

Checklist of Documents accompanying Applications for Sanction

Purchase/Transfer of Shares in Companies which own Immovable Property - In the case of an Individual

**Please tick as
appropriate**

The Applicant

1. Certified true copy of applicant/(s) valid passport details which must be accompanied by the contact details of the certifying Notary or Attorney. ☐
2. Copies of 2 utility bills as proof of residential address which should not be older than 3 months from the date of the application. ☐
3. Original Current Police Clearance Certificate not older than 6 months from the date of the application in country of residence in the last 2 years. ☐
4. Signed declaration that the individual is not (or is) a Politically Exposed Person (PEP). ☐
5. Signed declaration of source of funds to be used for the proposed transaction (*Declaration Form attached*). ☐
6. Signed declaration of proof of funds from the originating bank validating the proposed transaction. (e.g. a bank-signed bank statement showing the requisite balance of funds or a letter of reference stating availability of funds from the bank). ☐

The Vendor

1. Certified true copy of vendor(s) valid passport details which must be accompanied by the contact details of the certifying Notary or Attorney. ☐
2. Copies of 2 utility bills as proof of residential address which should not be older than 3 months from the date of the application. ☐
3. Where the Vendor(s) is/are Non-Seychellois Original Current Police Clearance Certificate not older than 6 months from the date of the application in country of residence in the last 2 years. ☐

Purchase/Transfer of Shares in Companies which own Immovable Property - In the case of a Corporate Body

The Applicant

1. Certificate of Incorporation. ☐
2. Memorandum and Articles of Association. ☐
3. Register of Shareholders and Directors as per last company annual returns. ☐
4. Written declaration by the natural person(s) who is/are the ultimate beneficial owner(s) of the corporate body holding more than 25% of the shares, which is duly certified by a Notary or Attorney and with the contact details of the certifying Notary or Attorney. ☐
5. Signed declaration that the ultimate beneficial owner(s) is/are or is not/are not Politically Exposed Person(s) (PEP). ☐

6. Certified true copy of valid passport details of the ultimate beneficial owner(s), shareholders and directors of the corporate body holding more than 25% of the shares, which must be accompanied by the contact details of the certifying Notary or Attorney. ☐
7. Copies of 2 utility bills of the ultimate beneficial owner(s), shareholders and directors of the corporate body holding more than 25% of the shares, as proof of residential address, which should not be older than 3 months from the date of the application. ☐
8. Original Current Police Clearance Certificate of the ultimate beneficial owner(s), shareholders and directors of the corporate body holding more than 25% of the shares, not older than 6 months from the date of the application in country of residence in the last 2 years. ☐
9. Signed declaration of source of funds to be used for the proposed transaction (*Declaration Form attached*) ☐
10. Signed declaration of proof of funds from the originating bank validating the proposed transaction. (e.g. a bank-signed bank statement showing the requisite balance of funds or a letter of reference stating availability of funds from the bank). ☐

The Vendor

1. Certificate of Incorporation. ☐
2. Memorandum and Articles of Association. ☐
3. Register of Shareholders and Directors as per last company annual returns. ☐
4. Written declaration by the natural person(s) who are the ultimate beneficial owner(s) of the corporate body holding more than 25% of the shares, which is duly certified by a Notary or Attorney and with the contact details of the certifying Notary or Attorney. ☐
5. Certified true copy of valid passport details of the ultimate beneficial owner(s), shareholders and directors of the corporate body holding more than 25% of the shares, which must be accompanied by the contact details of the certifying Notary or Attorney. ☐
6. Copies of 2 utility bills of the ultimate beneficial owner(s), shareholders and directors of the corporate body holding more than 25% of the shares, as proof of residential address, which should not be older than 3 months from the date of the application. ☐
7. Where the Vendor is Non-Seychellois Original Current Police Clearance Certificate of the ultimate beneficial owner(s), shareholders and directors of the corporate body holding more than 25% of the shares, not older than 6 months from the date of the application in country of residence in the last 2 years. ☐

N.B All submitted documents which are not in English or French language must be translated with the full contact details of the translator.

Please take note of the translation rules as per below:

- Document in a language other than English or French must be accompanied by a literal English or French original translation prepared by an acceptable translator. Acceptable translators include:
 - A member of a professional translation service
 - A Government Department (which is authorized to translate document)

- Embassy / Consulate
 - Certified license Translator
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- The original translation must be submitted with a copy of the original-language document. A photocopy or a certified copy of the translation will **not** be accepted.
 - The translator must sign, date and apply his stamp/seal or the translation office's stamp/seal on all pages of the original translation **and** on all pages of the copy of the original-language document.
 - Translations prepared by persons including relatives, friends, acquaintances or other volunteer agencies are **not** acceptable.