

List of Required Documents for Legal Entities

- Memorandum and articles of incorporation and/or Articles of Association of the prospective client and/or any other documents, defining the client's legal status in accordance with the legislation of the place of the client's domicile (incorporation). Documents must be legalised or apostiled.
- Amendments and Addendum to the documents or new version of such documents, defining legal status of client in accordance with legislation of the place of client's domicile (incorporation). Documents must be legalised or apostile if appropriate.
- Certificate of incorporation or Extract from trade register of the country of the client's incorporation or other document, confirming the fact of state registration. Documents must be legalised or apostile
- Certificate of Shareholders and beneficial owners of the client's entity. Document must be legalised or apostile. If a share certificate issued by the company, this should not be older than one year from the date of applying to become a client of Alfa Capital Holdings (Cyprus) Ltd.
- For BVI companies' certificate of incumbency issued by the Registered Agent stating the shareholders and directors.
- Certificate of Directors and secretary of the client's entity. Document must be legalised or apostile
- Certificate confirming the client's entity registered legal address. Document must be legalised or apostile
- Certificate of good standing (if the presented foundation documents were legalised or apostiled one year ago or more)
- Relevant Board of Directors resolution signed by all directors authorising Attorney to act on behalf of the company pursuant to the Power of Attorney.
- Power of Attorney legalised or apostile accompanied by a copy of the passport of the Attorney and a signature sample.
- Legalised passport or ID of all individuals (ie Directors) who have the authority to act/sign on behalf of the company.
- List of signatures of persons authorised to act on behalf of the client's entity

When you have completed the questionnaire and prepared the relevant package of required documents, please send them to Alfa Capital Holdings (Cyprus) Limited by fax at ++35722681505 (with note "Attn: of compliance") or e-mail at info@alfacapital.com.cy. The original questionnaire document must be send by regular mail the following address: Kastellorizo Presidium, 3 rd Floor, 6 D. Severi Street, CY-1080 Nicosia, Cyprus.