Cooperative & Friendly Societies)
- Company TRN Company TCC Board Resolution Letter from Ministry Of Finance
- Financial Statements Current Tax Returns Indemnity Partnership Agreement
- Form W-8BEN-E Form W-8IMY Form W-8EXP Form W-8ECI Form W9
- ID, TRN & Proof of Address for Directors, Major Shareholders & Authorized Signers
- Other documents

FOR BRANCH USE ONLY	Input Agent:	Signature:	Date (dd/mm/yy):
FOR BRANCH SUPPORT UNIT	Input Officer:	Signature:	Date (dd/mm/yy):
	Approving Officer:	Signature:	Date (dd/mm/yy):
	Scanning Officer:	Signature:	Date (dd/mm/yy):